



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

**Wednesday, June 24, 2015**

**5:30 p.m. - Open and Adjourn to Closed Session**

**6:30 p.m. - Public Session**

**Founders Hall, 1100 North Grand Avenue, Walnut, CA 91789**

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

## AGENDA

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

**CALL TO ORDER (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.**

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

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

## CLOSED SESSION

- **Conference with Legal Counsel – Existing Litigation pursuant to Section 54956.9(d)**  
(Case BC 576587 and Case 2:15-CV-04147)
- **Conference with Labor Negotiators James Czaja, Vice President, Human Resources; Jennifer Galbraith, Dean, Business; and Bill Scroggins, President & CEO, per California Government Code Section 54957.6**  
Faculty Association; CSEA, Chapter 262; and CSEA, Chapter 651

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

## MOMENT OF SILENCE

Observe a moment of silence in memory of retired employee **Roy McCowan**, who passed away on April 26, 2015 at the age of 81 years. Roy was a leader and member of the Art Department from 1965 to 1999, when he retired after teaching 34 years. During his tenure, he also served as the Art Department Chair. Roy grew up in Alberta, Canada, and was a member of the avalanche patrol in Banff. He studied architecture at the University of Arizona before coming to California. His first wife was Rosemary, with whom he had one son, Marc. His second wife was Patricia, who survives him with his son and several step-children. He was an avid sailor, competing in countless races in the waters in and around Newport Beach Harbor. When he gave up sailing and moved to Palm Springs, he donated his boat to the Sailing Club of Orange Coast College. Roy will be missed by all.

## REPORTING OF ACTION TAKEN IN CLOSED SESSION

## INTRODUCTIONS

- Introduction of the following newly appointed and promoted employees:

### Classified Employees (Newly Appointed)

- **Ashley Marin-Hernandez**, Clerical Assistant (Natural Sciences)
- **Elva Salcido**, Athletic Trainer (Kinesiology, Athletics & Dance)
- **Randall Yang**, Public Safety Officer (Public Safety)

### Management Employee (Newly Appointed)

- **Mark Lowentrout**, Associate Dean, Arts (Arts)

### Classified Employees (Promoted)

- **David Dieckmeyer**, IT Specialist: Academic Applications & Portal: Student Success and Support Program (Information Technology)
- **Krystal Hong**, Project/Program Specialist (English as a Second Language)
- **Lakshimi Rai**, Account Clerk III (Payroll)

### Confidential Employee (Promoted)

- **Zaira Jimenez**, Human Resources Analyst - Position Management (Human Resources)

### Management Employees (Promoted)

- **Jennifer Galbraith**, Dean, Business (Business)
- **Donald Sciore**, Associate Dean, Instruction (Instruction)

### **RECOGNITIONS**

- Award a Certificate of Service to the following retiring Management employee:  
**Donna Burns**, Dean, Continuing Education, 18 years of service
- **Paola Mendoza**, for her year of service to the students of Mt. SAC by serving as their representative on the Board of Trustees.
- The Mt. SAC Chapter of Phi Theta Kappa (PTK) Honors Society, led by advisor **Carol Impara**, was awarded a Distinguished Honors in Action Theme Award, an Honors in Action Project Award, and a Continued Excellence award for their Honors in Action project highlighting an in-flight space observatory and featuring a highly regarded NASA director by the PTK International Headquarters.
- Named for Dr. Stephen Runnebohm, an ardent supporter of the Honors program, this year's Runnebohm Award goes to Vice President of Instruction, **Dr. Irene Malmgren**. Dr. Malmgren's steadfast dedication to Honors education and continuous support for honors students to travel and receive national and local awards has brought huge success and innovation to the Honors Program as it prepares to launch Honors College in Fall 2015.
- Awarded for the first time in history, and from over 40 nominations, this year's Honors Faculty of the Year recipient is **Dr. Linda Rillorta**. Dr. Rillorta has been actively involved with numerous Honors Program activities, conferences, and community services projects via her connection with Mt. SAC clubs. She has shown passion and a sense of caring for Mt. SAC students and the community. Thank you, Dr. Rillorta, for going above and beyond the classroom walls to help and support student success.

### **APPROVAL OF MINUTES**

- Approval of minutes of the regular meeting of May 27, 2015. (See backup packet Pages 1 through 15.)

### **PUBLIC COMMUNICATION**

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

## **REPORTS**

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

1. Associated Students
2. Academic Senate
3. Classified Senate
4. Faculty Association
5. CSEA 262
6. CSEA 651
7. Mt. SAC Foundation
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.**

9. President's Report – Bill Scroggins, President & CEO
  - Tentative Budget – Rosa Royce, Associate Vice President, Fiscal Services

## CONSENT CALENDAR

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

### ADMINISTRATIVE SERVICES

1. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 16 through 21.)
2. 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 22 through 24.)
3. Consideration of approval of the Tentative Budget for the 2015-16 Fiscal Year. (See backup packet Pages 25 through 27.)
4. Consideration of approval of Resolution No. 14-12 - Authorization to Issue Election of 2008 General Obligation Bond Series 2015C. (See backup packet Pages 28 through 57.)
5. Consideration of approval of Resolution No.14-13 - Authorization to Issue 2015 General Obligation Current Interest Refunding Bonds. (See backup packet Pages 58 through 85.)
6. Consideration of approval of the Annual Investment Policy Statement. (See backup packet Pages 86 through 92.)
7. Consideration of approval of the re-issuance of stale-dated warrants, as listed. (See backup packet Page 93.)
8. Consideration of approval of Aircraft Repair Services with Nostalgia Airways, Inc. dba NAI Aircraft Services, for Fiscal Year 2015-16. (See backup packet Page 94.)
9. Consideration of approval of an agreement with American Fidelity Administrative Services, LLC to provide WorxTime software to track, monitor, and report hours worked by employees for health care reform eligibility as required by the Affordable Care Act. (See backup packet Page 95.)
10. Consideration of approval of the renewal of the College's Student Accident and Athletic Insurance Coverage with Student Insurance Company for the period July 1, 2015, through July 1, 2016. (See backup packet Pages 96 and 97.)
11. Consideration of approval of the renewal of the College's Fine Arts Insurance Coverage with Huntington T. Block Insurance Agency for the period July 1, 2015, through July 1, 2016. (See backup packet Pages 98 and 99.)

12. Consideration of approval of the renewal of the College's Aviation Insurance Policy with Falcon Insurance Agency of California, Inc. for the period July 1, 2015, through July 1, 2016. (See backup packet Pages 100 and 101.)
13. Consideration of approval of the General Liability and Property Coverage Renewal with ASCIP for the period July 1, 2015, through July 1, 2016. (See backup packet Pages 102 and 103.)
14. Consideration of approval to reject a Claim Against the District by Student Number Ending in 2464, and that Administrative Services is instructed to notify the claimant's legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4. (See backup packet Page 104.)
15. Consideration of approval to declassify and destroy documents which are classified as Class 3 records, per Article 2, Sections 16023 through 16028, of Title 5, California Administrative Code. (See backup packet Page 105.)
16. Consideration of approval of an amendment to the contract with Clear Wireless, LLC, a Nevada limited liability company, successor in interest to Nextel of California, Inc. to lease space for a cell site facility on the rooftop of the Arts Center building. (See backup packet Page 106.)
17. Consideration of approval of a contract with Atkinson, Andelson, Loya, Rudd & Romo for legal services. (See backup packet Page 107.)
18. Consideration of approval to purchase Hewlett Packard Network Equipment using the current competitive bid or government contract which results in the lowest price for the College. (See backup packet Page 108.)
19. Consideration of approval of a Memorandum of Understanding with Foothill Transit from August 10, 2015, through August 31, 2016. (See backup packet Page 109.)
20. Consideration of approval of the renewal of a one-year agreement with Capital Protection to provide crowd management services. (See backup packet Page 110.)
21. Consideration of approval of a maintenance agreement and service contract with Southland Industries for annual air conditioning preventative maintenance. (See backup packet Page 111.)
22. Consideration of approval of an agreement with Beazley Insurance, which has assigned their accounts receivable to Arthur J. Gallagher (AJG California), an insurance broker, for builder's risk insurance coverage for the Student Success Center and Food Services projects. (See backup packet Page 112.)
23. Consideration of approval of the Final Reconciliation and Notice of Completion of a contract using the Lease/Leaseback Construction Delivery Method for Major Grading, Site Improvements, and Temporary Parking (Student Lot M). See backup packet Pages 113 and 114.)

24. Consideration of approval of agreements to provide professional design and consulting services with Integrated Design Services for campus structural engineering support services; Helix Environmental Planning for construction support; PAL id Studio for interior design services in the Student Life Offices and Council Chambers; Psomas for engineering services for the Food Services building; HMC Architects for architectural and engineering design services for the final project proposal for the Kinesiology, Aquatics, and Wellness Complex; and Facility Consulting Services for project management policies, procedures, and internal controls. (See backup packet Pages 115 through 117.)
25. Consideration of approval of the installation of motorized rigging equipment in the Sophia B. Clarke Theater for the following Bid. (See backup packet Page 118.)
  - Bid No. 3020 Installation of Motorized Rigging Equipment in the Sophia B. Clarke Theater – Polaris Lighting Associates, Inc. of Glendale, CA
26. Consideration of approval of the following Contract Amendments. (See backup packet Pages 119 and 120.)
  - Contract The Equity Center Modular Building – Engineering Services - Psomas - Amendment No. 1.
  - Contract Wildlife Sanctuary Gas Line Relocation Project – The Gas Company - Amendment No. 2.

## **HUMAN RESOURCES**

27. Consideration of approval of Personnel Transactions. (See backup packet Pages 121 through 138.)
28. Consideration of approval of a contract for Employee Assistance Service for Education (EASE) with the Los Angeles County Office of Education. (See backup packet Page 139.)
29. Consideration of approval of a contract with Shaw HR Consulting, Inc. for Fair Employment Housing Act/Americans with Disabilities Act (FEHA/ADA) Reasonable Accommodation Services, for the period July 1, 2015, through June 30, 2016. (See backup packet Page 140.)
30. Consideration of approval of Contract for Investigative Services – Norm A. Traub & Associates, Inc., for the period July 1, 2015, through June 30, 2016. (See backup packet Page 141.)
31. Consideration of approval of a Contract for Investigative Services – The Titan Group, for the period July 1, 2015, through June 30, 2016. (See backup packet Page 142.)
32. Consideration of approval of a Correction to a Contract for Robert Half International, Inc. (See backup packet Page 143.)

## **INSTRUCTION**

33. Consideration of approval of program fees for students in the Basic Fire Academy and Emergency Medical Services Programs. (See backup packet Page 144.)

34. Consideration of approval of program fees for students in the Technology and Health Division. (See backup packet Pages 145 through 147.)
35. Consideration of approval of Community Services program/offerings for the 2015-16 academic year. (See backup packet Pages 148 through 157.)
36. Consideration of approval of the Continuing Education Division additions and changes. (See backup packet Pages 158 through 161.)
37. Consideration of approval of the Carl D. Perkins Career and Technical Education (CTE) and CTE Transitions' acceptance of grant funds and approval of activities. (See backup packet Pages 162 and 163.)
38. Consideration of approval of Child Development Center activities and acceptance of 2015-16 funds. (See backup packet Page 164.)
39. Consideration of approval of an agreement with Controltec Systems. (See backup packet Page 165.)
40. Consideration of approval of a contract renewal with Burning Glass Technologies. (See backup packet Page 166.)
41. Consideration of approval of the Center of Excellence 2014-15 extension and 2015-16 renewal. (See backup packet Page 167.)
42. Consideration of approval of a contract with Cal Poly Pomona for the Mt. SAC Men's and Women's Tennis Teams for the 2015-16 academic year. (See backup packet Page 168.)
43. Consideration of approval of a contract with Cerritos College to host the 2016 Mt. SAC Relays. (See backup packet Page 169.)
44. Consideration of approval of faculty and student participation in a water polo tournament at the Naval Academy in Annapolis, Maryland. (See backup packet Page 170.)
45. Consideration of approval of faculty and student participation at the National Cheerleaders Association & National Dance Association dance camp in Henderson, Nevada. (See backup packet Page 171.)
46. Consideration of approval of faculty and student participation at the Junior & Senior USA Track & Field Outdoor Championships in Eugene, Oregon. (See backup packet Page 172.)
47. Consideration of approval of an agreement with Walnut High School to host the 2015 Mt. SAC football games. (See backup packet Page 173.)
48. Consideration of approval of faculty and students to participate in the Spark Fun Autonomous Vehicle Competition in Boulder, Colorado. (See backup packet Page 174.)
49. Consideration of approval of a contract with iHeartMedia Management Services, Inc. dba RCS Sound Software. (See backup packet Page 175.)



50. Consideration of approval of modified courses and new and modified degrees and certificates effective with the 2015-16 academic year. (See backup packet Pages 176 and 177.)
51. Consideration of approval of a contract with Academic Senate for California Community Colleges. (See backup packet Pages 178 and 179.)
52. Consideration of approval of Child Development Workforce Initiative Grant acceptance of funds and approval of activities. (See backup packet Pages 180 and 181.)
53. Consideration of approval of Building Pathways of Persistence and Completion Grant acceptance of funds and approval of purchases. (See backup packet Pages 182 and 183.)

#### **PRESIDENT'S OFFICE**

54. Consideration of approval of the revised 2015-16 Regular Meeting Calendar for the Mt. San Antonio College Board of Trustees. (See backup packet Page 184.)
55. Consideration of approval of a second contract with KSP3 for web writing support for Phase 1 of the Website Redesign Project. (See backup packet Page 185.)

#### **STUDENT SERVICES**

56. Consideration of approval of a contract with California State University Channel Islands Conference and Events Department for the ACES Summer Residential Transfer Bridge Program. (See backup packet Page 186.)
57. Consideration of approval of a contract with Maxient LLC. (See backup packet Page 187.)
58. Consideration of approval of a contract with The Princeton Review-Led Classroom Course Agreement for the Upward Bound Program. (See backup packet Page 188.)
59. Consideration of approval of a subscription agreement with MediCat. (See backup packet Page 189.)
60. Consideration of approval to hire Note Takers as Independent Contractors for the Disabled Student Programs and Services in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Pages 190 through 192.)

## **ACTION ITEMS**

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

1. Consideration of approval of proposed revisions to the College Mission Statement, Vision Statement, and Core Values. (See backup packet Pages 193 and 194.)
2. Consideration of approval of Classification and Compensation Study Descriptions for CSEA, Chapter 262-Represented Employees. (See backup packet Pages 195 and 196.)
3. Consideration of approval of Range Placement for CSEA, Chapter 262-Represented Employees. (See backup packet Pages 197 through 201.)

## **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 5055 – Enrollment Priorities. (See backup packet Pages 202 through 209.)
2. Receive revisions to Administrative Procedure 5110 – Counseling. (See backup packet Pages 210 and 211.)

## **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. Receive for first reading and discussion proposed revisions to Board Policy 5110 – Counseling. (See backup packet Pages 212 and 213.)

## **ADJOURNMENT**

### **Future Board Meetings**

July 8, 2015

August 5, 2015 (if approved)

September 9, 2015

## **Upcoming Events**

- June 15-19    **Book Buy-Back**, SacBookRac
- June 19        **One World, One Sky Big Bird's Adventure**, 4:30 p.m., Planetarium  
**Secrets of the Sun**, 6:00 and 7:30 p.m., Planetarium
- June 20        **Secret of the Cardboard Rocket**, 4:30 p.m., Planetarium  
**Two Small Pieces of Glass: The Amazing Telescope**, 6:00 and 7:30 p.m., Planetarium
- June 21        **Residency Determination Date**
- June 22        **2015 Summer Intersession Begins**
- June 24        **Board of Trustees Meeting**, 6:30 p.m., Founders Hall
- June 26        **Last Day to Change Residency for 2015 Summer Intersession**
- June 29        **Last Day to Return Parking Permit for Refund**

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**

**June 24, 2015**





# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 27, 2015

### MINUTES

#### CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Hall at 5:38 p.m. on Wednesday, May 27, 2015. Trustees, Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos, and Student Trustee Mendoza were present.

#### STAFF PRESENT

Bill Scroggins, President/CEO; James Czaja, Vice President, Human Resources; Mike Gregoryk, Vice President, Administrative Services; Irene Malmgren, Vice President, Instruction; and Audrey Yamagata-Noji, Vice President, Student Services were present.

#### 1. PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

#### 2. CLOSED SESSION

The Board adjourned to Closed Session at 5:39 p.m. to discuss the following items:

- Conference with Legal Counsel – Pending Litigation (two cases)

#### 3. PUBLIC SESSION

The public meeting reconvened at 6:42 p.m., and the Pledge of Allegiance was led by Student Trustee Paola Mendoza.

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

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

#### 4. REPORTING OUT OF ACTION TAKEN IN CLOSED SESSION

None.

#### 5. INTRODUCTIONS

The following employees were introduced:

##### Classified Employees (Newly Appointed)

- **Anmarie Marin**, Clerical Specialist (Human Resources) (present)
- **Kenneth Kawaguchi**, Computer Facilities Assistant (Information Technology) (absent)
- **Lourdes Vazquez**, Admissions and Records Clerk I (Admissions and Records) (present)

##### Management Employee (Newly Promoted)

- **Jemma Blake-Judd**, Dean, Technology and Health (Technology and Health) (present)

#### 6. RECOGNITION

- The Mt. SAC Men's Track and Field Team and Head Coach **Ron Kamaka** were recognized for capturing their 10<sup>th</sup> California Community College Athletic Association State Championship on May 16, at the College of San Mateo. The Mountie Men won the State Championship by one point over College of the Sequoias (101-100). This year's men's team also captured the Southern California and South Coast Conference Team Championships. Individual State Championships were captured by **Gabe Toscano** (800M), **Reed Scale** (Pole Vault), and the 4X100M Relay Team comprised of **Erik Cisneros**, **Cravon Gillespie**, **Isaiah Kennedy** and **Armani McNeal**. Congratulations to the entire coaching staff and team for winning this championship.
- The Women's Tennis Team and Head Coach **Sophie Salvador** were recognized for winning the 2015 Women's Tennis Dual Team State Championship. Freshmen **Connie Aranguiz**, **Ysabella Matute**, and **Judy Ung**; and Sophomores **Pyper Brown**, **Tran Bui-So**, and **Kristen Canones** were congratulated. This is the first team championship for the College (men or women) since tennis began at the state level in 1960. The Mounties went 24-1 for the season, with their only loss coming at the hands of an NJCAA Division I team from New Mexico. The Mounties were undefeated in conference competition and outscored their opponents in regional competition by a margin of 20-7. This win is also historic for the South Coast Conference. It has been 30 years since an SCC college (men or women) has won the dual team championship. The state championship match against Modesto College (undefeated going into the match) was tied 4-4 with the number-one teams battling for the title. The athletes had split sets with Connie Aranguiz, a freshman from Chino, securing the win by taking the decisive third set 6-4.
- Mt. SAC's vocal jazz group Singcopation, under the direction of **Bruce Rogers**, was recognized for winning the 2015 Downbeat Magazine award for "Most Outstanding Collegiate Large Vocal Jazz Group" in the United States. *Downbeat Magazine* also honored **Cassie Alura** and **Lia Marsh** with outstanding soloist awards. Singcopation has been one of the most highly awarded vocal jazz groups in the country over the past 15 years, winning numerous outstanding performance and top vocal jazz group awards during that time period. The official award announcement will be in the June issue of *Downbeat Magazine*. Mr. Rogers was asked to make sure that the Board receives a copy of *Downbeat Magazine* that contains this announcement. In addition, the audience was

graced with a performance of 'The More I See You'.

- Mt. SAC's vocal jazz ensemble Frontline, under the direction of **Bill McIntosh**, was recognized for winning First Place in the College Choir Category at the 2015 Reno Jazz Festival, hosted by the University of Nevada, Reno. This is the second consecutive win for Frontline. Frontline competed alongside vocal jazz ensembles from CSU Sacramento II, CSU Sacramento III, Columbia Basin College (Washington State), and Cabrillo College. It was noted that four Mt. SAC alumni are currently in the film 'Pitch Perfect 2'.
- For the fourth year, the Mt. SAC Jazz Band, under the direction of **Jeff Ellwood**, was recognized for winning the first place award in the Two-Year College Band Category at the 2015 Reno Jazz Festival, at the University of Nevada, Reno. The Jazz Band competed against formidable jazz ensembles from Citrus College, Lane Community College (Oregon), and Santa Barbara City College. Unfortunately, the group was not able to attend tonight's meeting.
- The following retiring Classified employee was awarded a Certificate of Service:
  - **Charles Porter II**, Parking Officer (Public Safety), nine years of service (present)
- The following retiring Faculty employees were awarded a Certificate of Service:
  - **Ralph Eastman**, Professor (Theater), 35 years of service (present)
  - **Benjamin Eisley**, Professor (Air Conditioning, Welding, and Water Technology), 25 years of service (absent)
  - **Elaine Emanuel**, Professor (Computer Information Systems), 26 years of service (absent)
  - **Teresa Faraone**, Professor (Consumer & Design Technologies), 15½ years of service (absent)
  - **Ruth Jean Hoffman**, Professor (Registered Veterinary Technology), 17½ years of service (present)
  - **Shui-lien Huang**, Professor (Computer Information Systems), 25 years of service (absent)
  - **Terry Rudd**, Professor (Mental Health), 29 years of service (present)
  - **Maxine Sparks-Mackey**, Professor (Political Science), 24 years of service (present)
  - **Stephen C. Wilkerson**, Professor (Music), 26 years of service (absent)
  - **Keith Wilson**, Professor (Commercial & Entertainment Arts), 15 years of service (present)

## 7. APPROVAL OF MINUTES

- The following correction on Page 4 of the April 15, 2015, minutes was made: Under G. Trustee Bader reported the following – the fifth bullet should read, "She is on the board of the Pomona Valley **Hospital** Medical Center..."
- It was moved by Trustee Baca and seconded by Trustee Chyr to approve the minutes of the regular meeting of April 15, 2015, as corrected. Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Absent: None. Student Trustee concurred.

## 8. PUBLIC COMMUNICATION

- The following individuals spoke against rape on college campuses: Jeffrey Hoku, Aarefa Mosavi, Maricruz Lopez, Monica Smith, Sayedah Mosavi, Angela Danceu, Phillip Macias, Bianca Huntley, Stephanie Hernandez, Aisha Siddiqui, and Lauren Hand.

The group also submitted into record a petition to remove Chester Brown from the Mt. SAC campus. The petition may be viewed in the president's office.

Dr. Hall mentioned that he was submitting into record a letter from Rene Pyle, Transfer MARC Lab Tech and Adjunct Math Professor, who was not able to attend tonight's meeting, regarding her views on the subject at hand, a copy of which is included with these minutes.

- Mansfield Collins addressed the Board and encouraged the students to stand up for their rights. He also reiterated the Timberline residents' desire to work harmoniously with Mt. SAC regarding all future construction and urged board members to consider all new information when it comes to their attention.
- The following individuals spoke against the proposed increase in parking fees that is on tonight's board agenda: Erik Ruiz and Alejandro Juarez.

## 9. REPORTS

Reports by the following constituency leaders were given and are posted on the College website with these minutes:

- **Chris Nguyen**, President, Associated Students
- **Dan Smith**, President, Academic Senate
- **John Lewallen**, President, Classified Senate
- **Eric Kaljumagi**, President, Faculty Association
- **Bill Rawlings**, Acting President, CSEA 262 (no written report)
- **Justin Ott**, Interim President, CSEA 651 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

## 10. BOARD COMMUNICATION

A. Trustee Hall 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."

B. All Board members shared the following comments:

- They welcomed and congratulated newly appointed employees Annmarie Marin, Kenneth Kawaguchi, and Lourdes Vazquez.
- They congratulated newly promoted employee Jemma Blake-Judd.
- They congratulated retirees Charles Porter II, Ralph Eastman, Benjamin Eisley, Elaine Emanuel, Teresa Faraone, Ruth Jean Hoffman, Shui-lien Huang, Terry Rudd, Maxine Sparks-Mackey, Stephen C. Wilkerson, and Keith Wilson.
- They congratulated all the teams and their accomplishments this year.

C. Trustee Chyr reported the following:

- No report.



D. Trustee Baca reported the following:

- He said he was sorry that he missed the Classys this year.
- He said that he's looking forward to graduation and all the transfer events.
- He said that he'll be at both scholarship events on June 6.
- He said that he's looking forward to playing in the Foundation Golf Tournament on Friday.

E. Trustee Bader reported the following:

- She attended the Pomona Chamber legislative luncheon and invited Associated Students President Chris Nguyen to attend, who was introduced to a lot of legislators.
- She attended the Mt. SAC Relays.
- She enjoyed the tour of the Mt. SAC campus with La Verne Mayor Kendrick, and she thanked Dr. Scroggins for guiding that tour.
- She enjoyed this year's performance of Puttin' On the Hits and said it was the first year that she wasn't in it.
- She attended the Student Recognition Ceremony for EOPS/Care/CalWorks and enjoyed it very much.
- She attended the Citizens Oversight Committee meeting.
- She attended the Students and Educators of Distinction luncheon. She congratulated Dr. Yamagata-Noji and everyone involved.
- She attended the Mt. SAC Faculty Association Retirement/Tenure Tea.
- She attended Bonita Superintendent Gary Rapkin's retirement party.
- She said that Jill Dolan brought Heather Jones from the Planetarium to the Pomona Rotary meeting and said that Ms. Jones represented Mt. SAC very well.

F. Trustee Chen Haggerty reported the following:

- She attended the Rowland Community Center ribbon-cutting ceremony at Pathfinder Park.
- She attended a dinner event at which Trustee Bader was the speaker on the subject of education, where Rowland USD Board President Judy Nieh attended, as well.
- She attended a robotic competition held at Tesis Academy of Science and Math.
- She attended the CCLC Annual Trustees Conference in Monterey, CA, where she and Gary Nellesen, Director, Facilities Planning and Management, did a presentation entitled 'So You Passed a Bond...Now What?' She commended Mr. Nellesen and said that she received many positive comments from attendees regarding the presentation.
- She attended the Student Recognition Ceremony for EOPS/CARE/CalWorks.
- She attended the Rowland Heights Coordinating Council monthly meeting.
- She attended the Rowland USD showcase at the newly opened Rowland Community Center.
- She attended the Students and Educators of Distinction luncheon.

- She attended the International Student Recognition Ceremony.
- She attended the Mt. SAC Faculty Association Retirement/Tenure Tea.

G. Trustee Hidalgo reported the following:

- He participated in Puttin' On the Hits and thanked those involved.
- He attended the Mt. SAC Relays.
- He attended the Veterans recognition baseball game the same day as the Relays, where State Senator Connie Leyva attended, as well.
- He attended the Student Recognition Ceremony for EOPS/CARE/CalWorks.
- He attended a speaker series in the City of West Covina, where they talked about working with some of the local colleges for internships.
- He said that he's looking forward to participating in the Mt. SAC Foundation Golf Tournament on Friday.

H. Trustee Santos reported the following:

- She said that she regrets not being able to attend many of the events this month.
- She attended the Mt. SAC Relays.
- She attended Farm Day and said that the pigs are her favorite.
- She attended the Los Angeles County Schools Trustees Association (LACSTA) meeting, where she was elected to the board, once again.
- She attended the Metro Bus Line presentation regarding a protected bike lane that is going to be built on Temple Avenue leading to the College. She said that the City of Irwindale is applying for funds to build a protected bike lane on Arrow Highway. She said that ACES got a \$600,000 grant to study putting bike lanes on the waterways. She also said that she often rides her bike to the Mt. SAC campus.
- She said that she's looking forward to the Mt. SAC Foundation Golf Tournament on Friday.

I. Student Trustee Mendoza reported the following:

- She said that she enjoyed participating in Puttin' On the Hits and thanked Dr. Hall for his mentorship.
- She rallied in the downtown streets of Los Angeles to support President Obama's executive order on immigration. She said that the Associated Students funded their attendance.

J. Trustee Hall reported the following:

- Regarding Puttin' On the Hits, he acknowledged Jay Truman and his colleagues in the theater, Pacific Palms for lending him a large flag, Student Trustee Paola Mendoza for recruiting students in military uniforms that marched on to the stage, and everyone else involved who made this event so successful.
- He attended the Mt. SAC Relays, where he welcomed everyone for attending.
- He attended the Students and Educators of Distinction luncheon and congratulated all the award winners.
- He attended the Mt. SAC Faculty Association Retirement/Tenure Tea.

- He attended the Citizens Oversight Committee meeting.
- Thanked Johnny Jauregui for his 26 years of service on CSEA 651.

#### **11. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:**

- He welcomed and congratulated newly appointed employees Annmarie Marin, Kenneth Kawaguchi, and Lourdes Vazquez.
- He congratulated newly promoted employee Jemma Blake-Judd.
- He congratulated retirees Charles Porter II, Ralph Eastman, Benjamin Eisley, Elaine Emanuel, Teresa Faraone, Ruth Jean Hoffman, Shui-lien Huang, Terry Rudd, Maxine Sparks-Mackey, Stephen C. Wilkerson, and Keith Wilson.
- He congratulated all the teams and their accomplishments this year.
- He talked about attending one of Professor Bill McIntosh's classes and said he was impressed with how hard the professor and students work.
- He attended one of Professor Beta Meyer's Biotech classes and said that things have changed since he took the course and was very impressed with her knowledge.
- He introduced Mike Gregoryk, Vice President, Administrative Services; and Dave Wilson, Chief of Police/Public Safety, who gave a presentation on Parking Fee Increase Proposal.  
The presentation may be found with these minutes on the College website.

#### **12. BOARD INFORMATIONAL REPORT**

Board members were provided with a written summary and presentation on the 2015-16 Governor's Budget Proposals for California Community Colleges May Revision, presented by Mike Gregoryk, Vice President, Administrative Services; and Rosa Royce, Associate Vice President, Fiscal Services.

The presentation may be found with these minutes on the College website.

#### **13. CONSENT CALENDAR**

The following changes were made to the Consent Calendar:

Pages 38 and 39 – **Pull** Consent #16 – Lease/Leaseback Construction – Final Reconciliation and Notice of Completion – Major Grading, Site Improvements, and Temporary Parking (Student Lot M)

Page 61 – Consent #26 – Personnel Transactions: For Jennifer Galbraith, the Range/Step should read "M-21, Step 2 + **L25**, and the Salary should read "**\$170,131.53**/annual." For Don Sciore, the Range/Step should read "M-19, Step 2 + **L15**, and the Salary should read "**\$148,335.16**/annual."

It was moved by Trustee Baca and seconded by Trustee Bader to approve the following items:

**ADMINISTRATIVE SERVICES**

1. Approval of the Appropriation Transfers and Budget Revisions Summary.
2. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
3. Approval of the re-issuance of stale-dated warrants, as listed.
4. Approval of Resolution No. 14-11 – Temporary Inter-fund Cash Borrowing.
5. Approval of Quarterly Investment Report ending March 31, 2015.
6. Approval of Quarterly Financial Status Report ending March 31, 2015.
7. Approval of an agreement with Margolis Healy & Associates, LLC to provide an orientation that will address Clery Act and Title IX institutional obligations.
8. Approval of a contract with OmniUpdate, Inc. for technical web development services, not to exceed \$25,000.
9. Approval of a contract with IBM Services for emergency technical services that are not covered under the IBM maintenance agreement for the 2015-16 fiscal year.
10. Approval of an agreement with Blackboard Inc. for Connect, an electronic voice, mail, and text messaging system, from July 1, 2015, to June 30, 2018.
11. Approval of a contract with Blackboard Inc. for Moodlerooms, a learning management system, and TRAIN, a customized training package.
12. Approval of the purchase of a Central Electronic Complex for the IBM server from Sirius Computer Solutions.
13. Approval of the purchase of an online catalog management system from LeepFrog Technologies, Inc.
14. Approval of agreements with AT&T and Verizon Wireless for advance payment of Division of State Architect (DSA) inspection costs.
15. Approval of pre-construction services using the Lease/Leaseback Construction Delivery Method for Central Plant Improvements, Instruction Modular Buildings, Document Storage Modular Building, and Sanitary Sewer Replacement.
16. This item was pulled and not acted.
17. This item was pulled and acted upon separately (see paragraph 14).
18. Approval to purchase furniture and pre-manufactured modular wall systems for the College Services Building, Information Technology, Public Safety, and Classroom Building 18D – Computer Classroom.

19. This item was pulled and acted upon separately (see paragraph 15).
20. Approval of the following Completion Notice.
  - Bid No. 2994 Re-roofing Project Buildings 45 and 47 – Best Contracting Services, Inc. (Contractor)
21. Approval of the Performing Arts Center Eave Repair for the following Bid.
  - Bid No. 3017 (Re-Bid) Danny Letner, Inc., dba Letner Roofing Co., Orange, CA
22. Approval of Air Conditioning Unit Replacement for the following Bid.
  - Bid No. 3013 Los Angeles Air Conditioning, La Verne, CA
23. Approval of the following Contract Amendment.
  - Contract Wildlife Sanctuary Gas Line Relocation Project – The Gas Company - Amendment No. 1.
24. Approval of the following Contract Amendments for Professional Design and Consulting Services.
  - Contract Construction Support – Helix Environmental Planning - Amendment No. 4.
  - Contract Student Support Services – HMC Architects – Amendment No. 3
  - Contract Reconfigure the Marketing and Research Office Spaces – Pal id Studio – Amendment No. 1
  - Contract Construction Support – Sid Lindmark, AICP – Amendment No. 1
25. Approval of the following Proposed Gifts and Donations to the College:
  - Chino Valley Independent Fire District – 70 each MSA Safety Inc. Ultra Elite 4.5 Self-Contained Breathing Apparatus (SCBA) with Mask-Mounted Regulator (MMR); 100 each Ultra Elite face pieces; 151 each 4.5 carbon-wrapped cylinders (2002); 8 each 4.5 carbon-wrapped cylinders (2006); 38 each 4.5 carbon-wrapped cylinders (2009); 4 each 4.5 carbon-wrapped cylinders (2011), valued by donor at \$2,750, to be used in the Fire Technology Department.

## **HUMAN RESOURCES**

26. Approval of Personnel Transactions.
27. Approval of a Contract for Title IX, Campus SaVe Act, and SB 967 Child Abuse Neglect Reporting Act (CANRA) Training with CampusClarity, a service of LawRoom.
28. Approval of the implementation of a Step 6 for Management Employees, effective July 1, 2015.
29. Approval of the use of Lynda.com campus license.
30. Approval of a two-day Management Retreat at the UCLA Arrowhead Conference Center on June 18-19, 2015.

## **INSTRUCTION**

31. Approval of the 2016-17 Academic Calendar.
32. Approval of the 2015 Institutional Effectiveness Partnership Initiative Indicators.
33. Approval of a Baccalaureate Degree Program in Nursing and classroom rental with Mount St. Mary's University.
34. Approval of additions and changes in the Continuing Education Division.
35. Approval of a contract with OUTFRONT Media for an advertising campaign for the Hospitality Management Program.
36. Approval of an agreement with Evans & Sutherland Computer Corporation for Digistar 5 Upgrade for the Randall Planetarium.
37. Approval of new and modified courses and modified degrees and certificates effective with the 2015-16 academic year.
38. Approval of acceptance of funds for the Assessment, Remediation, and Retention for Associate Degree Nursing Programs Grant.
39. Approval of funds for the Course Identification Program Grant.
40. Approval of funds and approval of purchases for the Career Technical Education Enhancement Fund Grant.
41. Approval of funds for the Enrollment Growth for Associate Degree Nursing Programs Grant.
42. Approval of funds for the Song-Brown Registered Nurse Capitation Grant.
43. Approval of funds and approval of purchases for the Song-Brown Registered Nurse Special Programs Grant.

## **PRESIDENT'S OFFICE**

44. Approval of an agreement with the law firm of Liebert Cassidy Whitmore to provide legal and consulting services to the College in regard to employment relations and education law including representation in labor negotiations and in administrative and court proceedings, as requested by the College. The term of the agreement is June 1, 2015, through May 31, 2016.

## **STUDENT SERVICES**

45. Approval of a contract with Kellogg West Conference Center and Lodge for the Upward Bound Senior College Bound Retreat.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Student Trustee concurred.

**14. CONSENT ITEM #17 – CONSTRUCTION SERVICES USING THE LEASE/LEASEBACK CONSTRUCTION DELIVERY METHOD FOR DOCUMENT STORAGE MODULAR BUILDING SITE IMPROVEMENTS, INSTRUCTION MODULARS SITE IMPROVEMENTS, AND UTILITY INFRASTRUCTURE SW QUADRANT – SANITARY SEWER INSTALLATION**

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

Discussion: It was asked, under Item 1 (Tilden-Coil Constructors for the Document Storage Modular Building Site Improvements, what are Allowances and Contingency. Gary Nellesen, Director, Facilities Planning and Management, answered that Allowances is defined as work that we know what it is, but don't have the exact costs at the time of bidding, i.e., allowance for soils work underneath where the building is being built. Contingency is the unforeseen items such as opening up a wall and finding something that wasn't expected. Profit is done on a sliding scale, and for office overhead and profit, it's at approximately 4%. If we don't spend all of the construction budget, we're charged a percentage of what the actual costs were.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Student Trustee concurred.

**15. CONSENT ITEM #19 – AGREEMENTS TO PROVIDE PROFESSIONAL DESIGN AND CONSULTING SERVICES WITH INDEPENDENT ROOFING CONSULTANTS FOR THE FOOD SERVICES BUILDING AND STUDENT SUCCESS CENTER; ITERIS FOR CONSTRUCTION SUPPORT; HILL PARTNERSHIP, INC. FOR THE SCIENCE TECHNOLOGY ENGINEERING MATH CENTER; P2S ENGINEERING, INC. FOR PHOTOVOLTAIC SYSTEMS; PAL ID STUDIO FOR THE CENTER (FOR DEAF AND HARD OF HEARING); AND STEVEN FADER ARCHITECTS FOR THE CENTER (FOR DEAF AND HARD OF HEARING)**

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

Discussion: It was asked, under Item 3 (Iteris for Construction Support) what this meant. Gary Nellesen, Director, Facilities Planning and Management, explained that, as our response to the public information requests, we have to go back to the company that did the parking study in 2005 to pull additional documents from their records. He said that he would double-check with counsel to see if this can be paid out of bond funds.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Student Trustee concurred.

**16. ACTION ITEM #1 – STUDENT PARKING FEES, PER EDUCATION CODE SECTION 76360**

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

Discussion: Trustee Hall said that Rio Hondo College is charging \$40 for the Fall and Spring semesters and \$20 for the Summer intersession, with no reduction for BOG waiver students; Mt. SAC is proposing only \$25 for BOG waiver students, which amounts to 71% of its students.

Trustee Santos said that it's burdensome on students to raise the fees and wonders if we can find the money someplace else. Dr. Scroggins said that it would be a reduction of services to the students if money was taken from anywhere else.

Student Trustee Mendoza said that the Associated Students Resolution No. 7 approved the proposed fees, but their Executive Board vetoed it. She said that it was such a short notice that the students didn't have time to really review the proposal. She talked about the enrollment fees

not being raised since 2012, when students spoke to the Board, and it was ultimately pulled and not approved. She wanted to know why students have to pay for the infrastructure of this institution when the law states that the College is responsible for the safety of the students. She said that it would be fair to educate the entire student population and have them vote on their portal. She said that, yesterday was their last senate meeting, so this will die out. She encouraged the Board to take the students' opinion into consideration and not approve this item.

Trustee Hidalgo said that those are some good points. He is not opposed to increasing fees to stay comparable with other colleges. He said that they're already paying additional fees for the bus passes, so he's not in favor of imposing an additional fee on top of that.

Trustee Bader said she had an issue, as well, but was wondering if it's possible to find the additional fees from another area of the budget. She said that the students won't have the parking structure, and the students do have the additional burden of the bus pass money. On the other hand, could we use some of the existing funds from the old \$40 to pay for the repairs.

Trustee Baca said that nickel and diming the students will add up. He said that the students should recognize weighing one against the other because there will be a loss somewhere else.

Trustee Hall said that we haven't had a parking fee since 2010 and, if we have one now, we may not see another increase for another five years. He said that he won't make a decision based on political pressure, but what's best for the College. He said that he's aware of the all the costs to the students but, when compared to other colleges, who don't have reduction in fees to the BOG waiver students, he's inclined to vote for the increase in parking fees if it means that the parking lots will be repaired.

Dr. Scroggins said that if this motion is passed, then we'll waive the on-line fee of \$3.00.

Trustee Chyr said that, as a student, he would vote against the increase, but the fact that we haven't raised the fees in five years, that's significant, and it's only \$5.00. He said that it's a reasonable expectation that we would maintain the parking lots for the safety of all. He said that he would support the increase.

Trustee Santos asked how much more will it raise for the College, and the answer was approximately \$305,888, and raising the daily fee would bring in approximately \$143,749, totaling approximately \$449,637.

President Scroggins asked Gary Nellesen about scheduled maintenance money for these project. Mr. Nellesen said that the State scheduled maintenance funds can't be spent on student parking lots. Student Trustee Mendoza asked if bond money could be used, and Mr. Nellesen said that another project would have to be canceled in order to do that.

Mike Gregoryk, Vice President, Administrative Services, said that the District pays half of the public safety budget now, and the students pay the other half. He said that bond money has been used to do some of the major scheduled maintenance, but there aren't any funds available. We'll continue to do that when the funds are available; however, the bulk of this money goes to staffing the Public Safety Department. This money will go toward staffing, repairs, and blue emergency telephones.

President Scroggins asked if we've seen a rise in crime, and Dave Wilson, Chief, Public Safety, said that we've seen a slight increase during this period over the same period last year.

Trustee Hidalgo asked if the consumer price Index has been used. Mike Gregoryk said that we haven't applied that to the parking fees and should have probably done that five years ago. When looking at Pasadena City College, where the maximum parking fee is \$50, they had to get it passed by special legislation. Trustee Hidalgo said that he can see the value from a safety standpoint, but not from a mobilization standpoint.

Trustee Hall said that we visited this subject last year and it was pulled from the agenda.



Trustee Mendoza asked if the students could be polled and ask for a vote before the Board makes a decision. Trustee Hall said that if it's voted down tonight, then yes; but, when looking at the comparison, we're not out of line and we're being pretty generous, especially when other colleges don't offer a discount for BOG waiver students.

Trustee Chen Haggerty said that she understands the students' position, but the money has to come from somewhere, and it could hurt the students if the repairs aren't done. She said that the increase is reasonable since we haven't raised fees in five years.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall; Noes: Hidalgo, Santos; Abstained: None. Student Trustee did not concur.

**17. ACTION ITEM #2 – CLASSIFICATION AND COMPENSATION STUDY DESCRIPTIONS FOR CSEA, CHAPTER 262-REPRESENTED EMPLOYEES**

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

Discussion: None.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall; Noes: Hidalgo, Santos; Abstained: None. Student Trustee concurred.

**18. ACTION ITEM #3 – RANGE PLACEMENT FOR CSEA, CHAPTER 262-REPRESENTED EMPLOYEES**

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

Discussion: None.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Student Trustee concurred.

**19. ACTION ITEM #4 – FUNDING PLAN OF OTHER POST-EMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB), AND THE CHANGE OF THE FINANCIAL PRESENTATION**

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

Discussion: None.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Student Trustee concurred.

**20. ACTION ITEM #5 – CHANGE ORDER FOR THE PARKING STRUCTURE PHASE 8 PROJECT**

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

Discussion: Gary Nellesen, Director, Facilities Planning and Management, said that, when the Temporary Restraining Order was put in place, a hole that was dug had to be repaired, for safety purposes. He said that demolition and relocating utilities had already been started, and there was a storm drain line that had to be repaired, as well. He said that the area also needs to be repaved, and that this money is for stopping the work and making the area safe.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Student Trustee concurred.

**21. INFORMATION ITEM #1 – ADMINISTRATIVE PROCEDURE 3560 – ALCOHOLIC BEVERAGES**

The Board received for information revisions to Administrative Procedure 3560 – Alcoholic Beverages.

Dr. Scroggins said that this was triggered by a change in the law, and we added language that was provided by Event Services and the Foundation.

**22. INFORMATION ITEM #2 – ADMINISTRATIVE PROCEDURE 7400 – CONFERENCE AND TRAVEL (NEW)**

The Board received for information revisions to Administrative Procedure 7400 – Conference and Travel.

Dr. Scroggins said that we had practices managed by Fiscal Services, and this clarifies a lot of the questions that are commonly asked about the process.

**23. INFORMATION ITEM #3 – ADMINISTRATIVE PROCEDURE 3260 – INSTITUTIONAL REVIEW BOARD**

The Board received for information revisions to Administrative Procedure 3260 – Institutional Review Board.

Dr. Scroggins said that our Research office helps us with reviewing requests of our own faculty and staff to do human research, and this protects the rights of the individuals involved.

**24. INFORMATION ITEM #4 – ADMINISTRATIVE PROCEDURE 4255 – DISMISSAL AND REINSTATEMENT**

The Board received for information revisions to Administrative Procedure 4255 – Dismissal and Reinstatement.

Dr. Scroggins said that the changes bring this administrative procedure into current practice. Audrey Yamagata-Noji, Vice President, Student Services, said that we've had a long-standing dismissal process; that these changes clear up the Appeals Process.

**25. CLOSED SESSION**

The Board adjourned to Closed Session at 10:43 p.m. to conduct a student expulsion hearing. The meeting reconvened to Open Session at 11:10 p.m.

**26. REPORTING OUT OF ACTION TAKEN IN CLOSED SESSION**

• **STUDENT EXPULSION**

The Board Unanimously voted to accept the findings and recommended decision of the President to expel Student No. A02824928 permanently from the College, effective immediately.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None.

**27. ADJOURNMENT**

The meeting adjourned at 11:11 p.m.

WTS:dl

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

**DATE:** June 24, 2015

**CONSENT**

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

**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 5/4/15 - 5/15/15**

**Unrestricted General Fund - 11 and 13**

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 1,725
7950 Unassigned Fund Balance	651,808
<b>Total</b>	<b>\$ 653,533</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 57,490
3000 Employee Benefits	13,497
4000 Supplies/Materials	2,367
5000 Other Operating Expenses/Services	306,740

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #1

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

**DATE:** June 24, 2015

6000	Capital Outlay	\$	250,039
7000	Other Outgo		23,400
<b>Total</b>		<b>\$</b>	<b>653,533</b>

**Restricted General Fund - 17**

From:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	14,243
2000	Classified/Other Nonacademic Salaries		1,885
5000	Other Operating Expenses/Services		28,634
7000	Other Outgo		16,810
<b>Total</b>		<b>\$</b>	<b>61,572</b>

To:

<u>Budget Classification</u>			<u>Amount</u>
3000	Employee Benefits	\$	3,920
4000	Supplies/Materials		8,296
6000	Capital Outlay		49,356
<b>Total</b>		<b>\$</b>	<b>61,572</b>

**Child Development Fund - 33**

From:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	31,000
<b>Total</b>		<b>\$</b>	<b>31,000</b>

To:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	31,000
<b>Total</b>		<b>\$</b>	<b>31,000</b>

**Capital Outlay Projects Fund - 41**

From:

<u>Budget Classification</u>			<u>Amount</u>
7950	Unassigned Fund Balance	\$	36,000
<b>Total</b>		<b>\$</b>	<b>36,000</b>

To:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	36,000
<b>Total</b>		<b>\$</b>	<b>36,000</b>

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

**DATE:** June 24, 2015

**Bond Construction Fund - 42**

From:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 28,351
<b>Total</b>	<b>\$ 28,351</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 28,351
<b>Total</b>	<b>\$ 28,351</b>

**Bond Construction Fund No. 2 - 45**

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 2,376,135
<b>Total</b>	<b>\$ 2,376,135</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 203,207
4000 Supplies/Materials	126,135
5000 Other Operating Expenses/Services	1,000,000
7920 Restricted Fund Balance	1,046,793
<b>Total</b>	<b>\$ 2,376,135</b>

**Associated Student Trust Fund - 71**

From:

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

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 500
<b>Total</b>	<b>\$ 500</b>

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

**DATE:** June 24, 2015

**BUDGET REVISIONS**  
For the period 5/4/15 - 5/15/15

**Unrestricted General Fund - 11 and 13**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
861100 2014-15 Growth	\$ 3,265,572
861911 Return to Title IV	12,546
882000 Continuing Education Division Programs	28
882001 Radiologic Technology Special Education	595
882002 Track and Field Program	934
884008 Music - Choral Program	307
884024 Mountaineer Advertising	700
888500 Flight Training Program	19,686
888500 Music - Choral Program	1,600
889004 Chemistry Program	1,340
889004 American Readers Theater Program	2,000
889004 Communication Department Program	18,720
889004 Mt. SAC Speakers Program	5,000
889005 Track and Field Program	2,220
889005 Music - Choral Program	525
889005 Music - Instrumental Program	4,820
<b>Total</b>	<b>\$ 3,336,593</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 18,061
5000 Other Operating Expenses/Services	38,114
6000 Capital Outlay	2,300
7950 Unassigned Fund Balance	3,278,118
<b>Total</b>	<b>\$ 3,336,593</b>

**Restricted General Fund - 17**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
862901 2014-15 Student Success and Support Program (SSSP) - Credit	\$ 42,615
<b>Total</b>	<b>\$ 42,615</b>

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

**DATE:** June 24, 2015

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	202,580
2000	Classified/Other Nonacademic Salaries		(80,586)
3000	Employee Benefits		(45,442)
4000	Supplies/Materials		71,719
5000	Other Operating Expenses/Services		(235,530)
6000	Capital Outlay		129,874
<b>Total</b>		<b>\$</b>	<b>42,615</b>

**Child Development Fund - 33**

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
865900	General Child Care and Development Programs	\$	146,637
<b>Total</b>		<b>\$</b>	<b>146,637</b>

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	121,464
3000	Employee Benefits		25,173
<b>Total</b>		<b>\$</b>	<b>146,637</b>

**Capital Outlay Projects Fund - 41**

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
886000	Lease Revenue Bonds - Interest	\$	11
<b>Total</b>		<b>\$</b>	<b>11</b>

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	11
<b>Total</b>		<b>\$</b>	<b>11</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$653,533), Restricted General Fund (\$61,572), Child Development Fund (\$31,000), Capital Outlay Projects Fund (\$36,000), Bond Construction Fund (\$28,351), Bond Construction Fund No. 2 (\$2,376,135) and Associated Students Trust Fund (\$500) pursuant to the California Code of Regulations, Title 5, Section 58307.



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

**DATE:** June 24, 2015

Further authorization is requested to approve the budget revisions and allow expenditures within the Unrestricted General Fund (\$3,336,593), Restricted General Fund (\$42,615), Child Development Fund (\$146,637) and Capital Outlay Projects Fund (\$11) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

**DATE:** June 24, 2015

**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:

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Alcazar, Jennifer	Instruction – STEM Teacher Prep Grant	Presenter – Summer Science Experience	7/1/15– 8/21/15	\$1,200
Bagoumian, Karine	Instruction – Communication	Judge – American Readers Theater Championships	5/2/15– 5/3/15	\$100
Belko, Spencer	Instruction – Communication	Judge – American Readers Theater Championships	5/2/15– 5/3/15	\$100
Cannarella, Gene	Instruction – STEM Teacher Prep Grant	Presenter – Summer Science Experience	7/1/15– 8/21/15	\$500
Carey, Brian	Instruction – STEM Teacher Prep Grant	Presenter – Summer Science Experience	7/1/15– 8/21/15	\$600
Clippinger, Christine	Instruction – STEM Teacher Prep Grant	Presenter – Summer Science Experience	7/1/15– 8/21/15	\$400
Cotran, Kristina	Instruction – STEM Teacher Prep Grant	Presenter – Summer Science Experience	7/1/15– 8/21/15	\$800
Curva, Abel	Instruction – Communication	Judge – American Readers Theater Championships	5/2/15– 5/3/15	\$150
Donovan, Kate	Instruction – STEM Teacher Prep Grant	Presenter – Summer Science Experience	7/1/15– 8/21/15	\$400

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

**SUBJECT:** Independent Contractors**DATE:** June 24, 2015

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Fish, Duane	Instruction – Communication	Judge – American Readers Theater Championships	5/2/15– 5/3/15	\$300
Helmlinger, Mark	Instruction – STEM Teacher Prep Grant	Presenter – Summer Science Experience	7/1/15– 8/21/15	\$400
Hernandez, Daniel	Instruction – Consumer Science & Design Technologies Fashion	Photographer – Photo shoots for Fashion 15, 22, 23 & 66 Student Portfolio	7/1/15– 6/23/16	\$1,500
Johnson, Amy	Instruction – Communication	Judge – American Readers Theater Championships	5/2/15– 5/3/15	\$300
LeBeau-Walsh, Lori	Instruction – Technology & Health	Designer & Consultant – CTE Transition Office	5/28/15– 6/30/15	\$1,300
Marchisello, Anthony	Instruction – Communication	Judge – American Readers Theater Championships	5/2/15– 5/3/15	\$150
Masters, Maxwell	Instruction – STEM Teacher Prep Grant	Presenter – Summer Science Experience	7/1/15– 8/21/15	\$700
Mocilnikar, Gabrielle	Instruction – Music	Performer – Faculty Music Recital	5/6/15– 5/17/15	\$105
Phipps, Rachael	Instruction – Communication	Judge – American Readers Theater Championships	5/2/15– 5/3/15	\$150
Peterson, Kyle	Instruction – STEM Teacher Prep Grant	Presenter – Summer Science Experience	7/1/15– 8/21/15	\$700
Rios, Victor M.	Student Services – Bridge Program	Guest Speaker – Summer Bridge Program	7/9/15	\$2,000
Rogers, Larry	Instruction – STEM Teacher Prep Grant	Presenter – Summer Science Experience	7/1/15– 8/21/15	\$500
Rucker, Clark D.	Instruction – STEM Teacher Prep Grant	Presenter – Summer Science Experience	7/1/15– 8/21/15	\$400
Salas, Brenda	Instruction – STEM Teacher Prep Grant	Presenter – Summer Science Experience	7/1/15– 8/21/15	\$800
Schaller, Emily	Instruction – STEM Teacher Prep Grant	Presenter – Summer Science Experience	7/1/15– 8/21/15	\$400
Schnoor, Larry	Instruction – Communication	Judge – American Readers Theater Championships	5/2/15– 5/3/15	\$300

**SUBJECT:** Independent Contractors**DATE:** June 24, 2015

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Soto, Roslyn	Instruction – STEM Teacher Prep Grant	Presenter – Summer Science Experience	7/1/15– 8/21/15	\$500
Yamashiro, Michael	Instruction – STEM Teacher Prep Grant	Presenter – Summer Science Experience	7/1/15– 8/21/15	\$600
Young, Teri	Instruction – Music	Seamstress – Band member uniform repair	3/2/15– 6/20/15	\$250

Funding Sources

Unrestricted General Fund – Instruction – Communication, Music.

Restricted General Fund – Instruction – STEM Teacher Prep Grant, Technology & Health, Consumer Science & Design Technologies – Fashion.

**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:** June 24, 2015

**CONSENT**

**SUBJECT:** Tentative Budget for the 2015-16 Fiscal Year

**BACKGROUND**

In accordance with Title 5 of the California Code of Regulations, Section 58300, community college districts must adopt a tentative budget each year on or before the first day of July. Most expenditures such as salaries, fringe benefits, supplies, contracts, services, and utilities are considered to be ongoing and part of what is called the operational budget.

**ANALYSIS AND FISCAL IMPACT**

This year, the overall State budget outcome is expected to be extremely positive for community colleges. The budget reflects the Governor's long-term commitment to the students in California. The main proposed increases in the Governor's May Revision consists of a 1.02% funded cost-of-living adjustment, 3.00% for growth/restoration, \$266.7 million increase to the base allocation, \$49.0 million for Career Development Preparation Program (CDCP) rate equalization, \$75.0 million to support an increase in full-time faculty, \$215.0 million for Student Success and Student Equity programs, \$148.0 million for Scheduled Maintenance and Instructional Equipment, and \$626.0 million in one-time funds to pay down prior mandate obligations.

After the Governor's May Revision was released, and in light of higher projected revenues provided by the Legislative Analyst Office, the legislature agreed with the majority of the Governor's proposals, with some adjustments. Some of these important adjustments include an additional \$4.3 million increase to the base allocation, \$15.0 million in one-time funds for Professional Development, \$39.0 million for financial support for Cal Grant B recipients, and a reduction of \$22.0 million in one-time funds to pay down prior mandate obligations.

Mt. SAC's Tentative Budget includes important State budget proposals reflecting conservative optimism, which results in a major decrease of the ongoing deficit from \$10.7 million in the 2014-15 fiscal year to \$1.0 million in the 2015-16 fiscal year. It is expected that the Governor will sign the final budget on or before June 30, 2015. The Governor's final budget will be included in the Adopted Budget.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

**SUBJECT:** Tentative Budget for the 2015-16 Fiscal Year

**DATE:** June 24, 2015

It is anticipated that the College will end the 2014-15 fiscal year with an estimated ending fund balance of \$27,535,104. This is an increase of \$11,164,194 from the 2014-15 Adopted Budget fund balance of \$16,370,910. The difference is the result of estimated unbudgeted revenues and estimated expenditure savings. The most important unbudgeted revenues include \$3,265,572 in 2014-15 Growth, \$958,237 in 2012-13 and 2013-14 Apportionment Deficit Recoveries, and \$1,311,035 in Reimbursement of State Mandated Local Program Costs. The primary estimated expenditure savings are \$2,716,701 in Permanent/Hourly and Classified permanent positions, \$683,388 in Department Budgets, and \$1,678,653 in Institutional Budgets.

The ongoing revenues for the Unrestricted General Fund include the most important increases proposed by the Governor's May Revision. These are the 1.02 % funded cost-of-living adjustment, the increase to the base allocation, the increase in CDCP rate equalization, and the increase for full-time faculty hiring. Other important ongoing revenues consists of increases in lottery funds, nonresident tuition, and the 2014-15 Growth. The total ongoing revenues for the Unrestricted General Fund increased from the 2014-15 fiscal year by \$18,345,055.

Mirroring the ongoing revenues, the corresponding ongoing expenditures, as a result of the Governor's May Revision proposals, are included in the ongoing expenditure budget. These are comprised of placeholders for the 1.02% funded cost-of-living adjustment, the increase to the base allocation, the increase in CDCP rate equalization, and the increase for full-time faculty hiring. Other notable increases in the ongoing expenditure budget are the annual step-and-column salary progression along with the associated employer-paid benefits, the increase in the State Teacher's Retirement System (STRS) employer contribution, and the increase of the Class Schedule. The total ongoing expenditures for the Unrestricted General Fund increased from the 2014-15 Adopted Budget by \$13,845,908.

As always, the budget is considered a dynamic planning document flexible enough to be responsive to the College's needs, yet very dependent upon uncertain, variable revenue. Included in the budget are total ongoing Unrestricted General Fund revenues of \$161,713,316, which includes apportionment, nonresident tuition fees, lottery, and other miscellaneous revenue. The ongoing expenditures are estimated at \$162,650,297, leaving a projected ongoing budget deficit of \$936,981.

Also budgeted are estimated one-time revenues totaling \$7,175,228 and one-time expenditures totaling \$15,277,435. The main increase in the one-time revenues is the increase in revenues for the pay down of outstanding mandated claims per the Governor's May Revision Budget Proposal. Expenditures essentially include the corresponding placeholder for the pay down of outstanding mandated claims, budget carryovers, and the 2014-15 New Resources Allocation Phases 1 & 2.

**SUBJECT:** Tentative Budget for the 2015-16 Fiscal Year

**DATE:** June 24, 2015

On May 27, 2015, the Board of Trustees approved an ongoing payment of \$2,500,000 to the Other Post-Employment Benefits (OPEB) Trust and the Retirees Health Premiums to be paid from the interest earned in the OPEB Trust. This change has been included in the 2015-16 Tentative Budget.

The revenue-generated accounts in the Unrestricted General Fund include a projected ending balance of \$3,804,748; this balance along with the 2015-16 estimated revenues of \$2,149,212 are the source of funding for the estimated expenditures of \$5,953,960. These funds are designated for college programs.

Further revisions will be made, and greater detail will be presented for approval with the public hearing and presentation of the Adopted Budget Plan and Budget on September 9, 2015, at the Board of Trustees meeting.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees reviews and adopts the Tentative Budget (distributed as a separate document) for the 2015-16 fiscal year.

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 24, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Resolution No. 14-12 - Authorization to Issue Election of 2008 General Obligation Bonds Series 2015C</u>	

**BACKGROUND**

On November 4, 2008, voters in the District approved the issuance of general obligation bonds in the maximum amount of \$353.0 million (“Measure RR”) for various purposes set forth in the ballot. The Board approved the issuance of the Series 2013A general obligation bonds in the amount of \$205.6 million, and the Series 2013B general obligation bonds in the amount of \$11.7 million on June 26, 2013.

In order to continue with scheduled construction projects, the District now desires to issue its third series of bonds under Measure RR.

**ANALYSIS AND FISCAL IMPACT**

As a result of the improvement in assessed valuations, the Board may now proceed with the issuance and sale of the third series of general obligation bonds under Measure RR in an aggregate amount not-to-exceed \$20.0 million. The Series 2015C bonds are being authorized for sale as federally tax-exempt bonds for the purposes of financing projects approved by Measure RR and to pay the costs of issuing the bonds.

The following Resolution authorizes the issuance of the bonds, specifies the basic terms, parameters, and forms of the bonds; and approves the form of Purchase Contract, and form of Preliminary Official Statement. The Resolution states the maximum underwriter’s discount 0.70% with respect to the bonds, the maximum legal interest rate on the bonds, and authorizes the bonds to be sold at a negotiated sale to RBC Capital Markets, LLC and Stifel Nicolaus & Company, Incorporated, collectively the “Underwriters.” The Resolution authorizes the issuance of current interest bonds; capital appreciation bonds are not authorized.

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



**SUBJECT:** Resolution No. 14-12 - Authorization to Issue Election of 2008 General  
Obligation Bonds Series 2015C

**DATE:** June 24, 2015

Funding Source

All necessary legal, financial, and contingent costs associated with the issuance of the Series 2015C Bonds will be paid from the proceeds of the general obligation bonds, as authorized in accordance with the provisions of the California Education Code and California Government Code.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Mt. San Antonio College's Resolution No. 14-12 authorizing the issuance of the Election of 2008 General Obligation Bonds Series 2015C.

**RESOLUTION NO. 14-12**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT, LOS ANGELES COUNTY, CALIFORNIA, AUTHORIZING THE ISSUANCE OF MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT (LOS ANGELES COUNTY, CALIFORNIA) ELECTION OF 2008 GENERAL OBLIGATION BONDS, SERIES 2015C, AND ACTIONS RELATED THERETO**

**WHEREAS**, a duly called election was held in the Mt. San Antonio Community College District (the "District"), Los Angeles County (the "County"), State of California, on November 4, 2008 (the "Election") and thereafter canvassed pursuant to law;

**WHEREAS**, at such election there was submitted to and approved by the requisite fifty-five percent vote of the qualified electors of the District a question as to the issuance and sale of general obligation bonds of the District for various purposes set forth in the ballot submitted to the voters, in the maximum amount of \$353,000,000 payable from the levy of an *ad valorem* tax against the taxable property in the District (the "Authorization");

**WHEREAS**, pursuant to the Authorization, on August 1, 2013, the District issued the first series of such bonds in the aggregate principal amount of \$205,586,691.45 and styled as "Mt. San Antonio Community College District (Los Angeles County, California) Election of 2008 General Obligation Bonds, Series 2013A" (the "Series 2013A Bonds");

**WHEREAS**, concurrently with the Series 2013A Bonds, the District issued the second series of bonds under the Authorization in the aggregate principal amount of \$11,715,000 and styled as "Mt. San Antonio Community College District (Los Angeles County, California) Election of 2008 General Obligation Bonds, Series 2013B" (the "Series 2013B Bonds");

**WHEREAS**, at this time this Board of Trustees (the "Board") has determined that it is necessary and desirable that the District issue the third series of bonds under the Authorization in an aggregate principal amount not-to-exceed \$20,000,000, to be styled as "Mt. San Antonio Community College District (Los Angeles County, California) Election of 2008 General Obligation Bonds, Series 2015C" (the "Bonds");

**WHEREAS**, pursuant to Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the Government Code of the State of California (the "Government Code"), the Bonds are authorized to be issued by the District for purposes set forth in the ballot submitted to the voters at the Election;

**WHEREAS**, this Board desires to authorize the issuance of the Bonds in one or more Series of Taxable or Tax-Exempt Current Interest Bonds (as such terms are defined herein);

**WHEREAS**, this Board desires to appoint certain professionals to provide services related to the issuance of the Bonds;

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

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

**Authorization for Issuance of the Bonds.** To raise money for the purposes authorized by the voters of the District at the Election, and to pay all necessary legal, financial, engineering and contingent costs in connection therewith, the Board hereby authorizes the issuance of the Bonds pursuant to Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the Government Code in one or more Series of Taxable or Tax-Exempt Current Interest Bonds, with appropriate series designation, all as more fully set forth in the executed Purchase Contract (as defined herein). The Board further orders such Bonds sold such that the Bonds shall be dated as of a date to be determined by an Authorized Officer (defined herein), shall be payable upon such terms and provisions as shall be set forth in the Bonds, and shall be in an aggregate principal amount not-to-exceed \$20,000,000.

**Paying Agent.** This Board hereby appoints the Paying Agent, as defined in Section 5 hereof, to serve as the paying agent, bond registrar, transfer agent and authentication agent for the Bonds on behalf of the District. This Board hereby authorizes the payment of the reasonable fees and expenses of the Paying Agent as they shall become due and payable. The fees and expenses of the Paying Agent which are not paid as a cost of issuance of the Bonds may be paid in each year from *ad valorem* property taxes levied and collected for the payment thereof, insofar as permitted by law, including specifically by Section 15232 of the Education Code.

**Terms and Conditions of Sale.** The Bonds shall be sold upon the direction of the President/CEO or the Vice President, Administrative Services of the District, or such other officers or employees of the District as the President/CEO or the Vice President, Administrative Services may designate for such purpose (collectively, the "Authorized Officers"), and pursuant to such terms and conditions set forth in the Purchase Contract (defined herein). The Board hereby authorizes the sale of the Bonds at a negotiated sale, which is determined to provide more flexibility in the timing of the sale, an ability to implement the sale in a shorter time period, an increased ability to structure the Bonds to fit the needs of particular purchasers, and a greater opportunity for the Underwriters (as defined herein) to pre-market the Bonds to potential purchasers prior to the sale, all of which will contribute to the District's goal of achieving the lowest overall cost of funds.

**Approval of Purchase Contract.** The form of Purchase Contract by and between the District and the Underwriters, substantially in the form on file with the Secretary to the Board, is hereby approved and the Authorized Officers, each alone, are hereby authorized and requested to execute such Purchase Contract, with such changes therein, deletions therefrom and

modifications thereto as the Authorized Officer executing the same shall approve, such approval to be conclusively evidenced by his or her execution and delivery thereof; provided, however, (i) that the interest rates on the Bonds shall not exceed the maximum rate permitted by law; and (ii) the underwriting discount on the Bonds, excluding original issue discount, shall not exceed 0.70% of the aggregate principal amount of Bonds actually issued. The Authorized Officers, each alone, are further authorized to determine the principal amount of the Bonds to be specified in the Purchase Contract for sale by the District up to \$20,000,000 and to enter into and execute the Purchase Contract with the Underwriters, if the conditions set forth in this Resolution are satisfied. The Board estimates that the costs associated with the issuance of the Bonds, including compensation to the Underwriters, will equal approximately 1.5% of the principal amount of the Bonds.

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

(a) **“Beneficial Owner”** means, when used with reference to book-entry Bonds registered pursuant to Section 6 hereof, the person who is considered the beneficial owner of such Bonds pursuant to the arrangements for book entry determination of ownership applicable to the Depository.

(b) **“Bond Insurer”** means any insurance company which issues a municipal bond insurance policy insuring the payment of principal of and interest on the Bonds.

(c) **“Bond Payment Date”** means, unless otherwise provided by the Purchase Contract, February 1 and August 1 of each year commencing on February 1, 2016 with respect to interest on the Bonds, and August 1 of each year, commencing August 1, 2016, with respect to payments of principal of the Bonds.

(d) **“Bond Register”** means the registration books which the Paying Agent shall keep or cause to be kept on which the registered ownership, transfer and exchange of Bonds shall be recorded.

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

(f) **“Continuing Disclosure Certificate”** means that certain contractual undertaking executed by the District in connection with the issuance of the Bonds pursuant to paragraph (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, and relating to the Bonds, dated as of the date of issuance thereof, as amended from time to time in accordance with the provisions thereof.

(g) **“Current Interest Bonds”** means Bonds, the interest on which is payable semiannually on each Bond Payment Date specified for each such Bond as designated and maturing in the years and in the amounts set forth in the Purchase Contract.

(h) **“Date of Delivery”** means the date of initial issuance and delivery of the Bonds, or such other date as shall appear in the Purchase Contract or Official Statement.

(i) **“Depository”** means the entity acting as securities depository for the Bonds pursuant to Section 6(c) hereof.

(j) **“DTC”** means The Depository Trust Company, 55 Water Street, New York, New York, 10041, a limited purpose trust company organized under the laws of the State of New York, in its capacity as the initial Depository for the Bonds.

(k) **“Fair Market Value”** means the price at which a willing buyer would purchase the investment from a willing seller in a bona fide, arm's length transaction (determined as of the date the contract to purchase or sell the investment becomes binding) if the investment is traded on an established securities market (within the meaning of Section 1273 of the Code) and, otherwise, the term “Fair Market Value” means the acquisition price in a bona fide arm's length transaction (as referenced above) if (i) the investment is a certificate of deposit that is acquired in accordance with applicable regulations under the Code, (ii) the investment is an agreement with specifically negotiated withdrawal or reinvestment provisions and a specifically negotiated interest rate (for example, a guaranteed investment contract, a forward supply contract or other investment agreement) that is acquired in accordance with applicable regulations under the Code, (iii) the investment is a United States Treasury Security—State and Local Government Series that is acquired in accordance with applicable regulations of the United States Bureau of Public Debt, or (iv) any commingled investment fund in which the District and related parties do not own more than a ten percent (10%) beneficial interest therein if the return paid by the fund is without regard to the source of the investment.

(l) **“Holder” or “Owner”** means the registered owner of a Bond as set forth on the Bond Register maintained by the Paying Agent pursuant to Section 6 hereof.

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

(n) **“Long Current Interest Bonds”** means Current Interest Bonds that mature greater than 30 years from their date of issuance.

(o) **“Moody’s”** means Moody’s Investors Service, a corporation organized and existing under the laws of the State of Delaware, its successors and assigns, or, if such corporation shall be dissolved or liquidated or shall no longer perform the functions of a securities rating agency, such other nationally recognized securities rating agency designated by the District.

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

(q) **“Non-AMT Bonds”** means obligations the interest on which is excludable from gross income for federal income tax purposes under Section 103(a) of the Code and not treated as an item of tax preference under Section 57(a)(5)(C) of the Code, that are legal investments pursuant to Section 53601 of the Government Code of the State of California.

(r) **“Official Statement”** means the Official Statement for the Bonds, as described in Section 17 hereof.

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

- (i) Bonds canceled at or prior to such date;
- (ii) Bonds in lieu of or in substitution for which other Bonds shall have been delivered pursuant to Section 8 hereof; or
- (iii) Bonds for the payment or redemption of which funds or Government Obligations in the necessary amount shall have been set aside (whether on or prior to the maturity or redemption date of such Bonds), in accordance with Section 19 of this Resolution.

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

(u) **“Paying Agent”** means initially the Treasurer, or any other Paying Agent as shall be named in the Purchase Contract or Official Statement, and afterwards any successor financial institution, acting as paying agent, transfer agent, authentication agent and bond registrar for the Bonds. The Treasurer is authorized to contract with a third party to carry out the services of Paying Agent hereunder.

(v) **“Permitted Investments”** means (i) any lawful investments permitted by Section 16429.1 and Section 53601 of the Government Code, including Non-AMT Bonds and Qualified Non-AMT Mutual Funds, (ii) shares in a California common law trust established pursuant to Title 1, Division 7, Chapter 5 of the Government Code which invests exclusively in investments permitted by Section 53635 of the Government Code, but without regard to any limitations in such Section concerning the percentage of moneys available for investment being invested in a particular type of security, (iii) a guaranteed investment contract with a provider having a rating meeting the minimum rating requirements of the County investment pool maintained by the Treasurer, (iv) the Local Agency Investments Fund of the California State Treasurer, (v) the County investment pool described above, and (vi) State and Local Government Series Securities.

(w) **“Purchase Contract”** means the contract or contracts for purchase and sale of the Bonds, by and between the District and the Underwriters named therein. To the extent the Bonds are sold pursuant to more than one Purchase Contract, each shall be substantially in the form presented to the Board, with such changes therein, deletions therefrom and modifications thereto as the Authorized Officer executing the same shall approve.

(x) **“Qualified Non-AMT Mutual Fund”** means stock in a regulated investment company to the extent that at least 95% of the income of such regulated investment company is interest that is excludable from gross income under Section 103 of the Code and not an item of tax preference under Section 57(a)(5)(C) of the Code.

(y) **“Qualified Permitted Investments”** means (i) Non-AMT Bonds, (ii) Qualified Non-AMT Mutual Funds, (iii) other Permitted Investments authorized by an opinion of Bond Counsel to the effect that such investment would not adversely affect the tax-exempt status of the Bonds, and (iv) Permitted Investments of proceeds of the Bonds, and interest earned on such proceeds, held not more than thirty days pending reinvestment or Bond redemption. A guaranteed investment contract or similar investment agreement (e.g. a forward supply contract, GIC, repo, etc.) does not constitute a Qualified Permitted Investment.

(z) **“Record Date”** means the close of business on the 15th day of the month preceding each Bond Payment Date.

(aa) **“Series”** means any Bonds executed, authenticated and delivered pursuant to the provisions hereof identified as a separate series of Bonds.

(bb) **“S&P”** means Standard & Poor’s Ratings Services, a Standard & Poor’s Financial Services LLC business, its successors

and assigns, or, if such entity shall be dissolved or liquidated or shall no longer perform the functions of a securities rating agency, such other nationally recognized securities rating agency designated by the District.

(cc) **“Taxable Bonds”** means any Bonds not issued as Tax-Exempt Bonds.

(dd) **“Tax-Exempt Bonds”** means any Bonds the interest on which is excludable from gross income for federal income tax purposes and is not treated as an item of tax preference for purposes of calculating the federal alternative minimum tax, as further described in an opinion of Bond Counsel supplied to the original purchasers of such Bonds.

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

(ff) **“Transfer Amount”** means, with respect to any Outstanding Bond, the principal amount thereof.

(gg) **“Treasurer”** means the Treasurer and Tax Collector of the County.

(hh) **“Underwriters”** means RBC Capital Markets, LLC and Stifel Nicolaus & Company, Incorporated.

### **Terms of the Bonds.**

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

Each Bond shall be dated as of the Date of Delivery, and shall bear interest at the rates set forth in the Purchase Contract, from the Bond Payment Date next preceding the date of authentication thereof unless it is authenticated during the period from the 16<sup>th</sup> day of the month next preceding any Bond Payment Date to that Bond Payment Date, inclusive, in which event it shall bear interest from such Bond Payment Date, or unless it is authenticated on or before the first Record Date, in which event it shall bear interest from its Date of Delivery. Interest shall be payable on the respective Bond Payment Dates and shall be calculated on the basis of a 360-day year of 12, 30-day months.

(b) **Redemption.**

(i) **Terms of Redemption.** The Bonds shall be subject to optional redemption prior to maturity or mandatory sinking fund redemption as provided in the Purchase Contract or the Official Statement.



(ii) Selection of Bonds for Redemption. Whenever provision is made in this Resolution for the optional redemption of Bonds and less than all Outstanding Bonds are to be redeemed, the Paying Agent, upon written instruction from the District, shall select Bonds for redemption as so directed and if not directed, in inverse order of maturity. Within a maturity, the Paying Agent shall select Bonds for redemption by lot. Redemption by lot shall be in such manner as the Paying Agent shall determine; provided, however, that with respect to redemption by lot, the portion of any Bond to be redeemed in part shall be in the principal amount of \$5,000 or any integral multiple thereof.

The Purchase Contract may provide that (i) in the event that a portion of any Term Bond is optionally redeemed prior to maturity pursuant to Section 6(b)(i) hereof, the remaining mandatory sinking fund payments with respect to such Term Bonds shall be reduced proportionately or as otherwise directed by the District, in integral multiples of \$5,000 principal amount, in respect of the portion of such Term Bonds optionally redeemed, and (ii) within a maturity, Bonds shall be selected for redemption on a “Pro Rata Pass-Through Distribution of Principal” basis in accordance with DTC procedures, provided further that, such pro-rata redemption is made in accordance with the operational arrangements of DTC then in effect.

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

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

1. At least 20 but not more than 45 days prior to the redemption date, such Redemption Notice shall be given to the respective Owners of Bonds designated for redemption by registered or certified mail, postage prepaid, at their addresses appearing on the Bond Register.
2. At least 20 but not more than 45 days prior to the redemption date, such Redemption Notice shall be given by (i) registered or certified mail, postage prepaid, (ii) telephonically confirmed facsimile transmission, or (iii) overnight delivery service, to the Depository.
3. At least 20 but not more than 45 days prior to the redemption date, such Redemption Notice shall be given by (i) registered or certified mail, postage prepaid, or (ii) overnight delivery service, to one of the Information Services.

4. Such Redemption notice shall be given such other persons as may be required pursuant to the Continuing Disclosure Certificate.

A certificate of the Paying Agent to the effect that a Redemption Notice has been given as provided herein shall be conclusive as against all parties. Neither failure to receive any Redemption Notice nor any defect in any such Redemption Notice so given shall affect the sufficiency of the proceedings for the redemption of the affected Bonds. Each check issued or other transfer of funds made by the Paying Agent for the purpose of redeeming Bonds shall bear or include the CUSIP number identifying, by issue and maturity, the Bonds being redeemed with the proceeds of such check or other transfer. The Redemption Notice may state that no representation is made as to the accuracy or correctness of CUSIP numbers printed thereon.

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

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

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

If on such redemption date, money for the redemption of all the Bonds to be redeemed as provided in Section 6(b) hereof, together with interest accrued to such redemption date, shall be held in trust as provided in Section 19 hereof, as to be available therefor on such redemption date, and if a Redemption Notice thereof shall have been given as aforesaid, then from and after such redemption date, interest on the Bonds to be redeemed shall cease to accrue and become payable. All money held for the redemption of Bonds shall be held in trust for the account of the Owners of the Bonds to be so redeemed.

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

District. All or any portion of a Bond purchased by the District shall be cancelled by the Paying Agent.

(vi) Bonds No Longer Outstanding. When any Bonds (or portions thereof), which have been duly called for redemption prior to maturity under the provisions of this Resolution, or with respect to which instructions to call for redemption prior to maturity at the earliest redemption date have been given to the Paying Agent, in form satisfactory to it, and sufficient moneys shall be held irrevocably in trust as provided in Section 19 hereof for the payment of the redemption price of such Bonds or portions thereof, and accrued interest with respect thereto to the date fixed for redemption, all as provided in this Resolution, then such Bonds shall no longer be deemed Outstanding and shall be surrendered to the Paying Agent for cancellation.

(c) Book-Entry System.

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

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

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

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

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

(4) Transfer of Bonds to Substitute Depository.

(A) The Bonds shall be initially issued as described in the Official Statement described herein. Registered ownership of such Bonds, or any portions thereof, may not thereafter be transferred except:

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

(2) to any Substitute Depository, upon (1) the resignation of DTC or its successor (or any Substitute Depository or its successor) from its functions as depository, or (2) a determination by the District that DTC (or its successor) is no longer able to carry out its functions as depository; provided that any such Substitute Depository shall be qualified under any applicable laws to provide the services proposed to be provided by it; or

(3) to any person as provided below, upon (1) the resignation of DTC or its successor (or any Substitute Depository or its successor) from its functions as depository, or (2) a determination by the District that DTC or its successor (or Substitute Depository or its successor) is no longer able to carry out its functions as depository.

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

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

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

**Execution of the Bonds.** The Bonds shall be signed by the President of the Board, or other member of the Board authorized to sign on behalf of the President, by their manual or facsimile signature and countersigned by the manual or facsimile signature of the Secretary to

or Clerk of the Board, or the designee thereof, all in their official capacities. No Bond shall be valid or obligatory for any purpose or shall be entitled to any security or benefit under this Resolution unless and until the certificate of authentication printed on the Bond is signed by the Paying Agent as authenticating agent. Authentication by the Paying Agent shall be conclusive evidence that the Bond so authenticated has been duly issued, signed and delivered under this Resolution and is entitled to the security and benefit of this Resolution.

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

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

If any Bond shall become mutilated, the District, at the expense of the Owner of said Bond, shall execute, and the Paying Agent shall thereupon authenticate and deliver, a new Bond of like Series, tenor, maturity and principal amount in exchange and substitution for the Bond so mutilated, but only upon surrender to the Paying Agent of the Bond so mutilated. If any Bond issued hereunder shall be lost, destroyed or stolen, evidence of such loss, destruction or theft may be submitted to the Paying Agent and, if such evidence be satisfactory to the Paying Agent and indemnity for the Paying Agent and the District satisfactory to the Paying Agent shall be given by the Owner, the District, at the expense of the Owner, shall execute, and the Paying Agent shall thereupon authenticate and deliver, a new Bond of like Series, tenor, maturity and principal amount in lieu of and in substitution for the Bond so lost, destroyed or stolen (or if any such Bond shall have matured or shall have been called for redemption, instead of issuing a substitute Bond the Paying Agent may pay the same without surrender thereof upon receipt of indemnity satisfactory to the Paying Agent and the District). The Paying Agent may require payment of a reasonable fee for each new Bond issued under this paragraph and of the expenses which may be incurred by the District and the Paying Agent.

If signatures on behalf of the District are required in connection with an exchange or transfer, the Paying Agent shall undertake the exchange or transfer of Bonds only after the new Bonds are signed by the Authorized Officers of the District as provided in Section 7. In all cases

of exchanged or transferred Bonds, the District shall sign and the Paying Agent shall authenticate and deliver Bonds in accordance with the provisions of this Resolution. All fees and costs of transfer shall be paid by the requesting party. Those charges may be required to be paid before the procedure is begun for the exchange or transfer. All Bonds issued upon any exchange or transfer shall be valid obligations of the District, evidencing the same debt, and entitled to the same security and benefit under this Resolution as the Bonds surrendered upon that exchange or transfer.

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

Neither the District nor the Paying Agent will be required (a) to issue or transfer any Bonds during a period beginning with the opening of business on the 16th day next preceding either any Bond Payment Date or any date of selection of Bonds to be redeemed and ending with the close of business on the Bond Payment Date or any day on which the applicable Redemption Notice is given or (b) to transfer any Bonds which have been selected or called for redemption in whole or in part.

**Payment.** Payment of interest on any Bond shall be made on any Bond Payment Date to the person appearing on the registration books of the Paying Agent as the Owner thereof as of the Record Date immediately preceding such Bond Payment Date, such interest to be paid by wire transfer or check mailed to such Owner on the Bond Payment Date at his or her address as it appears on such registration books or at such other address as he or she may have filed with the Paying Agent for that purpose on or before the Record Date. The Owner in an aggregate principal amount of One Million Dollars (\$1,000,000) or more may request in writing to the Paying Agent that such Owner be paid interest by wire transfer to the bank and account number on file with the Paying Agent as of the Record Date. The principal, and redemption premiums, if any, payable on the Bonds shall be payable upon maturity or redemption upon surrender at the principal corporate trust office of the Paying Agent. The principal of, premiums, if any, and interest on, the Bonds shall be payable in lawful money of the United States of America. The Paying Agent is hereby authorized to pay the Bonds when duly presented for payment at maturity, and to cancel all Bonds upon payment thereof. The Bonds are obligations of the District payable solely from the levy of *ad valorem* property taxes upon all property with the District subject to taxation, which taxes shall be unlimited as to rate or amount. The Bonds do not constitute an obligation of the County and no part of any fund of the County is pledged or obligated to the payment of the Bonds.

**Forms of Bonds.** The Bonds shall be in substantially the form as set forth in Exhibit A hereto, allowing those officials executing the Bonds to make the insertions and deletions necessary to conform the Bonds to this Resolution, the Purchase Contract and the Official Statement, or to correct or cure any defect, inconsistency, ambiguity or omission therein.

**Delivery of Bonds.** The proper officials of the District shall cause the Bonds to be prepared and, following their sale, shall have the Bonds signed and delivered, together with a

true transcript of proceedings with reference to the issuance of the Bonds, to the Underwriters upon payment of the purchase price therefor.

**Deposit of Proceeds of Bonds.** (a) The purchase price received from the Underwriters pursuant to the Purchase Contract, to the extent of the principal amount thereof, shall be paid to the County to the credit of the fund hereby authorized to be created to be known as the "Mt. San Antonio Community College District, Election of 2008 General Obligation Bonds, Series 2015C Building Fund" (the "Building Fund") of the District, shall be kept separate and distinct from all other District and County funds, and those proceeds shall be used solely for the purposes for which the Bonds are being issued and provided further that such proceeds shall be applied solely to the purposes authorized by the voters of the District at the Election. The County shall have no responsibility for assuring the proper use of the Bond proceeds by the District. The Building Fund may contain subaccounts, as appropriate. The purchase price received from the Underwriters pursuant to the Purchase Contract, to the extent of any accrued interest and any net original issue premium, shall be paid to the County to the credit of the fund hereby authorized to be created to be known as the "Mt. San Antonio Community College District Election of 2008 General Obligation Bonds, Series 2015C Debt Service Fund" (the "Debt Service Fund") for the Bonds and used for payment of principal of and interest on the Bonds, and for no other purpose. The Debt Service Fund may contain subaccounts, as appropriate. Interest earnings on monies held in Building Fund shall be retained therein. Interest earnings on monies held in the Debt Service Fund shall be retained therein. Any excess proceeds of the Bonds not needed for the authorized purposes set forth herein for which the Bonds are being issued upon written notice from the District shall be transferred to the Debt Service Fund and applied to the payment of principal of and interest on the Bonds. If, after payment in full of the Bonds, there remain excess proceeds, any such excess amounts shall be transferred to the general fund of the District.

The costs of issuance of the Bonds are hereby authorized to be paid either from premium withheld by the Underwriters upon the sale of the Bonds, or from the principal amount of the Bonds received from the Underwriters. To the extent costs of issuance are paid from such principal amount, the District may direct that a portion thereof, in an amount not-to-exceed 2.0% of such principal amount, in lieu of being deposited into the Building Fund, be deposited in a costs of issuance account to be held by a fiscal agent of the District appointed for such purpose.

(b) Moneys in the Debt Service Fund and the Building Fund shall be invested, after consultation with the County, in Permitted Investments. If at the time of issuance the District determines to issue the Bonds as Tax-Exempt Bonds without regard to the Internal Revenue Code "temporary period" restrictions, all investment of Bond proceeds shall be subject to paragraph (1) below; and the District, in consultation with the County, may provide for an agent to assist the County in investing funds pursuant to paragraph (1) below. If the District fails to direct the County or its agent, as the case may be, the County or its agent shall invest or cause the funds in the Building Fund to be invested in Qualified Permitted Investments, subject to the provisions of paragraph (1) below, until such time as the District provides written direction to invest such funds otherwise. Neither the County nor its officers and agents, as the case may be, shall have any responsibility or obligation to determine the tax consequences of any investment. The interest earned on the moneys deposited to the Building Fund shall be applied as set forth in subparagraph (1)(C) below:

- (1) Covenant Regarding Investment of Proceeds.



(A) Permitted Investments. Beginning on the delivery date, and at all times until expenditure for authorized purposes, not less than 95% of the proceeds of the Bonds deposited in the Building Fund, including investment earnings thereon, will be invested in Qualified Permitted Investments. Notwithstanding the preceding provisions of this Section, for purposes of this paragraph, amounts derived from the disposition or redemption of Qualified Permitted Investments and held pending reinvestment or redemption for a period of not more than 30 days may be invested in Permitted Investments. The District hereby authorizes investments made pursuant to this Resolution with maturities exceeding five years.

(B) Recordkeeping and Monitoring Relating to Building Fund.

i. Information Regarding Permitted Investments. The District hereby covenants that it will record or cause to be recorded with respect to each Permitted Investment in the Building Fund the following information: purchase date; purchase price; information establishing the Fair Market Value of such Permitted Investment; face amount; coupon rate; periodicity of interest payments; disposition price; disposition date; and any accrued interest received upon disposition.

ii. Information in Qualified Non-AMT Mutual Funds. The District hereby covenants that, with respect to each investment of proceeds of the Bonds in a Qualified Non-AMT Mutual Fund pursuant to paragraph (1)(A) above, in addition to recording, or causing to be recorded, the information set forth in paragraph (1)(B)(i) above, it will retain a copy of each IRS information reporting form and account statement provided by such Qualified Non-AMT Mutual Fund.

iii. Monthly Investment Fund Statements. The District covenants that it will obtain, at the beginning of each month following the delivery date, a statement of the investments in the Building Fund detailing the nature, amount and value of each investment as of such statement date.

iv. Retention of Records. The District hereby covenants that it will retain the records referred to in paragraph (1)(B)(i) and each IRS information reporting form referred to in paragraph (1)(B)(ii) with its books and records with respect to the Bonds until three years following the last date that any obligation comprising the Bonds is retired.

(C) Interest Earned on Permitted Investments. The interest earned on the moneys deposited in the Building Fund shall be deposited in the Building Fund and used for the purposes of that fund.

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

**Rebate Fund**. The following provisions shall apply to any Bonds issued as Tax-Exempt Bonds.

(a) The District shall create and establish a special fund designated the "Mt. San Antonio Community College District Election of 2008 General Obligation Bonds, Series 2015C Rebate Fund" (the "Rebate Fund"). All amounts at any time on deposit in the Rebate Fund shall be held in trust, to the extent required to satisfy the requirement to make rebate payments to the United States (the "Rebate Requirement") pursuant to Section 148 of the Code, and the Treasury Regulations promulgated thereunder (the "Treasury Regulations"). Such amounts shall be free and clear of any lien hereunder and shall be governed by this Section and by the Tax Certificate to be executed by the District in connection with the Tax-Exempt Bonds (the "Tax Certificate").

(b) Within 45 days of the end of each fifth Bond Year (as such term is defined in the Tax Certificate), (1) the District shall calculate or cause to be calculated with respect to the Bonds the amount that would be considered the "rebate amount" within the meaning of Section 1.148-3 of the Treasury Regulations, using as the "computation date" for this purpose the end of such Bond Year, and (2) the District shall deposit to the Rebate Fund from amounts on deposit in the other funds established hereunder or from other District funds, if and to the extent required, amounts sufficient to cause the balance in the Rebate Fund to be equal to the "rebate amount" so calculated. The District shall not be required to deposit any amount to the Rebate Fund in accordance with the preceding sentence, if the amount on deposit in the Rebate Fund prior to the deposit required to be made under this subsection (b) equals or exceeds the "rebate amount" calculated in accordance with the preceding sentence. Such excess may be withdrawn from the Rebate Fund to the extent permitted under subsection (g) of this Section. The District shall not be required to calculate the "rebate amount" and shall not be required to deposit any amount to the Rebate Fund in accordance with this subsection (b), with respect to all or a portion of the proceeds of the Bonds (including amounts treated as proceeds of the Bonds) (1) to the extent such proceeds satisfy the expenditure requirements of Section 148(f)(4)(B) or Section 148(f)(4)(C) of the Code or Section 1.148-7(d) of the Treasury Regulations, whichever is applicable, and otherwise qualify for the exception to the Rebate Requirement pursuant to whichever of said sections is applicable, (2) to the extent such proceeds are subject to an election by the District under Section 148(f)(4)(C)(vii) of the Code to pay a one and one-half percent (1½%) penalty in lieu of arbitrage rebate in the event any of the percentage expenditure requirements of Section 148(f)(4)(C) are not satisfied, or (3) to the extent such proceeds qualify for the exception to arbitrage rebate under Section 148(f)(4)(A)(ii) of the Code for amounts in a "bona fide debt service fund." In such event, and with respect to such amounts, the District shall not be required to deposit any amount to the Rebate Fund in accordance with this subsection (b).

(c) Any funds remaining in the Rebate Fund after redemption of all the Bonds and any amounts described in paragraph (2) of subsection (d) of this Section, or provision made therefor satisfactory to the District, including accrued interest, shall be remitted to the District.

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

(1) not later than 60 days after the end of (i) the fifth Bond Year, and (ii) each fifth Bond Year thereafter, an amount that, together with all previous rebate payments, is equal to at least 90% of the "rebate amount" calculated as of the end of such Bond Year in accordance with Section 1.148-3 of the Treasury Regulations; and

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

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

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

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

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

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

**Security for the Bonds.** There shall be levied on all the taxable property in the District, in addition to all other taxes, a continuing direct *ad valorem* property tax annually during the period the Bonds are Outstanding in an amount sufficient to pay the principal of and interest on the Bonds when due, which moneys when collected will be deposited in the Debt Service Fund of the District, which fund is hereby designated for the payment of the principal of and interest on the Bonds when due, and for no other purpose. Pursuant to Government Code Sections 5450 and 5451, are hereby pledged to the payment of the principal of and interest on the Bonds when and as the same fall due. The District covenants to cause the County to take all actions necessary to levy such *ad valorem* tax in accordance with this Section 14.

The moneys in the Debt Service Fund, to the extent necessary to pay the principal of and interest on the Bonds as the same become due and payable, shall be transferred by the Treasurer to the Paying Agent which, in turn, shall pay such moneys to DTC to pay such principal and interest. DTC will thereupon make payments of principal of and interest on the Bonds to the DTC Participants who will thereupon make payments of such principal and interest to the Beneficial Owners of the Bonds. Any moneys remaining in the Debt Service Fund after the Bonds and the interest thereon have been paid in full, or provision for such payment has been made, shall be transferred to the general fund of the District, pursuant to the Education Code Section 15234.

**Arbitrage Covenant.** The District covenants that it will restrict the use of the proceeds of the Bonds in such manner and to such extent, if any, as may be necessary, so that the Bonds

will not constitute arbitrage bonds under Section 148 of the Code and the applicable regulations prescribed thereunder or any predecessor section. Calculations for determining arbitrage requirements are the sole responsibility of the District.

**Conditions Precedent.** The Board determines that all acts and conditions necessary to be performed by the Board or to have been met precedent to and in the issuing of the Bonds in order to make them legal, valid and binding general obligations of the District have been performed and have been met, or will at the time of delivery of the Bonds have been performed and have been met, in regular and due form as required by law; and that no statutory or constitutional limitation of indebtedness or taxation will have been exceeded in the issuance of the Bonds.

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

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

**Defeasance.** All or any portion of the Outstanding maturities of the Bonds may be defeased prior to maturity in the following ways:

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

(b) **Government Obligations:** by irrevocably depositing with an independent escrow agent selected by the District noncallable Government Obligations together with any amounts transferred from the Debt Service Fund and any other cash, if required, in such amount as will, together with interest to accrue thereon, in the opinion of an independent certified public accountant, be fully sufficient to pay and discharge all Bonds Outstanding and designated for defeasance (including all principal thereof, accrued interest thereon and redemption premiums, if any) at or before their maturity date;

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

For purposes of this Section, Government Obligations shall, unless otherwise provided in the Purchase Contract, mean:

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

**Nonliability of County.** Notwithstanding anything to the contrary contained herein, in the Bonds or in any other document mentioned herein, neither the County, nor its officials, officers, employees or agents shall have any liability hereunder or by reason hereof or in connection with the transactions contemplated hereby, the Bonds are not a debt of the County or a pledge of the County's full faith and credit, and the Bonds and any liability in connection therewith shall be paid solely from *ad valorem* property taxes lawfully levied to pay the principal of or interest on the Bonds, which taxes shall be unlimited as to rate or amount.

**Reimbursement of County Costs.** The District shall reimburse the County for all costs and expenses incurred by the County, its officials, officers, agents and employees in issuing or otherwise in connection with the issuance of the Bonds.

**Request to County to Levy Tax.** The Board of Supervisors and officers of the County are obligated by statute to provide for the levy and collection of *ad valorem* property taxes in

each year sufficient to pay all principal of and interest coming due on the Bonds in such year, and to pay from such taxes all amounts due on the Bonds. The District hereby requests the Board of Supervisors to annually levy a tax upon all taxable property in the District sufficient to pay all such principal and interest coming due on the Bonds in such year, and to pay from such taxes all amounts due on the Bonds.

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

(b) The Board hereby appoints RBC Capital Markets, LLC and Stifel Nicolaus & Company, Incorporated as Underwriters, and Stradling Yocca Carlson & Rauth, a Professional Corporation, as Bond Counsel and Disclosure Counsel, all with respect to the issuance of the Bonds.

(c) The provisions of this Resolution as they relate to the Bonds may be amended by the Purchase Contract or the Official Statement.

(d) To the extent the issuance of Bonds includes Long Current Interest Bonds (as defined herein), the useful life of any facility financed with such Long Current Interest Bonds will equal or exceed the maturity of such Long Current Interest Bonds, as shall be further evidenced by a certificate of the District substantially certifying to such useful life.

**Resolution to County Treasurer-Tax Collector.** The Secretary to this Board is hereby directed to provide a certified copy of this Resolution to the Treasurer immediately following its adoption.

**Continuing Disclosure.** The District hereby covenants and agrees that it will comply with and carry out all of the provisions of that certain Continuing Disclosure Certificate executed by the District and dated as of the Date of Delivery, as originally executed and as it may be amended from time to time in accordance with the terms thereof. The Board hereby approves the form of Continuing Disclosure Certificate appended to the Preliminary Official Statement on file with the Secretary to the Board, and the Authorized Officers, each alone, are hereby authorized to execute the Continuing Disclosure Certificate with such changes thereto as the Authorized Officers executing the same shall approve, such approval to be conclusively evidenced by such execution and delivery. Noncompliance with the Continuing Disclosure Certificate shall not result in acceleration of the Bonds.

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

**Further Actions Authorized.** It is hereby covenanted that the District, and its appropriate officials, have duly taken all actions necessary to be taken by them, and will take any additional actions necessary to be taken by them, for carrying out the provisions of this Resolution.

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

PASSED, ADOPTED AND APPROVED this 24th day of June 2015, by the following vote:

AYES: MEMBERS \_\_\_\_\_

NOES: MEMBERS \_\_\_\_\_

ABSTAIN: MEMBERS \_\_\_\_\_

ABSENT: MEMBERS \_\_\_\_\_

\_\_\_\_\_  
Dr. David K. Hall  
President of the Board of Trustees  
Mt. San Antonio Community  
College District

ATTEST:

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

**SECRETARY’S CERTIFICATE**

I, Dr. William Scroggins, President/CEO and Secretary to the Board of Trustees of the Mt. San Antonio Community College District, Los Angeles County, California, hereby certify as follows:

The foregoing is a full, true and correct copy of a Resolution duly adopted at a regular meeting of the Board of Trustees of said District duly and regularly and legally held at the regular meeting place thereof on June 24, 2015, of which meeting all of the members of the Board of said District had due notice and at which a quorum was present.

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

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

Dated: June 25, 2015

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



**EXHIBIT A**  
**FORM OF BONDS**

**REGISTERED  
NO.**

**REGISTERED  
\$**

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT  
(LOS ANGELES COUNTY, CALIFORNIA)  
ELECTION OF 2008 GENERAL OBLIGATION BONDS, SERIES 2015C**

<u>INTEREST RATE:</u>	<u>MATURITY DATE:</u>	<u>DATED AS OF:</u>	<u>CUSIP</u>
_____ % per annum	August 1, _____	_____, 2015	

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT:

The Mt. San Antonio Community College District (the "District") in Los Angeles County, California (the "County"), for value received, promises to pay to the Registered Owner named above, or registered assigns, the Principal Amount on the Maturity Date, each as stated above, and interest thereon until the Principal Amount is paid or provided for at the Interest Rate stated above, on February 1 and August 1 of each year (the "Bond Payment Dates"), commencing on February 1, 2016. This bond will bear interest from the Bond Payment Date next preceding the date of authentication hereof unless it is authenticated as of a day during the period from the 16th day of the month next preceding any Bond Payment Date to the Bond Payment Date, inclusive, in which event it shall bear interest from such Bond Payment Date, or unless it is authenticated on or before January 15, 2016, in which event it shall bear interest from the Date of Delivery. Interest shall be computed on the basis of a 360-day year of 12, 30-day months. Principal and interest are payable in lawful money of the United States of America, without deduction for the paying agent services, to the person in whose name this bond (or, if applicable, one or more predecessor bonds) is registered, such owner being the Registered Owner, on the Register maintained by the Paying Agent, initially U.S. Bank National Association, as agent of the Treasurer and Tax Collector of Los Angeles County. Principal is payable upon presentation and surrender of this bond at the principal corporate trust office of the Paying Agent. Interest is payable by check or draft mailed by the Paying Agent on each Bond Payment Date to the Registered Owner of this bond (or one or more predecessor bonds) as shown and at the address appearing on the bond register maintained by the Paying Agent at the close of business on the 15th day of the calendar month next preceding that Bond Payment Date (the "Record Date"). The Owner of Bonds in the aggregate principal amount of \$1,000,000 or more may request in writing to the Paying Agent that the Owner be paid interest by wire transfer to the bank and account number on file with the Paying Agent as of the Record Date.

This bond is one of an authorization of bonds approved to raise money for the purposes authorized by voters of the District at the Election (defined herein) and to pay all necessary legal, financial, engineering and contingent costs in connection therewith under authority of and

pursuant to the laws of the State of California, and the requisite vote of the electors of the District cast at a general election held on November 4, 2008 (the "Election"), upon the question of issuing bonds in the amount of \$353,000,000 and the resolution of the Board of Trustees of the District adopted on June 24, 2015 (the "Bond Resolution"). This bond is being issued under the provisions of Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code. This bond and the issue of which this bond is one are payable as to both principal and interest solely from the proceeds of the levy of *ad valorem* property taxes on all property subject to such taxes in the District, which taxes are unlimited as to rate or amount in accordance with California Education Code Sections 15250 and 15252.

The bonds of this issue comprise \$\_\_\_\_\_ principal amount of current interest bonds, of which this bond is a part (collectively, the "Bonds").

This bond is exchangeable and transferable for Bonds of like series, tenor, maturity and Transfer Amount (as defined in the Bond Resolution) and in authorized denominations at the principal corporate trust office of the Paying Agent in Los Angeles, California, by the Registered Owner or by a person legally empowered to do so, in a form satisfactory to the Paying Agent, all subject to the terms, limitations and conditions provided in the Bond Resolution. All fees and costs of transfer shall be paid by the transferor. The District and the Paying Agent may deem and treat the Registered Owner as the absolute owner of this bond for the purpose of receiving payment of or on account of principal or interest and for all other purposes, and neither the District nor the Paying Agent shall be affected by any notice to the contrary.

Neither the District nor the Paying Agent will be required (a) to issue or transfer any Bond during a period beginning with the opening of business on the 16th day next preceding either any Bond Payment Date or any date of selection of Bonds to be redeemed and ending with the close of business on the Bond Payment Date or day on which the applicable notice of redemption is given or (b) to transfer any Bond which has been selected or called for redemption in whole or in part.

The Bonds maturing on or before August 1, 20\_\_ are not subject to redemption prior to their fixed maturity dates. The Bonds maturing on or after August 1, 20\_\_ are subject to redemption at the option of the District, as a whole or in part, on any date on or after August 1, 20\_\_ at a redemption price equal to the principal amount of the Bonds to be redeemed, plus interest thereon to the date fixed for redemption, without premium.

The Bonds maturing on August 1, 20\_\_, are subject to redemption prior to maturity from mandatory sinking fund payments on August 1 of each year, on and after August 1, 20\_\_, at a redemption price equal to the principal amount thereof, together with accrued interest to the date fixed for redemption, without premium. The principal amount represented by such Bonds to be so redeemed and the dates therefor and the final principal payment date are as indicated in the following table:

Redemption Dates

Principal Amounts

TOTAL

If less than all of the Bonds of any one maturity shall be called for redemption, the particular Bonds or portions of Bonds of such maturity to be redeemed shall be selected by lot by the Paying Agent in such manner as the Paying Agent in its discretion may determine; provided, however, that the portion of any Bond to be redeemed shall be in the principal amount of \$5,000 or some multiple thereof. If less than all of the Bonds stated to mature on different dates shall be called for redemption, the particular Bonds or portions thereof to be redeemed shall be called by the Paying Agent in any order directed by the District and, if not so directed, in the inverse order of maturity.

Reference is made to the Bond Resolution for a more complete description of certain defined terms used herein, as well as the provisions, among others, with respect to the nature and extent of the security for the Bonds of this series, the rights, duties and obligations of the District, the Paying Agent and the Registered Owners, and the terms and conditions upon which the Bonds are issued and secured. The Registered Owner of this bond assents, by acceptance hereof, to all of the provisions of the Bond Resolution.

It is certified and recited that all acts and conditions required by the Constitution and laws of the State of California to exist, to occur and to be performed or to have been met precedent to and in the issuing of the Bonds in order to make them legal, valid and binding general obligations of the District, have been performed and have been met in regular and due form as required by law; that no statutory or constitutional limitation on indebtedness or taxation has been exceeded in issuing the Bonds; and that due provision has been made for levying and collecting *ad valorem* property taxes on all of the taxable property within the District in an amount sufficient to pay principal and interest when due.

This bond shall not be valid or obligatory for any purpose and shall not be entitled to any security or benefit under the Bond Resolution until the Certificate of Authentication below has been signed.

**IN WITNESS WHEREOF**, the Mt. San Antonio Community College District, Los Angeles County, California, has caused this bond to be executed on behalf of the District and in their official capacities by the manual or facsimile signature of the President of the Board of Trustees of the District, and to be countersigned by the manual or facsimile signature of the [Secretary to/Clerk of] the Board of Trustees of the District, all as of the date stated above.

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_  
Dr. David K. Hall  
President of the Board of Trustees

**COUNTERSIGNED:**

\_\_\_\_\_  
William T. Scroggins  
Secretary of the Board of Trustees

**CERTIFICATE OF AUTHENTICATION**

This bond is one of the Bonds described in the Bond Resolution referred to herein which has been authenticated and registered on \_\_\_\_\_, 20\_\_.

By: U.S. BANK NATIONAL ASSOCIATION. as agent  
of the TREASURER AND TAX COLLECTOR OF LOS  
ANGELES COUNTY, as Paying Agent

\_\_\_\_\_  
Authorized Officer

ASSIGNMENT

For value received, the undersigned sells, assigns and transfers to (print or typewrite name, address and zip code of Transferee): \_\_\_\_\_ this bond and irrevocably constitutes and appoints attorney to transfer this bond on the books for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed:

\_\_\_\_\_

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the within bond in every particular, without alteration or any change whatever, and the signature(s) must be guaranteed by an eligible guarantor institution.

Social Security Number, Taxpayer Identification Number or other identifying number of Assignee: \_\_\_\_\_

Unless this certificate is presented by an authorized representative of The Depository Trust Company to the issuer or its agent for registration of transfer, exchange or payment, and any certificate issued is registered in the name of Cede & Co. or such other name as requested by an authorized representative of The Depository Trust Company and any payment is made to Cede & Co., ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL since the registered owner hereof, Cede & Co., has an interest herein.

LEGAL OPINION

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

\_\_\_\_\_  
William T. Scroggins  
Secretary of the Board of the Board of  
Trustees

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Resolution No. 14-13 - Authorization to Issue 2015 General Obligation  
Current Interest Refunding Bonds

**BACKGROUND**

On November 6, 2001, voters in the District approved the issuance of general obligation bonds in the maximum principal amount of \$221.0 million for various purposes set forth in the ballot. The Board approved the issuance of the first Series "A" of general obligation bonds in the amount of \$40.0 million on May 2, 2002; Series "B" of general obligation bonds in the amount of \$75.0 million on February 18, 2004; Series "C" of general obligation bonds in the amount of \$79.9 million on September 29, 2006; and Series "D" of general obligation bonds in the amount of \$26.0 million on July 23, 2008.

The District has previously issued four series of refunding bonds. On September 22, 2005, the District issued \$75.7 million of general obligation refunding bonds to refund portions of Series "A" and "B." On June 21, 2012, the District issued \$29.9 million of general obligation refunding bonds to refund portions of the 2005 Refunding Bonds. On August 1, 2013, the District issued \$74.9 million of Series "A" and \$48.2 of Series General Obligation Current Interest Refunding Bonds to refund certain issuances of 2006 Series "C" bonds, 2005 refunding bonds, and 2012 refunding bonds.

The District is in a position to refinance portions of the callable 2008 Series "D" bonds through the issuance of General Obligation Current Interest Refunding Bonds in an aggregate principal amount not to exceed \$20.0 million. All benefits from the refunding will be delivered to the taxpayers. The final maturity of the refunding bonds will not be later than the maturity dates of the refunded bonds, which is June 1, 2033.

**ANALYSIS AND FISCAL IMPACT**

Due to lower interest rates, the District has an opportunity to refinance portions of its existing general obligation bonds to accomplish the following objectives:

1. Provide a net savings to the taxpayers by reducing the interest rate.
2. Under current market conditions, savings are estimated at \$1.5 million, reducing debt service by 5%.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

**SUBJECT:** Resolution No. 14-13 - Authorization to issue General Obligation Current Interest Refunding Bonds

**DATE:** June 24, 2015

Therefore, the Board may now proceed with the issuance and sale of the General Obligation Current Interest Refunding Bonds (the “refunding bonds”), not to exceed \$20.0 million. The following Resolution authorizes the issuance of the refunding bonds; specifies the basic terms, parameters, and forms of the refunding bonds; and approves the forms of the Purchase Contract, Escrow Agreement, and Preliminary Official Statement. The Resolution states the maximum underwriting discount 0.70%, with respect to the refunding bonds and authorizes the refunding bonds to be sold at a negotiated sale to RBC Capital Markets, LLC and Stifel Nicolaus & Company Incorporated, the “underwriters.” The Resolution authorizes the issuance of current interest bonds only; capital appreciation bonds are not authorized.

The proceeds from the sale of the refunding bonds, in an amount sufficient to redeem the outstanding bonds, will be deposited in an escrow fund. The monies in the escrow fund will be used to pay interest on the refunded Series “D” bonds through their first available call date June 1, 2018, and on such date to redeem the refunded Series “D” Bonds. As a result of the deposit and application of funds, the refunded bonds will be defeased, and the obligation of Los Angeles County to levy *ad valorem* taxes for payment of the refunded bonds will cease.

#### Funding Source

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

#### RECOMMENDATION

It is recommended that the Board of Trustees approves Mt. San Antonio College’s Resolution No. 14-13, authorizing the issuance of the 2015 General Obligation Current Interest Refunding Bonds.

**RESOLUTION NO. 14-13**  
**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**  
**RESOLUTION AUTHORIZING THE ISSUANCE OF THE MT. SAN ANTONIO COMMUNITY**  
**COLLEGE DISTRICT (LOS ANGELES COUNTY, CALIFORNIA) 2015 GENERAL**  
**OBLIGATION REFUNDING BONDS**

**WHEREAS**, a duly called election was held in the Mt. San Antonio Community College District (the “District”), Los Angeles County (the “County”), State of California, on November 6, 2001 and thereafter canvassed pursuant to law;

**WHEREAS**, at such election there was submitted to and approved by the requisite fifty-five percent vote of the qualified electors of the District a question as to the issuance and sale of general obligation bonds of the District for various purposes set forth in the ballot submitted to the voters, in the maximum amount of \$221,000,000 payable from the levy of an *ad valorem* property tax by the County against the taxable property in the District (the “2001 Authorization”);

**WHEREAS**, pursuant to the 2001 Authorization, the District has previously caused the issuance of \$26,003,609.15 of its General Obligation Bonds, 2001 Election, 2008 Series D (the “Prior Bonds”);

**WHEREAS**, pursuant to Section 53550 *et seq.* of the California Government Code (the “Act”), this Board of Trustees (the “Board”) finds that the District is authorized to issue general obligation refunding bonds (the “Refunding Bonds”) to refund all or a portion the outstanding Prior Bonds (so refunded, the “Refunded Bonds”);

**WHEREAS**, this Board desires to authorize the issuance of the Refunding Bonds in one or more Series of Taxable or Tax-Exempt Current Interest Bonds (as such terms are defined herein);

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

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

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



**Purpose.** To refund all or a portion of the outstanding principal amount of the Prior Bonds and to pay all necessary legal, financial, and contingent costs in connection therewith, the Board hereby authorizes the issuance of the Refunding Bonds pursuant to the Act in an aggregate principal amount not-to-exceed \$20,000,000, in one or more Series of Taxable or Tax-Exempt Current Interest Bonds (each as defined herein), to be styled as the “Mt. San Antonio Community College District (Los Angeles County, California) 2015 General Obligation Refunding Bonds,” with appropriate Series designations if more than one Series of Refunding Bonds are issued. Additional costs authorized to be paid from the proceeds of the Refunding Bonds are all of the authorized costs of issuance set forth in Section 53550(e) and (f) and Section 53587 of the Government Code.

**Paying Agent.** The Board hereby appoints the Paying Agent, as defined in Section 5 hereof, to act as paying agent, bond registrar, authentication agent and transfer agent for the Refunding Bonds on behalf of the District. The Board hereby authorizes the payment of the reasonable fees and expenses of the Paying Agent, as they shall become due and payable. The fees and expenses of the Paying Agent which are not paid as a cost of issuance of the Refunding Bonds may be paid in each year from *ad valorem* property taxes levied and collected for the payment thereof, insofar as permitted by law, including specifically Section 15232 of the Education Code.

**Terms and Conditions of Sale.** The Refunding Bonds are hereby authorized to be sold at a negotiated sale upon the direction of the President/CEO or the Vice President, Administrative Services of the District, or such other officer or employee of the District as may be designated by the President/CEO or Vice President, Administrative Services for such purpose (collectively, the “Authorized Officers”). The Refunding Bonds shall be sold pursuant to the terms and conditions set forth in the Purchase Contract, as described below.

**Approval of Purchase Contract.** The form of Purchase Contract by and between District and the Underwriters (defined herein), substantially in the form on file with the Secretary to the Board, is hereby approved and the Authorized Officers, each alone, are hereby authorized to execute and deliver the Purchase Contract, with such changes therein, deletions therefrom and modifications thereto as the Authorized Officer executing the same may approve, such approval to be conclusively evidenced by his or her execution and delivery thereof; provided, however, that (i) the maximum interest rates on the Refunding Bonds shall not exceed that authorized by law, and (ii) the underwriting discount, excluding original issue discount, shall not exceed 0.70% of the aggregate principal amount of the Refunding Bonds issued. The Authorized Officers, each alone, are further authorized to determine the principal amount of the Refunding Bonds to be specified in the Purchase Contract for sale by the District up to \$20,000,000 and to enter into and execute the Purchase Contract with the Underwriters, if the conditions set forth in this Resolution are satisfied.

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

“**Authorizing Documents**” means the authorizing resolution(s), indenture, agreement or other legal document(s) pursuant to which the Prior Bonds were authorized and issued.

“**Act**” means Sections 53550 *et seq.* of the California Government Code.

**“Beneficial Owner”** means, when used with reference to book-entry Refunding Bonds registered pursuant to Section 6 hereof, the person who is considered the beneficial owner of such Refunding Bonds pursuant to the arrangements for book-entry determination of ownership applicable to the Depository.

**“Bond Insurer”** means any insurance company which issues a municipal bond insurance policy insuring the payment of principal of and interest on the Refunding Bonds.

**“Bond Payment Date”** means, unless otherwise provided by the Purchase Contract, June 1 and December 1 of each year commencing December 1, 2015, with respect to the interest on the Refunding Bonds, and June 1 of each year commencing June 1, 2016, with respect to the principal payments of the Refunding Bonds.

**“Bond Register”** means the registration books which the Paying Agent shall keep or cause to be kept on which the registered ownership, transfer and exchange of Refunding Bonds will be recorded.

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

**“Continuing Disclosure Certificate”** means that certain contractual undertaking executed by the District in connection with the issuance of the Refunding Bonds pursuant to paragraph (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission under the Securities and Exchange Act of 1934, dated as of the date of issuance of the Refunding Bonds, as amended from time to time in accordance with the provisions thereof.

**“Current Interest Bonds”** means Refunding Bonds, the interest on which is payable semiannually on each Bond Payment Date specified for each such Bond as designated and maturing in the years and in the amounts set forth in the Purchase Contract.

**“Date of Delivery”** means the date of initial issuance and delivery of the Refunding Bonds, or such other date as shall be set forth in the Purchase Contract or Official Statement.

**“Depository”** means the entity acting as securities depository for the Refunding Bonds pursuant to Section 6(c) hereof.

**“DTC”** means The Depository Trust Company, 55 Water Street, New York, New York 10041, a limited purpose trust company organized under the laws of the State of New York, in its capacity as the initial Depository for the Refunding Bonds.

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

**“Escrow Agreement”** means the Escrow Agreement relating to the Refunded Bonds, by and between the District and the Escrow Agent.

**“Federal Securities”** means securities as permitted, in accordance with the Authorizing Documents, to be deposited with the Escrow Agent for the purpose of defeasing the Prior Bonds.

**“Holder”** or **“Owner”** means the registered owner of a Refunding Bond as set forth in the Bond Register maintained by the Paying Agent pursuant to Section 6 hereof.

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

**“Moody’s”** means Moody’s Investors Service, a corporation organized and existing under the laws of the State of Delaware, its successors and assigns, or, if such corporation shall be dissolved or liquidated or shall no longer perform the functions of a securities rating agency, any other nationally recognized securities rating agency designated by the District.

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

**“Official Statement”** means the Official Statement for the Refunding Bonds, as described in Section 17 hereof.

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

Refunding Bonds canceled at or prior to such date;

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

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

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

**“Paying Agent”** means initially the Treasurer, or any other Paying Agent as shall be named in the Purchase Contract or Official Statement, and afterwards any successor financial institution, acting as paying agent, transfer agent, authentication agent and bond registrar for the Refunding Bonds. The Treasurer is authorized to contract with a third party to carry out the services of Paying Agent hereunder.

**“Purchase Contract”** means the contract or contracts for purchase and sale of the Refunding Bonds, by and between the District and the Underwriters named therein. To the extent the Refunding Bonds are sold pursuant to more than one Purchase Contract, each shall be substantially in the form presented to the Board, with such changes therein, deletions therefrom and modifications thereto as the Authorized Officer executing the same shall approve.

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

“**Series**” means any Refunding Bonds executed, authenticated and delivered pursuant to the provisions hereof and identified as a separate series of bonds.

“**S&P**” means Standard & Poor’s Ratings Services, a Standard & Poor’s Financial Services LLC business, its successors and their assigns, or, if such entity shall be dissolved or liquidated or shall no longer perform the functions of a securities rating agency, any other nationally recognized securities rating agency designated by the District.

“**Taxable Bonds**” means any Refunding Bonds not issued as Tax-Exempt Bonds.

“**Tax-Exempt Bonds**” means any Refunding Bonds the interest on which is excludable from gross income for federal income tax purposes and is not treated as an item of tax preference for purposes of calculating the federal alternative minimum tax, as further described in an opinion of Bond Counsel supplied to the original purchasers of such Refunding Bonds.

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

“**Transfer Amount**” means, with respect to any Outstanding Refunding Bond, the principal amount thereof.

“**Treasurer**” means the Treasurer and Tax Collector of the County.

“**Underwriters**” means RBC Capital Markets, LLC and Stifel Nicolaus & Company, Incorporated.

### **Terms of the Refunding Bonds.**

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

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

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

### **Redemption.**

Optional Redemption. The Refunding Bonds shall be subject to optional redemption prior to maturity as provided in the Purchase Contract or the Official Statement.

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

Selection of Refunding Bonds for Redemption. Whenever provision is made in this Resolution for the redemption of Refunding Bonds and less than all Outstanding Refunding Bonds are to be redeemed, the Paying Agent, upon written instruction from the District, shall select Refunding Bonds for redemption as so directed and if not directed, in inverse order of maturity. Within a maturity, the Paying Agent shall select Refunding Bonds for redemption by lot. Redemption by lot shall be in such manner as the Paying Agent shall determine; provided, however, that with respect to redemption by lot, the portion of any Refunding Bond to be redeemed in part shall be in the principal amount of \$5,000 or any integral multiple thereof.

The Purchase Contract may provide that (i) in the event that a portion of any Term Bond is optionally redeemed prior to maturity pursuant to Section 6(b)(i) hereof, the remaining mandatory sinking fund payments with respect to such Term Bonds shall be reduced proportionately or as otherwise directed by the District, in integral multiples of \$5,000 principal amount, in respect to the portion of such Term Bond optionally redeemed, or (ii) within a maturity, Refunding Bonds shall be selected for redemption on a "Pro Rata Pass-Through Distribution of Principal" basis in accordance with DTC procedures, provided further that, such pro-rata redemption is made in accordance with the operational arrangements of DTC then in effect.

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

With respect to any Redemption Notice of Refunding Bonds, unless upon the giving of such notice such Refunding Bonds shall be deemed to have been defeased pursuant to Section 19 hereof, such notice shall state that such redemption shall be conditional upon the receipt by the Paying Agent (or an independent escrow agent selected by the District) on or prior to the date fixed for such redemption of the moneys necessary and sufficient to pay the principal of, premium, if any, and interest on, such Refunding Bonds to be redeemed, and that if such moneys shall not have been so received said notice shall be of no force and effect, the Refunding Bonds shall not be subject to redemption on such date and the Refunding Bonds shall not be required to be redeemed on such date. In the event that such Redemption Notice contains such a

condition and such moneys are not so received, the redemption shall not be made and the Paying Agent shall within a reasonable time thereafter give notice, to the persons to whom and in the manner in which the Redemption Notice was given, that such moneys were not so received. In addition, the District shall have the right to rescind any Redemption Notice, by written notice to the Paying Agent, on or prior to the date fixed for such redemption. The Paying Agent shall distribute a notice of such rescission in the same manner as the Redemption Notice was originally provided.

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

(1) At least 20 but not more than 45 days prior to the redemption date, such Redemption Notice shall be given to the respective Owners of Refunding Bonds designated for redemption by registered or certified mail, postage prepaid, at their addresses appearing on the Bond Register.

(2) At least 20 but not more than 45 days prior to the redemption date, such Redemption Notice shall be given by (i) registered or certified mail, postage prepaid, (ii) telephonically confirmed facsimile transmission, or (iii) overnight delivery service to the Depository.

(3) At least 20 but not more than 45 days prior to the redemption date, such Redemption Notice shall be given by (i) registered or certified mail, postage prepaid, or (ii) overnight delivery service to one of the Information Services.

(4) Such Redemption Notice shall be given to such other persons as may be required pursuant to the Continuing Disclosure Certificate.

A certificate of the Paying Agent to the effect that a Redemption Notice has been given as provided herein shall be conclusive as against all parties. Neither failure to receive any Redemption Notice nor any defect in any such Redemption Notice so given shall affect the sufficiency of the proceedings for the redemption of the affected Refunding Bonds. Each check issued or other transfer of funds made by the Paying Agent for the purpose of redeeming Refunding Bonds shall bear or include the CUSIP number identifying, by issue and maturity, the Refunding Bonds being redeemed with the proceeds of such check or other transfer. Such Redemption Notice may state that no representation is made as to the accuracy or correctness of CUSIP numbers printed thereon.

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

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

If on such redemption date, money for the redemption of all the Refunding Bonds to be redeemed as provided in Section 6(b)(i) hereof, together with interest accrued to such redemption date, shall be held in trust as provided in Section 19 hereof, so as to be available therefor on such redemption date, and if a Redemption Notice thereof shall have been given as aforesaid, then from and after such redemption date, interest on the Refunding Bonds to be redeemed shall cease to accrue and become payable. All money held for the redemption of Refunding Bonds shall be held in trust for the account of the Owners of the Refunding Bonds so to be redeemed.

All Refunding Bonds paid at maturity or redeemed prior to maturity pursuant to the provisions of this Section 6 shall be cancelled upon surrender thereof and be delivered to or upon the order of the District. All or any portion of a Refunding Bond purchased by the District shall be cancelled by the Paying Agent.

Refunding Bonds No Longer Outstanding. When any Refunding Bonds (or portions thereof), which have been duly called for redemption prior to maturity under the provisions of this Resolution, or with respect to which irrevocable instructions to call for redemption prior to maturity at the earliest redemption date have been given to the Paying Agent, in form satisfactory to it, and sufficient moneys shall be irrevocably held in trust as provided in Section 19 hereof for the payment of the redemption price of such Refunding Bonds or portions thereof, and accrued interest thereon to the date fixed for redemption, all as provided in this Resolution, then such Refunding Bonds shall no longer be deemed Outstanding and shall be surrendered to the Paying Agent for cancellation.

#### Book-Entry System.

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

With respect to book-entry Refunding Bonds, the District and the Paying Agent shall have no responsibility or obligation to any Participant or to any person on behalf of which such a Participant holds an interest in such book-entry Refunding Bonds. Without limiting the immediately preceding sentence, the District and the Paying Agent shall have no responsibility or obligation with respect to: (i) the accuracy of the records of the Depository, the Nominee, or any Participant with respect to any ownership interest in book-entry Refunding Bonds; (ii) the delivery to any Participant or any other person, other than an Owner as shown in the Bond Register, of any notice with respect to book-entry Refunding Bonds, including any Redemption Notice; (iii) the selection by the Depository and its Participants of the beneficial interests in book-entry Refunding Bonds to be prepaid in the event the District redeems such Refunding Bonds in part; (iv) or the

payment by the Depository or any Participant or any other person, of any amount with respect to principal, premium, if any, or interest on book-entry Refunding Bonds. The District and the Paying Agent may treat and consider the person in whose name each book-entry Refunding Bond is registered in the Bond Register as the absolute Owner of such Refunding Bond for the purpose of payment of principal of and premium and interest on and to such Refunding Bond, for the purpose of giving notices of redemption and other matters with respect to such Refunding Bond, for the purpose of registering transfers with respect to such Refunding Bond, and for all other purposes whatsoever. The Paying Agent shall pay all principal of and premium, if any, and interest on book-entry Refunding Bonds only to or upon the order of the respective Owner, as shown in the Bond Register, or his respective attorney duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to payment of principal of, premium, if any, and interest on book-entry Refunding Bonds to the extent of the sum or sums so paid. No person other than an Owner, as shown in the Bond Register, shall receive a certificate evidencing the obligation to make payments of principal of, premium, if any, and interest on book-entry Refunding Bonds. Upon delivery by the Depository to the Owner and the Paying Agent, of written notice to the effect that the Depository has determined to substitute a new nominee in place of the Nominee, and subject to the provisions herein with respect to the Record Date, the word "Nominee" in this Resolution shall refer to such nominee of the Depository.

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

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



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

Transfer of Refunding Bonds to Substitute Depository.

The Refunding Bonds shall be initially issued as described in the Official Statement. Registered ownership of such Refunding Bonds, or any portions thereof, may not thereafter be transferred except:

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

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

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

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

In the case of a partial redemption or advance refunding of any Refunding Bonds evidencing a portion of the principal maturing in a particular year, DTC or its successor

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

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

**Execution of Refunding Bonds.** The Refunding Bonds shall be signed by the President of the Board of Trustees, or by such other member of the Board authorized to sign on behalf of the President, by his or her manual or facsimile signature, and countersigned by the manual or facsimile signature of the Secretary to or Clerk of the Board, or the designees thereof, all in their official capacities. No Refunding Bond shall be valid or obligatory for any purpose or shall be entitled to any security or benefit under this Resolution unless and until the certificate of authentication printed on the Refunding Bond is signed by the Paying Agent as authenticating agent. Authentication by the Paying Agent shall be conclusive evidence that the Refunding Bond so authenticated has been duly issued, signed and delivered under this Resolution and is entitled to the security and benefit of this Resolution.

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

Any Refunding Bond may be exchanged for Refunding Bonds of like tenor, Series, maturity and principal amount upon presentation and surrender at the principal corporate trust office of the Paying Agent, together with a request for exchange signed by the Owner or by a person legally empowered to do so in a form satisfactory to the Paying Agent. A Refunding Bond may be transferred on the Bond Register only upon presentation and surrender of the Refunding Bond at the principal corporate trust office of the Paying Agent together with an assignment executed by the Owner or by a person legally empowered to do so in a form satisfactory to the Paying Agent. Upon exchange or transfer, the Paying Agent shall complete,

authenticate and deliver a new Refunding Bond or Refunding Bonds of like tenor and of any authorized denomination or denominations requested by the Owner equal to the principal amount of the Refunding Bond surrendered and bearing or accruing interest at the same rate and maturing on the same date.

If any Refunding Bond shall become mutilated, the District, at the expense of the Owner of said Bond, shall execute, and the Paying Agent shall thereupon authenticate and deliver, a new Refunding Bond of like Series, tenor, maturity and principal amount in exchange and substitution for the Refunding Bond so mutilated, but only upon surrender to the Paying Agent of the Refunding Bond so mutilated. If any Refunding Bond issued hereunder shall be lost, destroyed or stolen, evidence of such loss, destruction or theft may be submitted to the Paying Agent and, if such evidence be satisfactory to the Paying Agent and indemnity for the Paying Agent and the District satisfactory to the Paying Agent shall be given by the Owner, the District, at the expense of the Owner, shall execute, and the Paying Agent shall thereupon authenticate and deliver, a new Refunding Bond of like Series, tenor, maturity and principal amount in lieu of and in substitution for the Refunding Bond so lost, destroyed or stolen (or if any such Refunding Bond shall have matured or shall have been called for redemption, instead of issuing a substitute Refunding Bond, the Paying Agent may pay the same without surrender thereof upon receipt of indemnity satisfactory to the Paying Agent and the District). The Paying Agent may require payment of a reasonable fee for each new Refunding Bond issued under this paragraph and of the expenses which may be incurred by the District and the Paying Agent.

If signatures on behalf of the District are required in connection with an exchange or transfer, the Paying Agent shall undertake the exchange or transfer of Refunding Bonds only after the new Refunding Bonds are signed by the authorized officers of the District as provided in Section 7. In all cases of exchanged or transferred Refunding Bonds, the District shall sign and the Paying Agent shall authenticate and deliver Refunding Bonds in accordance with the provisions of this Resolution. All fees and costs of transfer shall be paid by the requesting party. Those charges may be required to be paid before the procedure is begun for the exchange or transfer. All Refunding Bonds issued upon any exchange or transfer shall be valid obligations of the District, evidencing the same debt, and entitled to the same security and benefit under this Resolution as the Refunding Bonds surrendered upon that exchange or transfer.

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

Neither the District nor the Paying Agent will be required (a) to issue or transfer any Refunding Bonds during a period beginning with the opening of business on the 16th day next preceding either any Bond Payment Date or any date of selection of Refunding Bonds to be redeemed and ending with the close of business on the Bond Payment Date or any day on which the applicable Redemption Notice is given or (b) to transfer any Refunding Bonds which have been selected or called for redemption in whole or in part.

**Payment.** Payment of interest on any Refunding Bond on any Bond Payment Date shall be made to the person appearing on the registration books of the Paying Agent as the Owner thereof as of the Record Date immediately preceding such Bond Payment Date, such interest to be paid by check mailed to such Owner on the Bond Payment Date at his address as it appears on such registration books or at such other address as he may have filed with the Paying Agent for that purpose on or before the Record Date. The Owner in an aggregate principal amount of \$1,000,000 or more may request in writing to the Paying Agent that such Owner be paid interest by wire transfer to the bank and account number on file with the Paying Agent as of the Record Date. The principal of and redemption premium, if any, payable on the Refunding Bonds shall be payable upon maturity or redemption upon surrender at the principal corporate trust office of the Paying Agent. The principal of, premiums, if any, and interest on the Refunding Bonds shall be payable in lawful money of the United States of America. The Paying Agent is hereby authorized to pay the Refunding Bonds when duly presented for payment at maturity, and to cancel all Refunding Bonds upon payment thereof. The Refunding Bonds are obligations of the District payable solely from the levy of *ad valorem* property taxes upon all property subject to taxation within the District, which taxes are unlimited as to rate or amount. The Refunding Bonds do not constitute an obligation of the County and no part of any fund of the County is pledged or obligated to the payment of the Refunding Bonds.

**Form of Refunding Bonds.** The Refunding Bonds shall be in substantially the form attached as Exhibit A, allowing those officials executing the Refunding Bonds to make the insertions and deletions necessary to conform the Refunding Bonds to this Resolution, the Purchase Contract and the Official Statement, or to correct or cure any defect, inconsistency, ambiguity or omission therein.

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

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

Any accrued interest received by the District from the sale of the Refunding Bonds shall be kept separate and apart in the fund hereby created and established and to be designated as the "Mt. San Antonio Community College District, 2015 General Obligation Refunding Bonds Debt Service Fund" (the "Debt Service Fund") for the Refunding Bonds and used only for payments of principal of and interest on the Refunding Bonds. The Debt Service Fund shall be held by the County, and may contain subaccounts if the Refunding Bonds are sold in more than one Series. A portion of the premium received by the District from the sale of the Refunding Bonds may be transferred to the Debt Service Fund or applied to the payment of cost of issuance of the Refunding Bonds, or some combination of deposits. Any excess proceeds of the Refunding Bonds not needed for the authorized purposes set forth herein for which the Refunding Bonds are being issued shall be transferred to the Debt Service Fund and applied to the payment of the principal of and interest on the Refunding Bonds. If, after payment in full of the Refunding Bonds, there remain excess proceeds, any such excess amounts shall be transferred to the general fund of the District.

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

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

#### **Rebate Fund.**

General. If necessary, there shall be created and established a special fund designated the "Mt. San Antonio Community College District 2015 General Obligation Refunding Bonds Rebate Fund" (the "Rebate Fund"). All amounts at any time on deposit in the Rebate Fund shall be held in trust, to the extent required to satisfy the requirement to make rebate payments to the United States (the "Rebate Requirement") pursuant to Section 148 of the Code, as the same may be amended from time to time, and the Treasury Regulations promulgated thereunder (the "Rebate Regulations"). Such amounts shall be free and clear of any lien hereunder and shall be governed by this Section and Section 14 of this Resolution and by the that certain tax certificate concerning certain matters pertaining to the use and investment of proceeds of the Refunding Bonds, executed and delivered to the District on the date of issuance of the Refunding Bonds, including any and all exhibits attached thereto (the "Tax Certificate").

Deposits.

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

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

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

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

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

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

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

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

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

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

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

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

Security for the Refunding Bonds. There shall be levied on all the taxable property in the District, in addition to all other taxes, a continuing direct *ad valorem* property tax annually during the period the Refunding Bonds are Outstanding in an amount sufficient to pay the principal of and interest on the Refunding Bonds when due, which moneys when collected will be deposited in the Debt Service Fund of the District, which fund is hereby designated for the payment of the principal of and interest on the Bonds when due, and for no other purposes. Pursuant to Government Code Sections 5450 and 5451, all funds on deposit in the Debt Service Fund are hereby pledged for the payment of the principal of and interest on the Refunding Bonds. The District covenants to cause the County to take all actions necessary to levy such *ad valorem* property tax in accordance with this Section 14 and Section 53559 of the Act.

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

**Arbitrage Covenant.** The District covenants that it will restrict the use of the proceeds of the Refunding Bonds in such manner and to such extent, if any, as may be necessary, so that the Refunding Bonds will not constitute arbitrage bonds under Section 148 of the Code and the applicable regulations prescribed under that Section or any predecessor section. Calculations for determining arbitrage requirements shall be the sole responsibility of the District.

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

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

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



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

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

**Government Obligations:** by irrevocably depositing with an independent escrow agent selected by the District noncallable Government Obligations together with any amounts transferred from the Debt Service Fund and any other cash, if required, in such amount as will, together with interest to accrue thereon, in the opinion of an independent certified public accountant, be fully sufficient to pay and discharge all Refunding Bonds Outstanding and designated for defeasance (including all principal thereof, accrued interest thereon and redemption premiums, if any) at or before their maturity date;

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

For purposes of this Section, “Government Obligations” shall, unless otherwise provided in the Purchase Contract, mean:

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

**Other Actions, Determinations and Approvals.**

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

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

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

The Board hereby appoints U.S. Bank National Association as Escrow Agent for the Refunding Bonds and approves the form of the Escrow Agreement substantially in the form on file with the Secretary to the Board. The Authorized Officers, each alone, are hereby authorized to execute the Escrow Agreement with such changes as they shall approve, such approval to be conclusively evidenced by such individual's execution and delivery thereof.

The Board hereby appoints RBC Capital Markets, LLC and Stifel Nicolaus & Company, Incorporated as Underwriters, and Stradling Yocca Carlson & Rauth, a Professional Corporation, as Bond Counsel and Disclosure Counsel, each with respect to the issuance of the Refunding Bonds.

The provisions of this Resolution as they relate to the terms of the Refunding Bonds may be amended by the Purchase Contract. If the Purchase Contract so provides, the Refunding Bonds may be issued as crossover refunding bonds pursuant to Section 53558(b) of the Government Code. All or a portion of the Refunding Bonds are further authorized to be issued on a forward delivery basis.

**Resolution to Treasurer.** The Secretary to or Clerk of the Board is hereby directed to provide a certified copy of this Resolution to the Treasurer immediately following its adoption.

**Request to County to Levy Tax.** The Board of Supervisors and officers of the County are obligated by statute to provide for the levy and collection of *ad valorem* property taxes in each year sufficient to pay all principal of and interest coming due on the Refunding Bonds in such year, and to pay from such taxes all amounts due on the Refunding Bonds. The District hereby requests the Board of Supervisors to annually levy a tax upon all taxable property in the District sufficient to pay all such principal and interest coming due on the Refunding Bonds in such year, and to pay from such taxes all amounts due on the Refunding Bonds.

**Continuing Disclosure.** The District hereby covenants and agrees that it will comply with and carry out all of the provisions of that certain Continuing Disclosure Certificate executed by the District and dated as of the Date of Delivery, as originally executed and as it may be amended from time to time in accordance with the terms thereof. The Board hereby approves the form of Continuing Disclosure Certificate appended to the Preliminary Official Statement

on file with the Secretary to the Board, and the Authorized Officers, each alone, are hereby authorized to execute the Continuing Disclosure Certificate with such changes thereto as the Authorized Officers executing the same shall approve, such approval to be conclusively evidenced by such execution and delivery. Noncompliance with the Continuing Disclosure Certificate shall not result in acceleration of the Refunding Bonds.

**Further Actions Authorized.** It is hereby covenanted that the District, and its appropriate officials, have duly taken all actions necessary to be taken by them, and will take any additional actions necessary to be taken by them, for carrying out the provisions of this Resolution.

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

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

**PASSED AND ADOPTED** this 24th day of June, 2015.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Dr. David K. Hall  
President, Board of Trustees  
Mt. San Antonio Community  
College District

Attest:

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

**SECRETARY’S CERTIFICATE**

I, Dr. William Scroggins, Secretary to the Board of Trustees of the Mt. San Antonio Community College District (the “District”), hereby certify as follows:

The foregoing is a full, true and correct copy of a resolution duly adopted at a regular meeting of the Board of Trustees of the District duly and regularly and legally held at the regular meeting place thereof on June 24, 2015, of which meeting all of the members of the Board had due notice and at which a quorum was present.

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

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

Dated: June 25, 2015

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

**(Form of Refunding Bond)****REGISTERED  
NO.****REGISTERED  
\$****MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT  
(LOS ANGELES COUNTY, CALIFORNIA)  
2015 GENERAL OBLIGATION REFUNDING BONDS**

<u>INTEREST RATE:</u> ___% per annum	<u>MATURITY DATE:</u> June 1, ___	<u>DATED AS OF:</u> _____, 2015	<u>CUSIP</u> _____
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REGISTERED OWNER: CEDE &amp; CO.

PRINCIPAL AMOUNT:

The Mt. San Antonio Community College District (the "District") in Los Angeles County, California, for value received, promises to pay to the Registered Owner named above, or registered assigns, the Principal Amount on the Maturity Date, each as stated above, and interest thereon until the Principal Amount is paid or provided for at the Interest Rate stated above, on June 1 and December 1 of each year (the "Bond Payment Dates"), commencing December 1, 2015. This bond will bear interest from the Bond Payment Date next preceding the date of authentication hereof unless it is authenticated as of a day during the period from the 16th day of the month next preceding any Bond Payment Date to the Bond Payment Date, inclusive, in which event it shall bear interest from such Bond Payment Date, or unless it is authenticated on or before November 15, 2015, in which event it shall bear interest from the Date of Delivery. Interest on this bond shall be computed on the basis of a 360-day year of twelve 30-day months. Principal and interest are payable in lawful money of the United States of America, without deduction for the paying agent services, to the person in whose name this bond (or, if applicable, one or more predecessor bonds) is registered (the "Registered Owner") on the Register maintained by the Paying Agent, initially U.S. Bank National Association as agent of the Treasurer and Tax Collector of Los Angeles County. Principal is payable upon presentation and surrender of this bond at the principal corporate trust office of the Paying Agent. Interest is payable by check mailed by the Paying Agent on each Bond Payment Date to the Registered Owner of this bond (or one or more predecessor bonds) as shown and at the address appearing on the bond register maintained by the Paying Agent at the close of business on the 15th day of the calendar month next preceding that Bond Payment Date (the "Record Date"). The Owner of Refunding Bonds in the aggregate principal amount of \$1,000,000 or more may request in writing to the Paying Agent that the Owner be paid interest by wire transfer to the bank and account number on file with the Paying Agent as of the Record Date.

This bond is one of an authorization of bonds issued by the District pursuant to California Government Code Section 53550 *et seq.* (the "Act") for the purpose of refunding certain of the District's outstanding bonded indebtedness and to pay all necessary legal, financial, and contingent costs in connection therewith. The bonds are being issued under authority of and pursuant to the Act, the laws of the State of California, and the resolution of the Board of

Trustees of the District adopted on June 24, 2015 (the "Bond Resolution"). This bond and the issue of which this bond is one are general obligation bonds of the District payable as to both principal and interest solely from the proceeds of the levy of *ad valorem* property taxes on all property subject to such taxes in the District, which taxes are unlimited as to rate or amount.

The bonds of this issue comprise \$ \_\_\_\_\_ Principal Amount of current interest bonds, of which this bond is a part (each a "Refunding Bond").

This bond is exchangeable and transferable for bonds of like tenor, maturity and principal amount and in authorized denominations at the principal corporate trust office of the Paying Agent by the Registered Owner, upon presentation and surrender hereof to the Paying Agent, together with a request for exchange or an assignment signed by the Registered Owner or by a person legally empowered to do so, in a form satisfactory to the Paying Agent, all subject to the terms, limitations and conditions provided in the Bond Resolution. All fees and costs of transfer shall be paid by the transferor. The District and the Paying Agent may deem and treat the Registered Owner as the absolute Owner of this bond for the purpose of receiving payment of or on account of principal or interest and for all other purposes, and neither the District nor the Paying Agent shall be affected by any notice to the contrary.

Neither the District nor the Paying Agent will be required (a) to issue or transfer any bond during a period beginning with the opening of business on the 16th day next preceding either any Bond Payment Date or any date of selection of bonds to be redeemed and ending with the close of business on the Bond Payment Date or day on which the applicable notice of redemption is given or (b) to transfer any bond which has been selected or called for redemption in whole or in part.

The Refunding Bonds maturing on or before June 1, 20\_\_ are not subject to redemption prior to their fixed maturity dates. The Refunding Bonds maturing on or after June 1, 20\_\_ are subject to redemption on or after June 1, 20\_\_ or on any date thereafter at the option of the District, as a whole or in part, at a redemption price equal to the principal amount of the Refunding Bonds called for redemption, plus interest accrued thereon to the date fixed for redemption, without premium.

The Refunding Bonds maturing on June 1, 20\_\_ are subject to mandatory sinking fund redemption on June 1 of each year on and after June 1, 20\_\_, at a redemption price equal to the principal amount thereof, together with accrued interest to the date fixed for redemption, without premium. The principal amounts represented by such Refunding Bonds to be so redeemed and the dates therefore and the final payment date is as indicated in the following table:

<u>Redemption Dates</u>	<u>Principal Amounts</u>
TOTAL	\$

The principal amount to be redeemed in each year shown above will be reduced proportionately or as otherwise directed by the District, in integral multiples of \$5,000, by any portion of the Refunding Term Bond optionally redeemed prior to the mandatory sinking fund redemption date.

If less than all of the Refunding Bonds of any one maturity shall be called for redemption, the particular Refunding Bonds or portions thereof of such maturity to be redeemed shall be selected by lot by the Paying Agent in such manner as the Paying Agent in its discretion may determine; provided, however, that the portion of any Refunding Bond to be redeemed shall be in the principal amount of \$5,000 or some multiple thereof. If less than all of the Refunding Bonds stated to mature on different dates shall be called for redemption, the particular Refunding Bonds or portions thereof to be redeemed shall be called by the Paying Agent in any order of maturity as directed by the District or, if the Paying Agent is not so directed, in the inverse order of maturity.

Reference is made to the Bond Resolution for a more complete description of the provisions, among others, with respect to the nature and extent of the security for the Refunding Bonds, the rights, duties and obligations of the District, the Paying Agent and the Registered Owners, and the terms and conditions upon which the Refunding Bonds are issued and secured. The Registered Owner of this bond assents, by acceptance hereof, to all of the provisions of the Bond Resolution.

It is certified and recited that all acts and conditions required by the Constitution and laws of the State of California to exist, to occur and to be performed or to have been met precedent to and in the issuing of the Refunding Bonds in order to make them legal, valid and binding general obligations of the District, have been performed and have been met in regular and due form as required by law; that no statutory or constitutional limitation on indebtedness or taxation has been exceeded in issuing the Refunding Bonds; and that due provision has been made for levying and collecting *ad valorem* property taxes on all of the taxable property within the District in an amount sufficient to pay principal and interest when due.

This bond shall not be valid or obligatory for any purpose and shall not be entitled to any security or benefit under the Bond Resolution until the Certificate of Authentication below has been signed.

IN WITNESS WHEREOF, the Mt. San Antonio Community College District, Los Angeles County, California, has caused this bond to be executed on behalf of the District and in their official capacities by the manual or facsimile signatures of the President of the Board of Trustees of the District and to be countersigned by the manual or facsimile signature of the [Secretary to/Clerk of] the Board of the District, all as of the date stated above.

MT. SAN ANTONIO COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_  
Dr. David K. Hall  
President of the Board of Trustees

COUNTERSIGNED:

\_\_\_\_\_  
William T. Scroggins  
Secretary of the Board of Trustees

CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the Bond Resolution referred to herein which has been authenticated and registered on \_\_\_\_\_, 2015.

U.S. BANK NATIONAL ASSOCIATION, as agent of  
the TREASURER AND TAX COLLECTOR OF LOS  
ANGELES COUNTY, as Paying Agent

By: \_\_\_\_\_  
Authorized Representative



### ASSIGNMENT

For value received, the undersigned sells, assigns and transfers to (print or typewrite name, address and zip code of Transferee): \_\_\_\_\_ this bond and irrevocably constitutes and appoints attorney to transfer this bond on the books for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed:

\_\_\_\_\_

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the within bond in every particular, without alteration or any change whatever, and the signature(s) must be guaranteed by an eligible guarantor institution.

Social Security Number, Taxpayer Identification Number or other identifying number of Assignee: \_\_\_\_\_

Unless this bond is presented by an authorized representative of The Depository Trust Company to the issuer or its agent for registration of transfer, exchange or payment, and any bond issued is registered in the name of Cede & Co. or such other name as requested by an authorized representative of The Depository Trust Company and any payment is made to Cede & Co., ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL since the registered owner hereof, Cede & Co., has an interest herein.

### LEGAL OPINION

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

\_\_\_\_\_  
William T. Scroggins  
Secretary of the Board of Trustees

(Form of Legal Opinion)

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>June 24, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Annual Approval of Investment Policy Statement</u>	

**BACKGROUND**

The Investment Policy must be presented annually for approval by the Board of Trustees and was last approved on June 25, 2014.

This Investment Policy Statement complied with Government Code 16481.2, requiring community colleges to set parameters of investment of excess funds. This requirement was passed into law subsequent to the Orange County bankruptcy. It is the intent of this policy to set the parameters of the scope of investments allowed by law and then to restrict that scope by what is called an Investment Memorandum. In addition, pursuant to Government Code 53646, we also submit quarterly investment reports to the Board of Trustees.

**ANALYSIS AND FISCAL IMPACT**

The current practice of the College is to deposit all funds directly with the County Office of the Los Angeles County Treasury. The law does allow colleges to invest funds where high liquidity is not required in other investments, as outlined in the code and policy statement that follows. It is our intent to adopt a conservative approach and, when modification is needed, the Memorandum can be changed by the Board of Trustees.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the following Investment Policy Statement.

Prepared by: _____	Rosa M. Royce	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #6

**SUBJECT:** Annual Approval of Investment Policy Statement

**DATE:** June 24, 2015

## **INVESTMENTS**

### **1. Objective**

The primary objectives for Mt. San Antonio Community College District's Investment activities shall be:

**Safety:** Safety of principal is the foremost objective of the investment program. Investments of the College shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio.

**Liquidity:** The College's investment portfolio will remain sufficiently liquid to enable the College to meet all its operating requirements.

**Return on Investment:** The College's investment portfolio shall be designed with the objective of attaining a market average rate of return throughout budgetary and economic cycles, commensurate with the College's investment risk constraints and the cash flow characteristics of the portfolio.

### **2. Prudence**

The College shall conduct its investment program utilizing the "Prudent Investor" standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with care, skill, prudence, and diligence under circumstances then prevailing including, but not limited to, the general economic conditions and the anticipated needs of the College that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and like aims.

### **3. Delegation of Authority**

Authority to manage the College's investment program is derived from the Board of Trustees. Management responsibility for the investment program is hereby delegated to the College President & CEO and Vice President, Administrative Services for a one-year period. Subject to review, the Board of Trustees may renew the delegation of the authority pursuant to this section each year.

### **4. Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the College's portfolio.

**SUBJECT:** Annual Approval of Investment Policy Statement

**DATE:** June 24, 2015

## 5. Acceptable Investments

Sections 53600 et. seq. of the California Government Code provide basic investment limits and guidelines for government entities. In the event an apparent discrepancy is found between this policy and the Government Code, the more restrictive parameters will take precedence.

- a. U.S. Treasury Instruments: United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the full faith and credit of the United States is pledged to payment of principal and interest. There is no limitation as to the percentage of the portfolio invested in this category.
- b. Federal Agency and Instrumentality Securities: Federal Agency or United States government-sponsored enterprise obligations, participations, or other instruments including those issued by or fully guaranteed as to principal and interest by federal agencies or United States Government-sponsored enterprises. There is no limitation as to the percentage of the portfolio invested in this category.
- c. State of California and local debt, bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
- d. Medium-Term Note Obligations: Medium-term corporate notes, defined as all corporate and depository institution securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or depository institutions licensed by the United States or any state and operating within the United States. Medium-term notes shall be rated "A" or higher by a nationally recognized statistical-rating organization (NRSRO). No more than 30% of the portfolio can be invested in corporate obligations.
- e. Pass-through Securities: Any collateralized mortgage obligation, mortgage-backed or other pay-through bond shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a nationally recognized rating service and rated in a rating category of "AA" or its equivalent or better by a national recognized rating service. No more than 20% of the portfolio can be invested in this category
- f. Bankers Acceptances: Purchases of bankers' acceptances may not exceed 180 days' maturity. No more than 40% of the portfolio can be invested in bankers' acceptances. No more than 10% of the portfolio can be placed in bankers acceptances of any single commercial bank.

**SUBJECT:** Annual Approval of Investment Policy Statement

**DATE:** June 24, 2015

- g. **Commercial Paper:** Commercial paper rated the highest ranking or of the highest letter or number rating as provided by a nationally recognized statistical-rating organization. The entity that issues the commercial paper shall meet one of two sets of criteria: (1) The corporation shall be organized and operating within the United States, shall have total assets in excess of five hundred million dollars (\$500,000,000), and shall issue debt, other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical-rating organization; and (2) The corporation shall be organized within the United States as a special purpose corporation, trust, or limited liability company, has program-wide credit enhancements including, but not limited to, over collateralizations, letters of credit, or surety bond; has commercial paper that is rated "A-1" or higher, or equivalent by a nationally recognized statistical-rating organization. Eligible commercial paper may not exceed 270 days' maturity nor represent more than 10% of the outstanding paper of an issuing corporation. No more than 15% of the portfolio can be invested in commercial paper, unless the dollar-weighted average of commercial paper held is less than 31 days. Given this restriction, a maximum of 25% of the portfolio can be invested in commercial paper.
- h. **Negotiable Certificates of Deposit:** Negotiable certificates of deposit issued by a nationally- or state-chartered bank or a state or federal association or by a state-licensed branch of a foreign bank. The maximum maturity for investments in this category is one year. Purchases are limited to issuers whose short-term debt is rated "A1/P1." A maximum of 30% of the College's portfolio may be invested in this category.
- i. **Repurchase Agreements:** Repurchase agreements are to be used solely as short-term investments not to exceed 30 days. The College may enter into repurchase agreements with primary government securities dealers rated "A" or better by two nationally-recognized statistical rating services. Counterparties should also have (i) a short-term credit rating of at least "A1/P1"; (ii) minimum assets and capitalized size of \$25 billion in assets and \$350 million in capital; (iii) five years of acceptable audited financial results; and (iv) a strong reputation among market participants.

The following collateral restrictions will be observed: Only U.S. Treasury securities or Federal Agency securities, as described in Section 770.6 (a) and (b), herein, will be acceptable collateral. All securities underlying repurchase agreements must be delivered to the College's custodian bank versus payment or be handled under a properly executed tri-party repurchase agreement. The total market value of all collateral for each repurchase agreement must equal or exceed 102% of the total dollar value of the money invested subject to daily market fluctuations; the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102% no later than the next business day. For any repurchase agreement with a term of more than one day, the value of the underlying securities must be reviewed on an on-going basis according to market conditions. Market value must be calculated each time there is a substitution of collateral.

**SUBJECT:** Annual Approval of Investment Policy Statement

**DATE:** June 24, 2015

The College or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to the repurchase agreement. The College shall have properly executed a PSA agreement with each counterparty with which it enters into a repurchase agreement.

- j. Money Market Funds: Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 and following). The company shall have met either of the following criteria: (1) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations; and (2) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).
- k. Local Agency Investment Fund (LAIF): If the College has funds invested in the LAIF, the College shall maintain on file LAIF's current investment policy and its requirements for participation including limitations on deposits or withdrawals. A maximum of \$40 million may be invested in the State Pool.
- l. Los Angeles County Pooled Investment Fund (LACPIF): If the College has funds invested in the LACPIF, the College shall maintain on file LACPIF's current investment policy and its requirements for participation.

## **6. Maturity Parameters**

Maximum maturity of any single issue: five years.

## **7. Safekeeping and Custody**

All security transactions entered into by the College shall be conducted on a delivery-versus-payment basis. Securities will be held by a third-party custodian designated by the College President & CEO and Vice President of Administrative Services and evidenced by safekeeping receipts with a written custodial agreement. The securities will be held directly in the name of the College as beneficiary.

## **8. Diversification**

The College will diversify its investments by security type, institution, and maturities to prevent incurring unreasonable or avoidable risks regarding specific security types, individual financial institutions, or maturity segments.

**SUBJECT:** Annual Approval of Investment Policy Statement

**DATE:** June 24, 2015

## **9. Internal Controls**

The College will establish a system of internal controls to ensure compliance with the Investment Policy of the College and the California Government Code.

## **10. Reporting**

Although the Legislature suspended these mandates, and local agencies are no longer required to submit quarterly investment reports or the investment policy on an annual basis, they encouraged local agencies to continue to submit these reports to their governing board.

- 11.** Investments shall be limited to the parameters of this Investment Policy until it is amended by an affirmative vote of a majority of the members of the Mt. San Antonio College Board of Trustees. The College Board shall issue an Investment Memorandum authorizing the administration to make investments on the College's behalf. The Memorandum shall not exceed the above parameters; however, the Memorandum may be more restrictive. The Memorandum shall remain in force until modified by the Board of Trustees.

**SUBJECT:** Annual Approval of Investment Policy Statement

**DATE:** June 24, 2015

**Memorandum of Investment**  
(effective June 25, 1997)

Consistent with Board Policy 6320, the College President & CEO is authorized to invest as follows:

- A. County Treasury through the Los Angeles County Schools Pool.
- B. Investments required through participation in Tax Revenue Anticipation Notes (TRANS) and Certificates of Participation (COPS).
- C. Citizens Business Bank of Pomona.
- D. Local Agency Investment Fund (LAIF).

Date approved by Board of Trustees:

- June 25, 1997
- May 27, 1998
- June 16, 1999
- June 28, 2000
- June 27, 2001
- June 26, 2002
- June 25, 2003
- August 25, 2004
- August 24, 2005
- May 24, 2006
- June 27, 2007
- June 25, 2008
- June 24, 2009
- June 16, 2010
- June 22, 2011
- June 27, 2012
- June 26, 2013
- June 25, 2014
- June 24, 2015



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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Re-issuance of Stale-Dated Warrants

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following payees have requested the re-issuance of their respective warrants:

Warrant No.	Original Issue Date	Payee	Amount
07071886	09/08/10	Eddie L. Perez	\$78.00
07076441	09/30/10	Linda Rueff	\$11.00
07077794	10/04/10	Linda Rueff	\$6.00
07105105	03/16/11	Jason A. Carletello	\$182.00
07105151	03/16/11	Alvin V. Ceballo	\$172.00
07105204	03/16/11	Philip Chen	\$52.00
07107670	03/16/11	Emily Woong	\$78.00
07112007	04/07/11	Richard J. Khau	\$17.00
07120998	05/05/11	Vasille M. Almazar	\$104.00
07127653	06/27/11	Richard J. Khau	\$484.00
07127784	06/28/11	Chan C. Hoong	\$57.00
07127790	06/28/11	Noe Silva	\$118.00
H0000435	01/18/12	Omar A. Farooque	\$10.00
H0010590	03/05/12	Cesar E. Escobedo	\$88.00
H0012856	03/12/12	Cesar E. Escobedo	\$30.50

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the re-issuance of the above listed warrants.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #7

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Annual Approval of Aircraft Repair Services – Nostalgia Airways, Inc. for  
the 2015-16 Fiscal Year

**BACKGROUND**

The College's Aviation program, located at the Brackett Airfield, manages and maintains several aircraft for student flight training purposes. These aircraft require scheduled maintenance per Federal Aviation Administration (FAA) requirements, periodic engine overhauls, and occasional off-schedule service when unexpected repairs are required. Nostalgia Airways Inc. dba NAI Aircraft Services has been identified as the single maintenance center at Brackett Airfield available to service the College's aircraft.

**ANALYSIS AND FISCAL IMPACT**

At its meeting on March 28, 2007, the Board of Trustees approved the sole-source procurement of aircraft maintenance services for the College's aircraft from Nostalgia Airways, Inc. dba NAI Aircraft Services as allowed under Public Contract Code (PCC) Section 3400(b)(3), which permits the purchase of "...a necessary item that is only available from one source."

The College spent \$88,838 from July 2014-May 2015 and anticipates spending approximately \$100,000 for aircraft maintenance services for the 2015-16 fiscal year.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the procurement of aircraft maintenance services for the College's aircraft from Nostalgia Airways, Inc. dba NAI Aircraft Services for the 2015-16 fiscal year.

Prepared by: Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Consent #8

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Agreement with American Fidelity Administrative Services, LLC for  
WorxTime Service

**BACKGROUND**

WorxTime, a service offered by American Fidelity, provides health care reform eligibility software for tracking, monitoring, and reporting hours worked by employees, as required by the Affordable Care Act. The employer mandate, which became effective on January 1, 2015, requires staff to manually track and maintain a report of all employees working full time, 30 hours or more per week, to determine benefit eligibility status. The WorxTime tracking tool has the ability to track employees in real time and send automated alerts to the employer whenever action is needed, calculates whether variable-hour employees will be considered full time under the law, and captures information that will need to be reported to the Internal Revenue Service (IRS). American Fidelity has been the IRS Section 125 plan administrator for the College since 2004.

**ANALYSIS AND FISCAL IMPACT**

American Fidelity is proposing a one-year agreement for the WorxTime service. The agreement includes a one-time annual setup fee of \$995 and a monthly fee of \$.40-\$.50 per employee, which varies depending upon the number of employees reported each month. Based upon an average number of employees per month of 3,000, the cost of the service should not exceed \$25,000 per year.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with American Fidelity Administrative Services, LLC for the period July 1, 2015, to June 30, 2016.

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Student Accident and Athletic Insurance Coverage Renewal

**BACKGROUND**

Mt. San Antonio College is authorized to purchase student accident and athletic insurance for credit students through an annual group policy (Education Code Section No. 32221). The policy covers basic as well as catastrophic insurance. The master policy contains complete details of provisions, limitations, and exclusions and will prevail at all times.

**ANALYSIS AND FISCAL IMPACT**

The student accident and athletic policy period is for July 1, 2015, through July 1, 2016, and includes the following coverage limits:

Student Accident Coverage – Basic Coverage

Per Accident Deductible	\$50
Per Accident Maximum	\$50,000

Student Accident Coverage – Catastrophic Coverage

Per Accident Deductible	\$50,000
Per Accident Maximum	\$1,000,000
Total Student Accident Premium	\$73,032

Intercollegiate Athletes Coverage – Basic Coverage

Per Accident Deductibles	\$100 Class I Athletes \$50 Class II Athletes
Per Accident Maximum	\$25,000

Intercollegiate Athletes Coverage – Catastrophic Coverage

Per Accident Deductible	\$25,000
Per Accident Maximum	\$1,000,000
Total Intercollegiate Athlete Premium	\$114,064

Fire Academy Coverage – Expanded Coverage

Per Accident Deductible	\$50
Per Accident Maximum	\$25,000
Total Fire Academy Premium	\$9,659

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #10

**SUBJECT:** Student Accident and Athletic Insurance Coverage Renewal

**DATE:** June 24, 2015

The College has used Student Insurance Company for more than 18 years and is pleased with the services and coverage they provide. The combined premium of \$196,755 represents a 17% increase from the previous year. While the overall rate for insurance decreased by 2%, the increased cost was due to growth in the student and athletic population for the terms reported.

#### Funding Source

Student Health Services and Child Development Funds – Student Accident Premium.  
Unrestricted General Fund – Intercollegiate Athlete and Fire Academy Premiums.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approves the renewal of student accident and athletic insurance coverage and the payment of \$196,755 to Student Insurance Company, as presented.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>June 24, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Fine Arts Insurance Coverage Renewal</u>	

**BACKGROUND**

Mt. San Antonio College purchases insurance coverage for its museum collection and temporarily loaned art items for exhibitions held in the Art Gallery.

**ANALYSIS AND FISCAL IMPACT**

The Art Gallery has approximately six exhibits per year, which has been covered under a program of fine arts insurance administered by Huntington T. Block Insurance Agency, Inc. Additionally, the Art Gallery houses a permanent collection that includes public art valued at approximately \$302,000. In the past year, the College has had to purchase additional coverage for an exhibit that exceeded the current limits of liability. The current limits of liability of \$300,000, which have been in effect since 2003, are no longer adequate to cover the cost and type of exhibits that the Mt. SAC Art Gallery is privileged to sponsor. Therefore, it is recommended that the limits of liability for the policy be increased as detailed below. The fine arts policy is for the period July 1, 2015, through July 1, 2016, and includes the following coverage limits:

**Property Coverage – Museum Collection and Temporary Loans**

- Limits of Liability: \$700,000 at the insured premises
- \$700,000 legal liability
- \$700,000 at any other location
- \$700,000 in-transit on any one conveyance
- \$700,000 earthquake
- \$700,000 in any one loss or disaster, either in case of partial or total loss, or salvage charges, or expenses, or all combined
  
- Deductible: \$1,000 each claim for loss or damage separately occurring (applies only to owned objects)
- \$0 applies only to earthquake losses
- \$2,500 applies to outdoor sculpture

The requested premium of \$4,200 reflects an increase in liability coverage from \$300,000 in the current year to \$700,000 in the fiscal year beginning July 1, 2015.

Prepared by: <u>Karen A. Saldana</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #11</u>

**SUBJECT:** Fine Arts Insurance Coverage Renewal

**DATE:** June 24, 2015

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the renewal of fine arts insurance coverage, with the increased limits of liability, and the annual payment of \$4,200 to Huntington T. Block Insurance Agency, Inc., as presented.

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Aviation Insurance Policy Renewal

**BACKGROUND**

Mt. San Antonio College annually purchases aviation hull and liability insurance to cover the College's liability resulting from the activities of the Aircraft Technology and Aeronautics Departments, the Mt. San Antonio College Flight Training Association, and the Mt. San Antonio College Flying Team. The College has received proposals from Falcon Insurance Agency of California, Inc., for primary and excess liability insurance in the amount of \$93,064.

**ANALYSIS AND FISCAL IMPACT**

The primary and excess liability policies are for the period July 1, 2015, through July 1, 2016, and include the following coverage limits:

**Primary Liability and Hull Coverage**

Liability Coverage:	\$1,000,000 - Combined Single-Limit of Bodily Injury and Property Damage, and Personal Injury Including Passengers. California Renter's and Trainee's Liability Included \$5,000 – Medical Coverage Each Person Including Crew.		
Non-Owned Liability "Gap" Coverage:	\$1,000,000 – Combined Single-Limit of Bodily Injury and Property Damage, Including Passengers. This covers the gap when the Flight Team rents aircraft that does not have the \$1,000,000 of primary coverage.		
Hull Coverage:	N714GM	\$19,000	All Risk Hull with Deductible of \$2,500 All losses
	N48968	\$19,500	All Risk Hull with Deductible of \$2,500 All losses
	N94364	\$23,500	All Risk Hull with Deductible of \$2,500 All losses
	N20562	\$34,000	All Risk Hull with Deductible of \$2,500 All losses
	N49228	\$60,000	All Risk Hull with Deductible of \$2,500 All losses
	N3505R	\$107,000	All Risk Hull with Deductible of \$2,500 All losses
	N946MS	\$185,000	All Risk Hull with Deductible of \$2,500 All losses

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #12



**SUBJECT:** Aviation Insurance Policy Renewal**DATE:** June 24, 2015

Use:	Non-commercial and Special Uses. Special Uses are defined as the instruction, both dual and solo, of members of the Mt. San Antonio College Flight Training Association under the direct supervision of a pilot holding an FAA Flight Instructor Rating.
Total Primary Liability and Hull	\$50,564

Excess Liability, Non-Owned Aircraft Physical Damage and Liability

Liability Coverage:	\$10,000,000 – Excess of primary insurance for aircraft owned and/or operated by the Mt. San Antonio College Flight Training Association. \$5,000 – Medical Coverage Each Person Including Crew, to cover all uses of aircraft not owned by the College.	
Non-Owned Aircraft Physical Damage Liability:	\$100,000 – Any One Aircraft \$1,000 – Deductible Any One Loss	
Non-Owned Aircraft Liability Coverage:	\$10,000,000 – Combined Single Limit of Bodily Injury and Property Damage Including Passengers.	
Uses:	As respects Non-Owned Aircraft – Incidental rental of aircraft while participating in intercollegiate events when the Mt. San Antonio College Flying Team has to use aircraft other than their own.	
Total Excess Liability, Non-Owned		\$35,000

Primary Liability – 1972 Gulfstream G-II, N218SE

Hull:	Not applicable	
Liability:	\$5,000,000 – Combined Single Limit of Bodily Injury and Property Damage Excluding Passenger Liability	
Use:	Training Aid – Ground Only (No Flight). In motion and not in motion.	
Total Primary Liability		\$7,500

The combined premium of \$93,064 represents an increase in insurance premium from last year due to the addition of one new aircraft.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the renewal of aviation liability insurance and payment to Falcon Insurance Agency of California, Inc., as presented.

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** General Liability/Property Program Renewal

**BACKGROUND**

The College purchases general liability and property coverage from the Alliance of Schools for Cooperative Insurance Programs (ASCIP), a state-wide joint powers agency comprised of school districts and other community colleges. While the College has been satisfied with the services received from ASCIP, competitive proposals from other qualified service providers were solicited.

**ANALYSIS AND FISCAL IMPACT**

Pursuant to Government Code Section 53060, the Board of Trustees may contract for certain professional services without formal competitive bidding which requires award to the firm with the lowest price. Although the cost of these services is certainly a factor, in this case other factors would be considered such as training, experience, and competence. A Request for Proposal (RFP) was issued for general liability and property coverage to include crime, cyber, auto physical damage, and storage tank. The College received proposals from three agencies with community college experience.

The proposals were reviewed by the Director, Safety and Risk Management; and the Vice President, Administrative Services for RFP conformity, service, experience, stability, and financial capacity, professional resources, coverage limitations, and compensation. The final analysis was also reviewed by a third-party insurance consultant. Each party agreed that the current provider, ASCIP, provided the most comprehensive line of coverage with fewer sub-limits, a full-service support team to assist with loss control services, and pricing that was the lowest of the three proposals. ASCIP's proposal also included a rate guarantee in fiscal years 2016-17 and 2017-18.

A summary of the three proposals submitted is as follows:

Agency Name and Location	Base Price	With Excess Liability	Total
Alliance of Schools for Cooperative Insurance Programs (ASCIP)	\$711,410	\$59,722	\$771,132
Statewide Association of Community Colleges (SWACC)	\$750,740	\$78,015	\$828,755
Southern California Schools Risk Management (SCSRM)	\$792,124	\$78,015	\$870,139

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #13

**SUBJECT:** General Liability/Property Program Renewal

**DATE:** June 24, 2015

**CONSENT**

The College currently purchases excess liability coverage from the Schools Excess Liability Fund (SELF) which is also the excess liability carrier for ASCIP members. The College has been very satisfied with the services provided by SELF and decided to renew the program in fiscal year 2015-16 and increase the liability limit from \$30 million to \$55 million. The cost of the excess liability premium with the increase is \$78,015. However, the ASCIP Executive Committee recently approved an increase in the SELF liability limits for its members from \$30 million to \$55 million beginning with the 2015-16 program year at no additional premium to members. By renewing the coverage with ASCIP, the College is able to take advantage of the increase in the SELF liability limit at no additional cost. Included in ASCIP's proposal is a separate quote for excess liability insurance in the amount of \$59,722.

Additionally, the Board adopted Resolution No. 07-10 in June 2008 to establish a trust account to provide payment for claims relating to property and liability losses incurred within the self-insured retention (SIR) level of \$25,000. A third-party administrator, Corvel, is responsible for making payments, setting reserve limits for losses, and providing the College with a quarterly report. Since fund inception, the College has averaged four to five claims per year where costs have exceeded the \$25,000 SIR. Therefore, in order to ensure that there are adequate reserves available in the trust fund to pay existing and future year losses, it is recommended that the Board authorizes an additional payment to ASCIP of \$134,075 (the balance remaining in the insurance account) to be transferred to the Mt. SAC trust account.

In summary; the ASCIP insurance program will renew effective July 1, 2015, and will include general and automobile liability coverage, with an SIR of \$25,000, property coverage with a \$10,000 deductible, excess liability, crime, auto physical damage, cyber risk, and storage tank liability coverage, and reimbursement to the trust fund for a combined premium of \$905,207. This premium represents a decrease of 6.4% from the previous year or \$58,256. The Memorandum of Coverage contains complete details of provisions, limitations, and exclusions.

#### Funding Source

Unrestricted General Fund.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approves the renewal of the property/liability insurance program with ASCIP effective July 1, 2015, to include general liability/property, excess liability coverage, and trust fund reimbursement, and authorizes payment in the amount of \$905,207, as presented.

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 24, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Claim Against the District – Student Number Ending in 2464</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

On May 18, 2015, the College received a claim from attorney Raffi H. Ohanian on behalf of claimant alleging that, on February 26, 2015, claimant sustained injuries while descending a set of stairs due to the dangerous condition and design of the stairs. The College’s claims administrator has reviewed the claim and requests that the Board take action to reject the claim.

Funding Source

Not applicable.

**RECOMMENDATION**

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

Prepared by: Karen A. Saldana Reviewed by: Michael D. Gregoryk  
Recommended by: Bill Scroggins Agenda Item: Consent #14

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Declassification and Destruction of Records

**BACKGROUND**

Approval of the Board of Trustees is requested to destroy the following documents which are classified as Class 3 records:

- all requisitions, contracts, purchase orders, bids, and supporting documentation prior to fiscal year 2012-13, except for capital property documents classified as Class 1 records;
- accounts payable payment packages and related documents prior to fiscal year 2012-13;
- journal vouchers prior to fiscal year 2012-13;
- accounts receivable documents prior to fiscal year 2012-13;
- appropriation transfers prior to fiscal year 2012-13;
- deposits, bank reconciliations, and canceled checks prior to fiscal year 2012-13;
- District invoices prior to fiscal year 2012-13;
- budget revisions prior to fiscal year 2012-13;
- payroll timesheets prior to fiscal year 2012-13;
- debit/credit card payment reports prior to fiscal year 2012-13;
- Human Resources employment applications and recruitment files prior to fiscal year 2012-13;
- Federal and State categorical programs and grants – financial and program records for programs ending prior to fiscal year 2011-12; and
- financial aid financial records prior to fiscal year 2011-12.

**ANALYSIS AND FISCAL IMPACT**

These records have been retained for the legal period of time as per Article 2, Sections 16023 through 16028, of Title 5, of the California Administrative Code, and according to Mt. SAC's Board Policy 3310 – Records Retention and Destruction. There is no further need to retain these records for use by the College.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees grants authorization to destroy the documents listed above.

Prepared by: Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Consent #15

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Amendment to Communications Building License Agreement with  
Nextel Communications

**BACKGROUND**

Since December 1995, the College has leased space to Nextel Communications for a cell site facility on the rooftop of the Arts Center building. In 2003, the College authorized Nextel to install an energy monitoring system in order to track the monthly energy consumption at the site. Mt. SAC has been receiving monthly amounts ranging from \$250 to just over \$400, and a consistent flat rate of \$355.69 per month for approximately the past five years.

**ANALYSIS AND FISCAL IMPACT**

The Nextel site went off air on June 30, 2013, and in 2014, the lease was assigned to Clear Wireless, LLC, a successor in interest to Nextel of California, Inc. As Clear Wireless LLC pulls a considerable amount less energy, they have requested an amendment to the contract to pay a flat monthly rate for the electrical usage.

Mt. SAC's Facilities staff monitored the electrical usage at the site over a two-month period and determined that the cost for the electrical usage was just over \$96 per month. As a result, Clear Wireless LLC has offered the College a flat rate of \$98 per month. The College feels this is fair and reasonable and recommends amending the current contract to reflect this amount.

The amendment will be effective January 2, 2015, and will continue until the time that the original contract expires or is terminated for any reason.

Both parties have the option to annually reconcile the actual consumption and local public utility rates against the utility fee paid for any 12-month period starting on the first anniversary of the utility fee commencement date.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the amendment to the contract with Clear Wireless, LLC, a Nevada limited liability company, successor in interest to Nextel of California, Inc., as presented.

Prepared by: Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Consent #16

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Contract for Legal Services with Atkison, Andelson, Loya, Rudd & Romo

**BACKGROUND**

The College has been utilizing the law services of Atkinson, Andelson, Loya, Rudd & Romo, a firm that specializes in employment relation and school law matters including representation in negotiations and administrative and court proceedings. These services have primarily been used by the Human Resources Department and Student Services under a contract which ends on June 30, 2015.

**ANALYSIS AND FISCAL IMPACT**

Under Government Code Section 53060, the Board of Trustees is authorized to contract with any persons who furnish special services and advice in legal matters as long as such persons are trained, experienced, and competent. Atkinson, Andelson, Loya, Rudd & Romo has represented numerous California community college districts over the years, with particular emphasis on employment relation and school law matters. Therefore, the College wishes to enter into a new two-year contract in order to continue using the services of Atkinson, Andelson, Loya, Rudd & Romo on an as-needed basis to provide legal counsel to the College. The term of this agreement is from July 1, 2015, through June 30, 2017. The proposed hourly rate for attorney time is as follows:

<u>Position</u>	<u>July 1, 2015–June 30, 2016</u>	<u>July 1, 2016–June 30, 2017</u>
Senior Partners	\$290	\$295
Partners/Senior Counsel	\$280	\$285
Senior Associates	\$265	\$270
Associates	\$245	\$250
Senior Paralegals/Law Clerks	\$165	\$170
Paralegals/Legal Assistants	\$150	\$155

The above fees represent an increase of less than two percent from the previous year's rates.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves a two-year contract for legal services with Atkinson, Andelson, Loya, Rudd & Romo.

Prepared by: Teresa Patterson Reviewed by: Rosa M. Royce/Michael D. Gregoryk  
Recommended by: Bill Scroggins Agenda Item: Consent #17

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 24, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Purchase of Hewlett Packard Network Equipment</u>	

**BACKGROUND**

In June 2014, 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, 2016. The College typically purchases network equipment, laptops, and desktop computers.

**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 HP’s continued 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 leverage those additional vendor-supplied discounts and ensure the College receives the lowest possible price on these purchases.

**Funding Source**

Unrestricted General fund; Grant and other restricted funds; and State and Local bond funds, as 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, 2016.

Prepared by: Victor A. Belinski Reviewed by: Michael D. Gregoryk  
Recommended by: Bill Scroggins Agenda Item: Consent #18



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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Student Transportation Fee – Memorandum of Understanding with  
Foothill Transit

**BACKGROUND**

The Associated Students held an election in November 2014 to establish a transportation fee to be paid by credit students each Fall and Spring semester. The measure passed by a margin of 81%, 2,798 in favor and 663 against the fee. The fee is for \$9.00 for full-time students and \$8.00 for part-time students, enabling all Mt. SAC credit students to ride certain Foothill Transit lines free of charge seven days a week. Students who enroll for Fall are covered through the Winter Intersession. Students who enroll for Spring are covered through the Summer Intersession. A Memorandum of Understanding (MOU) with Foothill Transit is proposed to establish the Class Pass Program as an ongoing transportation contract for credit students from August 10, 2015, through August 31, 2016.

**ANALYSIS AND FISCAL IMPACT**

The College agrees to pay Foothill Transit \$.60 per ride taken by every Mt. SAC credit student during the MOU term, not to exceed the total fee amount due to the College, which shall equal \$8.00 for every part-time student and \$9.00 for every full-time student.

**Funding Source**

Student Transportation Fee.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the MOU with Foothill Transit.

Recommended by: Bill Scroggins Reviewed by: Michael D. Gregoryk  
Agenda Item: Consent #19

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>June 24, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract to Provide Crowd Management Services</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

For the past two years, the College has been using the services of Capital Protection, located in Rancho Cucamonga, CA on an as-needed basis for crowd management control for its large public events. Approval is being sought to renew the contract with Capital Protection for the period July 1, 2015, through June 30, 2016. The hourly rates listed below reflect an average increase of 7.9% over the previous year’s rates and is the first increase since 2012.

<u>Company</u>	<u>Hourly Rate (Unarmed Guard)</u>	<u>Hourly Rate (Unarmed Supervisor)</u>
Capital Protection	\$19.50	\$21.50

The costs for the 2015-16 fiscal year are not expected to exceed \$12,000.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Teresa Patterson Reviewed by: Rosa M. Royce/Michael D. Gregoryk  
 Recommended by: Bill Scroggins Agenda Item: Consent #20

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Maintenance Agreement and Service Contract

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contract is presented for approval:

<b>Consultant:</b>	Southland Industries	
<b>Project:</b>	Annual Air Conditioning Preventative Maintenance Contract	
<b>Description:</b>		<b>Amount</b>
Three-year professional maintenance agreement to provide annual preventative maintenance service on the chillers, pumps, drives, Liebert air conditioners, and air handling units serving the campus's main computer room located in the Data Center.		\$24,088.00
Contract Amount		\$24,088.00

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #21

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>June 24, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Amendment to Agreement for Builder's Risk Insurance for Lease/ Leaseback Construction Projects</u>	

**BACKGROUND**

On February 11, 2015, the Board of Trustees approved an agreement for builder's risk insurance coverage with Beazley Insurance for the Student Success Center and Food Services projects. Under the Lease/Leaseback Construction Delivery Method, the College has the option to purchase builder's risk coverage directly without the additional mark-up cost which would be applied if purchased from the contractor. Therefore, the College received quotes through the assistance of the Alliance of Schools for Cooperative Insurance Programs (ASCIP) and selected Beazley Insurance.

**ANALYSIS AND FISCAL IMPACT**

Beazley Insurance has assigned their accounts receivable to Arthur J. Gallagher (AJG California), an insurance broker. This assignment is for the builder's risk insurance of the Student Success Center for \$46,239.79 and the Food Services project for \$46,450.32. As a result, the College is requesting authorization to make these payments to AJG California. There is no change in the funding source or cost, and Beazley Insurance continues to provide the insurance services.

Funding Source

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the payments for builder's risk insurance to AJG California, 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 #22</u>

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Lease/Leaseback Construction – Final Reconciliation and Notice of  
Completion – Major Grading, Site Improvements, and Temporary  
Parking (Student Lot M)

**BACKGROUND**

The Major Grading, Site Improvements, and Temporary Parking Project was approved under the Lease/Leaseback Construction Delivery Method on April 2, 2014, and awarded to Tilden-Coil Constructors with a Guaranteed Maximum Price (GMP) of \$5,691,703. The construction activities began on June 16, 2014, and were substantially complete in September 2015. The contractor's performance was evaluated throughout the pre-construction and construction periods and determined by staff to be satisfactory in all respects.

**ANALYSIS AND FISCAL IMPACT**

Projects completed under the Lease/Leaseback Construction Delivery Method are approved with a GMP. Under a GMP, the contractor bills for only the actual costs of the project. During construction, the GMP may be increased by action of the Board of Trustees to address costs associated with additional scope of work for unforeseen conditions not covered by the approved contingency or allowances. No change to the GMP was required during this project.

In addition, the Lease/Leaseback Construction Delivery Method allows for the lease of the work by the College for a period to be determined at the time the agreement is approved. The lease period for this project was established at eight months, or 235 calendar days. In cases where the work is complete in all respects and the performance of the contractor is deemed to be satisfactory, it is in the best interest of the College to reduce the lease period to the minimum term.

The Guaranteed Maximum Priced contract for the Major Grading Project included significant allowances to cover the worst-case scenarios. Examples include coverage for the presence of rock and/or overly moist soil in the hillside, and Saturday and Sunday work. The project was complete without expending any major work elements covered by allowances. The resulting savings makes up the majority of the 48% deductive change.

Ten relevant metrics have been selected to evaluate the performance of the Lease/Leaseback process over time.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #23

**SUBJECT:** Lease/Leaseback Construction – Financial Reconciliation and Notice of Completion – Major Grading, Site Improvements, and Temporary Parking (Student Lot M)

**DATE:** June 24, 2015

Project Data for the Major Grading, Site Improvements, and Temporary Parking (Student Lot M) Project

Pre-Construction Phase

- Constructability Review Comments Incorporated Pre-Bid 11
- Code Compliance Review Comments Incorporated Pre-Bid 0
- Average Bids per Trade 4

Construction Phase

- Final Cost Over/Under GMP <\$2,730,516.00>
- Percent Cost Over/Under GMP -47.97%
- Working Days Over/Under Contract Schedule 0
- Contract Change Orders 1

Post-Construction Phase

- Unresolved Contractor Claims 0
- Deviation Notices Issued by Inspector of Record 0
- Outstanding Close-Out Submittals 0

Funding Source

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the project as complete.

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Professional Design and Consulting Services

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contracts are presented for approval:

<b>#1</b>	<b>Consultant:</b>	Integrated Design Services	
	<b>Project:</b>	Campus Structural Engineering Support Services	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	While most of the facilities improvement projects completed by the College include full-service architectural and engineering contracts, certain small projects that do not fall in this category may require structural engineering support during the equipment installation and construction phases. Examples of these projects include furniture and audiovisual equipment installation and scheduled maintenance projects that include installation of large equipment. The contract is based on a three-year period, hourly rate, not to exceed \$25,000 per year.	\$75,000.00	
	Contract Amount	\$75,000.00	

<b>#2</b>	<b>Consultant:</b>	HELIX Environmental Planning	
	<b>Project:</b>	Construction Support	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide professional biological consulting services for as-needed pre-construction nesting bird surveys. The surveys are required as an environmental mitigation measure.	\$12,000.00	
	Contract Amount:	\$12,000.00	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #24

**SUBJECT:** Professional Design and Consulting Services

**DATE:** June 24, 2015

<b>#3</b>	<b>Consultant:</b>	PAL id Studio	
	<b>Project:</b>	Student Life Office and Council Chambers	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide professional interior design services for the Student Life Office and Council Chambers remodel.	\$5,000.00	
	Reimbursable expenses:	\$150.00	
	Contract Amount:	\$5,150.00	

<b>#4</b>	<b>Consultant:</b>	Psomas	
	<b>Project:</b>	Food Services Building	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide professional engineering services for a Storm Water Pollution Prevention Plan (SWPPP) and qualified SWPPP practitioner services.	\$15,000.00	
	Reimbursable expenses:	\$1,000.00	
	Contract Amount:	\$15,000.00	

<b>#5</b>	<b>Consultant:</b>	HMC Architects	
	<b>Project:</b>	Final Project Proposal for the Kinesiology, Aquatics, and Wellness Complex	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional architectural and engineering design services to provide programming, conceptual design, and cost estimating to the level required for a Final Project Proposal for the Kinesiology, Aquatics, and Wellness Complex on the southeast corner of Temple Avenue and Bonita Drive.	\$48,000.00	
	Reimbursable expenses:	\$2,000.00	
	Contract Amount:	\$50,000.00	



**SUBJECT:** Professional Design and Consulting Services

**DATE:** June 24, 2015

<b>#6</b>	<b>Consultant:</b>	Facility Consulting Services	
	<b>Project:</b>	Project Management Policies, Procedures, and Internal Controls	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
1	Professional services to review and evaluate contractor and internal compliance with Lease/Leaseback contract terms and conditions for the Emergency Operations Center. The review will provide a "lessons learned" report and make recommendations to improve contract documents and internal policies and procedures.	\$13,500.00	
2	Initial contract compliance review of the Building 12 Renovation including the infrastructure and utility improvements projects. The report will include future recommendations to improve internal construction management processes. Hourly rate of \$112.50, not to exceed:	\$4,500.00	
	Contract Amount:	\$18,000.00	

### Funding Sources

- #1 – Various, depending on specific project.  
 #2-6 – Measure RR Bond (Series A) funds.

### RECOMMENDATION

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

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Installation of Motorized Rigging Equipment in the Sophia B. Clarke Theater (Bid No. 3020)

**BACKGROUND**

In 1996, when the Sophia B. Clark Theater opened, it contained the most current stage technology systems available at that time. Over the past 19 years, tremendous advances in technology have occurred across nearly every aspect of theatrical production. In an effort to maintain the most current, up-to-date facilities for our students, the College is upgrading a portion of the counterweight-based stage rigging system with new motorized systems. These new systems will introduce current-day rigging technologies to the facility as well as significantly increase the safety of the most heavily used parts of the system. The new systems will also integrate with the current control network in the building, manufactured by Electronic Theater Controls, a leader in lighting and stage control systems.

This project is for the installation of motorized rigging equipment that was previously Board approved on April 15, 2015.

**ANALYSIS AND FISCAL IMPACT**

Bids were advertised in the *Inland Valley Daily Bulletin* in accordance with Education Code 81641. Five vendors were invited to participate in the bid process, and two vendors attended the job walk. One bid was received and publicly opened on May 21, 2015, for a total cost of \$187,155. The only responsive and responsible bidder is Polaris Lighting Associates, Inc. located in Glendale, CA.

**Funding Source**

2014-15 State Scheduled Maintenance.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Bid No. 3020, Installation of Motorized Rigging Equipment in the Sophia B. Clarke Theater, and awards the bid to Polaris Lighting Associates, Inc. in the amount of \$187,155.

Prepared by: Teresa Patterson/William Eastham

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #25

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Professional Design and Consulting Services for The Equity Center  
Modular Building (Contract Amendment)

**BACKGROUND**

The Equity Center Modular Building project will provide an additional 7,680 square feet of space for various Student Services programs. Due to the size of the building, fire sprinklers will be required to meet building code standards enforced by the Division of the State Architect.

In order to commence design and 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:

	<b>Consultant:</b>	Psomas	<b>No.</b>	1
	<b>Project:</b>	The Equity Center Modular Building		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Additional engineering services necessary to provide a fire water connection for the building's fire sprinkler system including updated site survey work and coordination with the campus-wide survey mapping system.		\$7,000.00	
	Total		\$7,000.00	
	Original Contract Amount		\$34,000.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$34,000.00	
	Amount of Amendment No. 1		\$7,000.00	
	New Contract Sum		\$41,000.00	
	Percentage of this Change to the Total Project Budget		0.03%	

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk  
Recommended by: Bill Scroggins Agenda Item: Consent #26

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Wildlife Sanctuary Gas Line Relocation Project (Contract Amendment)

**BACKGROUND**

On February 11, 2015, the Board of Trustees approved an agreement with the Southern California Gas Company in the amount of \$30,000.00. Subsequently, the costs were adjusted to allow for an increased scope of work.

**ANALYSIS AND FISCAL IMPACT**

The following contract amendment is presented for approval:

	<b>Consultant:</b>	The Gas Company	<b>No.</b>	2
	<b>Project:</b>	Wildlife Sanctuary Gas Line Relocation Project		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Payment Due in Advance.		\$0.00	
	Total		\$0.00	
	Original Contract Amount		\$30,000.00	
	Net Change by Previous Amendments		\$24,115.00	
	Net Sum Prior to This Amendment		\$54,115.00	
	Amount of Amendment No. 2		\$0.00	
	New Contract Sum		\$54,115.00	
	Percentage of this Change to the Total Project Budget		0.88%	

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Contract Amendment with Southern California Gas Company for the Gas Line Relocation Project.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #26

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT** Personnel Transactions

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: Alkasas, Marina  
 Position: Laboratory Technician, Business and Computer Information Systems      New: No  
 Department: Business Division  
 Range/Step: A-79, Step 2      Salary: \$1,912.70/month  
 Job FTE: 0.475/12 months  
 Effective: 6/25/15

Name: Betkey, Carly  
 Position: Tutorial Services Assistant I      New: Yes  
 Department: Adult Basic Education  
 Range/Step: A-45, Step 1      Salary: \$1,298.00/month  
 Job FTE: 0.475/12 months  
 Effective: 6/25/15

Name: Casas, Reyna  
 Position: Assistant Curriculum Specialist      New: No  
 Department: Instruction  
 Range/Step: A-70, Step 1      Salary: \$3,506.47/month  
 Job FTE: 1.00/12 months  
 Effective: 6/25/15

Name: Dave, Mala  
 Position: Tutorial Services Assistant I      New: Yes  
 Department: Adult Basic Education  
 Range/Step: A-45, Step 1      Salary: \$1,298.00/month  
 Job FTE: 0.475/12 months  
 Effective: 6/25/15

Prepared by: Human Resources Staff

Reviewed by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #27

**SUBJECT:** Personnel Transactions

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**DATE:** June 24, 2015

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**Permanent New Hires** (continued)

Name: Garcia, Raquel  
 Position: Tutorial Services Assistant I  
 Department: Adult Basic Education  
 Range/Step: A-45, Step 1  
 Job FTE: 0.475/12 months  
 Effective: 6/25/15

New: Yes  
 Salary: \$1,298.00/month

Name: Heasley, Beverly  
 Position: Senior Systems Analyst/Programmer:  
 Student Success and Support Program  
 Department: Information Technology  
 Range/Step: A-124, Step 3  
 Job FTE: 1.00/12 months  
 Effective: 6/29/15

New: No  
 Salary: \$6,616.14/month

Name: Lazo, Melanie  
 Position: Budget & Accounting Technician  
 Department: Fiscal Services  
 Range/Step: A-95, Step 3  
 Job FTE: 1.00/12 months  
 Effective: TBD

New: Yes  
 Salary: \$4,957.76/month

Name: Lopez, Jeze  
 Position: Project/Program Coordinator  
 Department: Foster Youth - Student Services  
 Range/Step: A-95, Step 3  
 Job FTE: 1.00/12 months  
 Effective: TBD

New: Yes  
 Salary: \$4,957.76/month

Name: Newhart, Michelle  
 Position: Teaching/Learning Technology Specialist  
 Department: Learning Resources Center  
 Range/Step: A-124, Step 2  
 Job FTE: 1.00/12 months  
 Effective: 6/29/15

New: No  
 Salary: \$6,301.09/month

Name: Valdez, Maria  
 Position: Secretary  
 Department: Instruction  
 Range/Step: A-81, Step 2  
 Job FTE: 1.00/12 months  
 Effective: 6/25/15

New: No  
 Salary: \$4,107.67/month

**SUBJECT:** Personnel Transactions

**DATE:** June 24, 2015

**Permanent New Hires** (continued)

Name: Vaughn, Maria  
 Position: Laboratory Technician, Physical Sciences and Engineering      New: No  
 Department: Natural Sciences Division  
 Range/Step: A-79, Step 3      Salary: \$4,228.07/month  
 Job FTE: 1.00/12 months  
 Effective: TBD

**Change of Assignment**

Name: Banks, Clarence  
 Position: Project/Program Coordinator      New: Yes  
 Department: ASPIRE - Student Services  
 Range/Step: A-95, Step 6      Salary: \$5,739.25/month  
 Job FTE: 1.00/12 months  
 Effective: 6/25/15  
 Remarks: The result of a recruitment

**Promotions**

Name: Anzora, Elmer Rodriguez  
 Position: Project/Program Coordinator      New: Yes  
 Department: Dream - Student Services  
 Range/Step: A-95, Step 3      Salary: \$4,957.76/month  
 Job FTE: 1.00/12 months  
 Effective: 6/25/15  
 Remarks: Previously Student Services Outreach Specialist

Name: Garcia, Hector  
 Position: Business Analyst      New: Yes  
 Department: Information Technology  
 Range/Step: A-120, Step 1      Salary: \$5,766.89/month  
 Job FTE: 1.00/12 months  
 Effective: 6/25/15  
 Remarks: Previously Applications Training Specialist

**SUBJECT:** Personnel Transactions

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**DATE:** June 24, 2015

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**Reclassifications**

Pending the completion of the classification study, the District is recommending that individuals in CSEA 262-represented positions, who have been in an ongoing out-of-class assignment, be permanently placed in the out-of-class assignment.

Name: Dawood, Matthew  
From: DSP&S Computer Technician  
To: Project/Program Coordinator  
Department: DSP&S  
Range/Step: A-95, Step 4 Salary: \$5,205.66/month  
Job FTE: 1.00/12 months  
Effective: 7/1/15

Name: Demitria, Laura  
From: Clerical Specialist  
To: Facilities Specialist  
Department: Facilities Planning & Management  
Range/Step: A-81, Step 6 Salary: \$4,992.90/month  
Job FTE: 1.00/12 months  
Effective: 7/1/15

Name: Fenton, Sally  
From: Secretary  
To: Administrative Secretary  
Department: Instruction  
Range/Step: A-88, Step 6 Salary: \$5,353.09/month  
Job FTE: 1.00/12 months  
Effective: 7/1/15

Name: Haro, Melissa  
From: Account Clerk I  
To: Facilities Specialist  
Department: Facilities Planning & Management  
Range/Step: A-81, Step 3 Salary: \$4,313.07/month  
Job FTE: 1.00/12 months  
Effective: 7/1/15

Name: Hilario-Alvarado, Catherine  
From: Secretary  
To: Administrative Secretary  
Department: Counseling  
Range/Step: A-88, Step 6 Salary: \$5,353.09/month  
Job FTE: 1.00/12 months  
Effective: 7/1/15



**SUBJECT:** Personnel Transactions

**DATE:** June 24, 2015

**Reclassifications** (continued)

Name: MacDonald, Greg  
 From: Graphics Technician  
 To: Coordinator, Multimedia  
 Department: Marketing and Communications  
 Range/Step: A-114, Step 2 Salary: \$5,704.31/month  
 Job FTE: 1.00/12 months  
 Effective: 7/1/15

Name: Monteilh, Linda  
 From: Clerical Specialist  
 To: Secretary  
 Department: Business  
 Range/Step: A-81, Step 6 + L 10 Salary: \$5,167.65/month  
 Job FTE: 1.00/12 months  
 Effective: 7/1/15

Name: Rodriguez, Caitlin  
 From: Secretary  
 To: Administrative Secretary  
 Department: Facilities Planning & Management  
 Range/Step: A-88, Step 6 Salary: \$5,353.09/month  
 Job FTE: 1.00/12 months  
 Effective: 7/1/15

Name: Stevens, Carole  
 From: Secretary  
 To: Administrative Secretary  
 Department: DSP&S  
 Range/Step: A-88, Step 6, + L 10 Salary: \$5,540.45/month  
 Job FTE: 1.00/12 months  
 Effective: 7/1/15

**Temporary Out-of-Class Assignments**

Name: Estrada, Christina  
 From: Secretary  
 To: Administrative Secretary  
 Department: Natural Sciences  
 Range/Step: A-88, Step 5 Salary: \$5,098.18/month  
 Job FTE: 1.00/12 months  
 Effective: 7/1/15  
 End Date: 12/31/15  
 Remarks: Vacancy currently being recruited

**SUBJECT:** Personnel Transactions

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**DATE:** June 24, 2015

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

Name: Heflin, Brian  
From: Alternate Media Technician  
To: Senior Systems Analyst/Programmer  
Department: DSP&S  
Range/Step: A-124, Step 1 Salary: \$6,001.03/month  
Job FTE: 1.00/12 months  
Effective: 7/1/15  
End Date: 12/31/15  
Remarks: Continuation of out-of-class assignment on special project

**Resignation**

Butler, David, Library Technician I, Learning Resources, effective 6/13/15

**SUPERVISORY EMPLOYMENT**

**Reclassification**

Name: Blean, Nicole  
From: Coordinator, Writing Center  
To: Supervisor, Tutorial Services  
Department: Writing Center  
Range/Step: S-5, Step 2 Salary: \$5,786.00/month  
Job FTE: 1.00/12 months  
Effective: 7/1/15

**Interim Assignment**

Name: Jauregui, Juan  
Position: Interim Supervisor, Grounds New: No  
Department: Facilities Planning & Management  
Range/Step: S-5, Step 1 + L 30 Salary: \$6,726.20/month  
Job FTE: 1.00/12 months  
Effective: 7/1/15  
End Date: 12/31/15  
Remarks: This interim out-of-class assignment is the result of an internal recruitment

**SUBJECT:** Personnel Transactions**DATE:** June 24, 2015**ACADEMIC EMPLOYMENT****Banking Leave of Absence with Pay**

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Perkins, Robert	Arch, Eng. Design Tech	6	Spring 2016

**Permanent New Hires**

Name:	Burton, Jared		
Position:	Librarian	New:	No
Department:	Library & Learning Resources		
Range/Step:	I-1	Salary:	\$69,520.67/annual
Job FTE:	1.00/12 months		
Effective:	7/1/15		

Name:	Cummings, Christine		
Position:	Professor, Theater (One-Year Temporary)	New:	No
Department:	Theater		
Range/Step:	I-1	Salary:	\$56,851.00/annual
Job FTE:	1.00/10 months		
Effective:	8/24/15		

Name:	Kobzoff, Fred	New:	No
Position:	Professor, Air Conditioning, Refrigeration and Heating		
Department:	Air Conditioning, Welding and Water Technology		
Range/Step:	I-1	Salary:	\$56,851.00/annual
Job FTE:	1.00/10 months		
Effective:	8/24/15		

Name:	Lanaro, Giovanni		
Position:	Professor, Kinesiology/Cross Country & Track & Field Assistant Coach	New:	No
Department:	Kinesiology, Athletics & Dance		
Range/Step:	I-1	Salary:	\$56,851.00/annual
Job FTE:	1.00/10 months		
Effective:	8/24/15		

Name:	Newell, Allan		
Position:	Professor, Welding	New:	No
Department:	Air Conditioning, Welding and Water Technology		
Range/Step:	I-1	Salary:	\$56,851.00/annual
Job FTE:	1.00/10 months		
Effective:	8/24/15		

**SUBJECT:** Personnel Transactions**DATE:** June 24, 2015**Permanent New Hires** (continued)

Name:	Versace, Emily	New:	Yes
Position:	Professor, Counseling – Title V		
Department:	Counseling		
Range/Step:	I-1	Salary:	\$63,348.00/annual
Job FTE:	1.00/11 months		
Effective:	7/1/15		

**Service Increments - 2015-16**

\$326/month for faculty upon completion of five years or more at top step of any column

NAME	DEPARTMENT	EFFECTIVE
Augustus, Robert	Sign Language	08/24/15
Brantingham, John	English, Literature, and Journalism	08/24/15
Chen, Jenny	Chemistry	08/24/15
Dowdle, Michael	Psychology, Education	08/24/15
Edson, Thomas	English, Literature, and Journalism	08/24/15
Golestaneh, Kamran	Chemistry	08/24/15
Karn, Tamara	English, Literature, and Journalism	08/24/15
Leader, Jennifer	American Language	08/24/15
Ledeboer, Lisa	Consumer Science and Design Technology	08/24/15
Leung, Jenny	Chemistry	08/24/15
Louie, Charis	Psychology, Education	08/24/15
Lynes, Billie	Nursing	08/24/15
Metter, Jean	Consumer Science and Design Technology	08/24/15
Nakamura, Amy	Dance	08/24/15
O'Brien, Paul	English, Literature, and Journalism	08/24/15
Shull, Stephen	Fire Technology	08/24/15
Summers, Melody	Mathematics, Computer Science	08/24/15
Swartz, Pauline	Library, Learning Resources	07/01/15
Thomas, Antoine	Counseling	07/01/15
Truttman, Janet	Chemistry	08/24/15
Wakefield, Jeffrey	Mathematics, Computer Science	08/24/15
Wright, Joan Susan	Counseling	07/01/15

**25-Year Service Increments - 2015-16**

\$326/month for faculty upon completion of 25 years of service

NAME	DEPARTMENT	EFFECTIVE
Dua, Amrik	Business Administration	08/24/15
Enke, Gary	English, Literature, and Journalism	08/24/15
Guth, Scott	Mathematics, Computer Science	08/24/15
Kakiba-Russell, Karyn	Biological Sciences	08/24/15
Khan, M Zahir	Physics, Engineering	08/24/15

**SUBJECT:** Personnel Transactions**DATE:** June 24, 2015**25-Year Service Increments - 2015-16** (continued)

NAME	DEPARTMENT	EFFECTIVE
Mc Mullin, Janet	Mathematics, Computer Science	08/24/15
Mezaki, Barbara	American Language	08/24/15
Stokes, Nona	American Language	08/24/15
Tatoian, Vahe	Physics, Engineering	08/24/15
Tunstall, Christine	Disabled Student Programs & Services	07/01/15

**30-Year Service Increments - 2015-16**

\$326/month for faculty upon completion of 30 years of service

NAME	DEPARTMENT	EFFECTIVE
Schmidt, Sherry	Biological Sciences	08/24/15

**35-Year Service Increments - 2015-16**

\$326/month for faculty upon completion of 35 years of service

NAME	DEPARTMENT	EFFECTIVE
Visosky, Thomas	Horticultural Sciences	07/01/15
Walker, Christopher	Disabled Student Programs & Services	08/24/15

**Additional Assignments**

<u>Provider</u>	<u>Area/Department</u>	<u>Service/Agreement</u>	<u>Dates</u>	<u>Amount</u>
Altenau, Jane	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$42.16/hr. Not to exceed \$3,000
Azpeitia, Maria	Instruction – English as a Second Language	Curriculum Development	6/22/15– 8/2/15	\$42.16/hr. Not to exceed \$843.20
Baker, Marissa	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$42.16/hr. Not to exceed \$1,000
Betkey, Carly	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/1 – 6/30/16	\$42.16/hr. Not to exceed \$3,500
Bowman, Deanna	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$45.15/hr. Not to exceed \$4,000
Campos, Raquel	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$45.15/hr. Not to exceed \$15,000
Capraro, John	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$45.15/hr. Not to exceed \$1,500

**SUBJECT:** Personnel Transactions**DATE:** June 24, 2015**Additional Assignments** (continued)

<u>Provider</u>	<u>Area/Department</u>	<u>Service/Agreement</u>	<u>Dates</u>	<u>Amount</u>
Chang, Susan	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$42.16/hr. Not to exceed \$2,000
Chaplot, Surekha	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$48.36/hr. Not to exceed \$2,000
Daugherty, Sue	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$46.73/hr. Not to exceed \$500
Dave, Mala	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$42.16/hr. Not to exceed \$5,000
Davis, Joseph	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$42.16/hr. Not to exceed \$5,000
DeVries, Judy	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$45.15/hr. Not to exceed \$10,000
Foisia, L.E.	Instruction – English as a Second Language	Curriculum Development	6/22/15– 8/2/15	\$43.61/hr. Not to exceed \$873
Fowler, Mina	Instruction – English as a Second Language	Curriculum Development	6/22/15– 8/2/15	\$46.73/hr. Not to exceed \$1,496
Gomez-Angel, Mary Ann	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$42.16/hr. Not to exceed \$15,000
Hayes, Mihaela	Instruction – English as a Second Language	Curriculum Development	6/22/15– 8/2/15	\$45.15/hr. Not to exceed \$903
Hernandez, Priscilla	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$42.16/hr. Not to exceed \$500
Jansen, Sherrie	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$45.66/hr. Not to exceed \$1,000
Krueger, Jason	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$42.16/hr. Not to exceed \$2,000
Ledezma, Erica	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$45.15/hr. Not to exceed \$3,500
Lyons, Kellee	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$45.15/hr. Not to exceed \$4,000
Mansour, Chouristina	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$42.16/hr. Not to exceed \$3,000

**SUBJECT:** Personnel Transactions**DATE:** June 24, 2015**Additional Assignments** (continued)

<u>Provider</u>	<u>Area/Department</u>	<u>Service/Agreement</u>	<u>Dates</u>	<u>Amount</u>
Mariles, Joseph	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$42.16/hr. Not to exceed \$3,000
Martinez, Marlise	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$42.16/hr. Not to exceed \$5,000
Mestas, Sarah	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$45.66/hr. Not to exceed \$1,500
McNall, Marilyn	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$45.15/hr. Not to exceed \$4,000
Necke, Donna	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$45.66/hr. Not to exceed \$25,000
Oo, Jennifer	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$42.16/hr. Not to exceed \$1,500
Ortega, Sonia	Instruction – English as a Second Language	Curriculum Development	6/22/15– 8/2/15	\$48.36/hr. Not to exceed \$968
Peiten, Jennifer	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$45.66/hr. Not to exceed \$1,500
Reinstra, Ryan	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$42.16/hr. Not to exceed \$4,000
Saldana, Alicia	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$45.66/hr. Not to exceed \$3,000
Santillan, Yvette	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$45.66/hr. Not to exceed \$1,000
Valdez, Crystal	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$42.16/hr. Not to exceed \$2,000
Vandepas, Deborah Jill	Instruction – English as a Second Language	Curriculum Development	6/22/15– 8/2/15	\$46.73/hr. Not to exceed \$935
Villalobos, Julia	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$45.66/hr. Not to exceed \$2,000
Wolters, Zohoura	Instruction – Adult Basic Education	Curriculum & SLOs	7/1/15– 6/30/16	\$42.16/hr. Not to exceed \$25,000

**SUBJECT:** Personnel Transactions**DATE:** June 24, 2015**MANAGEMENT EMPLOYMENT****Permanent New Hires**

Name: Sims, Andrea  
 Position: Director, Student Life New: No  
 Department: Student Life  
 Range/Step: M-15, Step 3 Salary: \$119,712.00/annual  
 Job FTE: 1.00/12 months  
 Effective: 7/1/15

Name: Wren, Robert  
 Position: Deputy Chief New: No  
 Department: Public Safety  
 Range/Step: M-11, Step 2 Salary: \$98,148.00/annual  
 Job FTE: 1.00/12 months  
 Effective: 7/1/15

**Reclassifications**

Name: Arballo, Madelyn  
 From: Director, Adult Basic Education  
 To: Associate Dean, Career Education & Workforce Development  
 Department: School of Continuing Education  
 Range/Step: M-19, Step 1 + L 15 Salary: \$150,848.74/annual  
 Job FTE: 1.00/12 months  
 Effective: 6/25/15

Name: Becker, Liza  
 From: Director, ESL & Intercultural Programs  
 To: Associate Dean, Continuing Education Programs and Services  
 Department: School of Continuing Education  
 Range/Step: M-19, Step 1 + L 15 Salary: \$150,848.74/annual  
 Job FTE: 1.00/12 months  
 Effective: 7/1/15

Name: Sneed, Roger  
 From: Facilities Project Manager  
 To: Construction Project Manager  
 Department: Facilities Planning & Management  
 Range/Step: M-14, Step 1 + L 25 Salary: \$132,139.65/annual  
 Job FTE: 1.00/12 months  
 Effective: 7/1/15



**SUBJECT:** Personnel Transactions

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**DATE:** June 24, 2015

**Correction to Salary**

Name: McGowan, Joumana  
 Position: Executive Dean, Instruction  
 Department: Instruction  
 Range/Step: M-23, Step 4 Salary: \$160,320.00/annual  
 Job FTE: 1.00/12 months  
 Effective: 7/1/14  
 Remarks: Promotion

**Correction to March Reclassification**

Name: Saldana, Karen  
 Position: Director, Safety and Risk Management  
 Department: Administrative Services  
 Range/Step: M-17, Step 5 + L 10 Salary: \$138,805.92/annual  
 Job FTE: 1.00/12 months  
 Effective: 7/1/14  
 Remarks: Due to change in title and responsibilities

**Interim Assignments**

Name: Avila, Ruben  
 Position: Interim Director, Grounds and Transportation New: No  
 From: Supervisor, Grounds  
 Department: Facilities Planning, & Management  
 Range/Step: M-9, Step 1 + L 10 Salary: \$86,148.00/annual  
 Effective: 7/1/15  
 End Date: 12/31/15  
 Remarks: This interim out-of-class assignment is the result of an internal recruitment

Name: Bean, Ronald  
 From: Midrange Systems Programmer  
 To: Interim Assistant Director, Academic Technology and Infrastructure  
 Department: Information Technology  
 Range/Step: M-18, Step 1 + L 15 Salary: \$145,780.52/annual  
 Job FTE: 1.00/12 months  
 Effective: 7/1/15  
 End Date: 12/31/15  
 Remarks: This interim out-of-class assignment is the result of an internal recruitment

**SUBJECT:** Personnel Transactions**DATE:** June 24, 2015**Resignations**

Cortes, Richard, Director, Career and Transfer Services, effective 6/19/15  
 Phillips-Alonge, Olusegun, Manager, Construction Projects, effective 6/11/15

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

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Benoe, Christopher	Lab. Tech.-Photo.	Vacancy	Photography	22.13	05/01/15-06/30/15
Billier, Valerie	Secretary	Vacancy	Technical Services	22.57	05/05/15-05/11/15
Billier, Valerie	Secretary	Vacancy	Technical Services	22.57	06/15/15-06/26/15
Callahan, Elizabeth	Secretary	Vacancy	Arts Division	22.57	05/15/15-06/30/15
Hartnett, Catherine	Secretary	Vacancy	Adult Basic Education	22.57	07/01/15-12/30/15
Luetum, Rosalin	Clerical Specialist	Vacancy	Math./Natural Sciences	20.03	05/14/15-06/30/15
Pryor, Michael	Lab. Tech.-Physics	Vacancy	Natural Sciences	22.13	05/25/15-06/30/15
Thomas, Anthony	Lab. Tech.-Physics	Vacancy	Natural Sciences	22.13	05/25/15-06/30/15
Williams, Terry	Custodian	Pool	Custodial	17.42	05/26/15-06/30/15
Wilson, Trent	Lab. Tech. II-Bio. Sci.	Vacancy	Natural Sciences	23.03	05/25/15-06/19/15
Yao, Ran	Benefits Specialist	Vacancy	Human Resources	24.19	05/18/15-06/30/15

**Hourly Non-Academic Employees**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Abilez, Rosalie	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Aguilar, Obdulia	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Aguirre, Pearl	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Aleman, Cayla	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Angulo, Karina	Instructional Aide	Child Development Ctr.	9.00	07/01/15-06/30/16
Antonios, Michael	Study Skills Assistant I	Tutorial Services	10.27	07/01/15-06/30/16
Astorga-Aguilar, Bernice	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Avendano, Monica	Instructional Aide	Child Development Ctr.	9.00	07/01/15-06/30/16
Avila, Xochitl	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Baez, Sylvia	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Barragan, Secily	Tutor II	The Writing Center	9.75	07/01/15-08/21/15
Barrios, Blanca	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Beard, Brenda	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Beck, Jonathan	Model	Fine Arts	25.00	07/01/15-06/30/16
Bermudez, Loraine	Secretarial Aide	Adult Basic Education	11.88	07/01/15-06/30/16
Carrillo, Zuleima	Instructional Aide	Child Development Ctr.	9.00	07/01/15-06/30/16
Castaneda, Rebecca	Instructional Aide	Child Development Ctr.	9.00	07/01/15-06/30/16
Castro, Michelle	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Cervantes, Alethea	Activity Aide	Continuing Education	9.00	07/01/15-08/31/15
Cervantes, Angelica	Activity Aide	Continuing Education	9.00	07/01/15-08/31/15
Chang, Abigail	Instructional Aide	Child Development Ctr.	9.00	07/01/15-06/30/16
Cole, John	Model	Fine Arts	25.00	07/01/15-06/30/16
Davis, Melissa	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15

**SUBJECT:** Personnel Transactions**DATE:** June 24, 2015**Hourly Non-Academic Employees**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Dzib, Eric	Clerk Typist I	Adult Basic Education	9.00	07/01/15-06/30/16
Edwards, Gregory	Model	Fine Arts	25.00	07/01/15-06/30/16
Esqueda, Angelica	Instructional Aide	Child Development Ctr.	9.00	07/01/15-06/30/16
Figueroa, Alexandria	Activity Aide	Continuing Education	9.00	07/01/15-08/31/15
Flores, Roberto	Program Supervisor I	Adult Basic Education	12.48	07/01/15-07/31/15
Flores, Yvette	Instructional Aide	Child Development Ctr.	9.00	07/01/15-06/30/16
Galindo, Ernestina	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Gandy, Deanna	Model	Fine Arts	25.00	07/01/15-06/30/16
Garcia, Elsie	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Garcia, Irene	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Godinez, Martha	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Gomez, Tanya	Study Skills Assistant II	Tutorial Services	11.32	07/01/15-06/30/16
Gonzales, Angela	Secretarial Aide	Adult Basic Education	11.88	07/01/15-06/30/16
Guerreo, Bryanna	Instructional Aide	Child Development Ctr.	9.00	07/01/15-06/30/16
Gulmesoff, Jim	Model	Fine Arts	25.00	07/01/15-06/30/16
Hackman, Debra	Sports Publicist	Kinesiology, Ath. & Dance	16.00	05/01/15-06/30/15
Hanlon, Lisa	Cashier III	Bursar's Office	11.00	07/01/15-12/31/15
Hartnett, Catherine	Human Resources Aide	Human Resources	16.24	05/28/15-06/30/15
Hayward, Jason	Student Intern	Counseling	15.00	07/01/15-12/31/15
Hebert, Carmencita	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Hebert, Sarah	Activity Aide	Continuing Education	9.00	07/01/15-08/31/15
Hernandez, Paul	Model	Fine Arts	25.00	07/01/15-06/30/16
Hodge, Malcolm	Instructional Aide	Child Development Ctr.	9.00	07/01/15-06/30/16
Huizar-Gonzalez, Clemencia	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Jackson, Victoria	Study Skills Assistant II	Tutorial Services	11.32	07/01/15-08/02/15
Jimenez, Steven-Michael	Activity Aide	Continuing Education	9.00	07/01/15-08/31/15
Jurkovic, Carol	Model	Fine Arts	25.00	07/01/15-06/30/16
Kaufman, Jade	Model	Fine Arts	25.00	07/01/15-06/30/16
Khan, Anabella	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Lewis, Kinsasha	Program Supervisor I	Adult Basic Education	12.48	07/01/15-07/31/15
Liem, Cynthia	Study Skills Assistant I	Adult Basic Education	10.27	07/01/15-12/31/15
Linarez, Marie	Activity Aide	Continuing Education	9.00	06/01/15-06/30/15
Linarez, Marie	Activity Aide	Continuing Education	9.00	07/01/15-08/31/15
Lopez, Claudia	Instructional Aide	Child Development Ctr.	9.00	07/01/15-06/30/16
Lorenzetti, Michael	Instructional Aide	Child Development Ctr.	9.00	07/01/15-02/20/16
Martin, David	Model	Fine Arts	25.00	07/01/15-06/30/16
Martinez, Rosemary	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Maya, Maria De Montse	Clerk Typist I	Humanities Division	9.55	07/01/15-08/21/15
Medina, Ray	Program Supervisor I	Adult Basic Education	12.48	07/01/15-07/31/15
Moore, Kameron	Secretarial Aide	Adult Basic Education	11.88	07/01/15-06/30/16
Moore, Mariko	Clerk Typist I	Adult Basic Education	9.55	06/26/15-06/30/15
Moore, Mariko	Clerk Typist I	Adult Basic Education	9.55	07/01/15-07/31/15
Moore, Peggy	Model	Fine Arts	25.00	07/01/15-06/30/16
Moreno Hag, Blanca	Account Aide III	Child Development Ctr.	12.12	07/01/15-06/30/16
Morse, Barry	Model	Fine Arts	25.00	07/01/15-06/30/16

**SUBJECT:** Personnel Transactions**DATE:** June 24, 2015**Hourly Non-Academic Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Myers, Lana	Study Skills Assistant I	Tutorial Services	10.27	07/01/15-06/30/16
Neuharth, Rose	Model	Fine Arts	25.00	07/01/15-06/30/16
Nguyen, Tam	Study Skills Assistant I	Tutorial Services	10.27	07/01/15-06/30/16
Nissenson, Lenard	Model	Fine Arts	25.00	07/01/15-06/30/16
Nunez, Gabriela	Instructional Aide	Child Development Ctr.	9.00	07/01/15-06/30/16
Olivares, Amanda	Activity Aide	Continuing Education	9.00	07/01/15-08/31/15
Perez, Angelica	Instructional Aide	Child Development Ctr.	9.00	07/01/15-06/30/16
Perez, Shirley	Instructional Aide	Child Development Ctr.	9.00	07/01/15-06/30/16
Pichardo, Nancy	Activity Aide	Continuing Education	9.00	07/01/15-08/31/15
Pickell, Donald III	Model	Fine Arts	25.00	07/01/15-06/30/16
Rivera, Emily	Instructional Aide	Child Development Ctr.	9.00	07/01/15-06/30/16
Rodriguez, Casey	Activity Aide	Continuing Education	9.00	06/01/15-06/30/15
Rodriguez, Casey	Activity Aide	Continuing Education	9.00	07/01/15-08/31/15
Rodriguez, Luz	Instructional Aide	Child Development Ctr.	9.00	07/01/15-06/30/16
Rodriguez, Shannon	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Romero, Robert	Program Supervisor I	Adult Basic Education	12.48	07/01/15-07/31/15
Ruiz, Maria	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Santana, Rachel	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Schmidt, Kristen	Study Skills Assistant II	The Writing Center	11.32	07/01/05-08/21/15
Secaida, Ana	Secretarial Aide	Adult Basic Education	11.88	06/15/15-06/30/15
Secaida, Ana	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Sinopoli, Deborah	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Sisco, Dominique	Activity Aide	Continuing Education	9.00	06/01/15-06/30/15
Sisco, Dominique	Activity Aide	Continuing Education	9.00	07/01/15-08/31/15
Skibel, Steve	Model	Fine Arts	25.00	07/01/15-06/30/16
Steagall, Terry	Study Skills Assistant III	The Writing Center	12.50	07/01/15-08/21/15
Swift, Bonita	Model	Fine Arts	25.00	07/01/15-06/30/16
Torres, Irma	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Tran, Mailinh	Instructional Aide	Child Development Ctr.	9.00	07/01/15-06/30/16
Valencia, Susana	Secretarial Aide	Adult Basic Education	11.88	07/01/15-06/30/16
Vazquez-Ceja, Carment	Instructional Aide	Child Development Ctr.	9.00	07/01/15-06/30/16
Vetti, Susan	Secretarial Aide	Adult Basic Education	11.88	07/01/15-07/31/15
Villa, Maria	Instructional Aide	Child Development Ctr.	9.00	07/01/15-06/30/16
Wallace, Tyler	Locksmith Aide	Maintenance	15.09	06/25/15-06/30/15
Williams, Marcus	Educ. Advising Aide	Student Services	17.03	06/25/15-06/30/15
Worrilow, Lynn	Model	Fine Arts	25.00	07/01/15-06/30/16
Ybanez, Richard	Model	Fine Arts	25.00	07/01/15-06/30/16

**Professional Expert Employees – Extended Assignments**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Chavez, Elias	Program Supervisor II	Technical Services	16.64	05/08/15-06/30/15
Grove, Monica	Athletic Injury Spec. II	Kinesiology, Ath. & Dance	26.00	05/11/15-06/30/15
Hodge, Malcolm	CDC Associate I	Child Development Ctr.	9.00	06/04/15-06/30/15
Hollingquest, Daniel	Program Supervisor I	Adult Basic Education	12.48	06/08/15-06/30/15

**SUBJECT:** Personnel Transactions**DATE:** June 24, 2015**Professional Expert Employees – Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Linge, Jared	Program Supervisor II	Art Gallery	16.64	08/14/14-06/30/15
Liu, Carol	Program Supervisor I	Child Development Ctr.	12.48	04/06/15-06/30/15
Lopez-Weissbuch, Ashley	Teaching Aide	Adult Basic Education	13.27	05/19/15-06/30/15
Martinez, Brenda	Event Supervisor II	Technical Services	13.75	05/14/15-06/30/15
Maxwell, Ian	Lecture Fire Technology	Kinesiology, Ath. & Dance	37.26	05/11/15-06/30/15

**Student Employees**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Adams, Katherine	Student Assistant I	Animal Sciences	9.00	05/01/15-06/30/15
Barragan, Daniel	Student Assistant I	Technical Services	9.00	05/19/15-06/30/15
Clancy, Chloe	Student Assistant IV	Adult Basic Education	11.25	06/29/15-06/30/15
Cruz, Vanessa	Student Assistant I	Event Services	9.00	05/07/15-06/30/15
Dale, Maria	Student Assistant I	Child Development Ctr	9.00	05/18/15-06/30/15
Diaz, Melissa	Student Assistant I	Child Development Ctr	9.00	06/01/15-06/30/15
Frias, Erick	Student Assistant II	Technical Services	9.75	05/01/15-06/30/15
Galatiano, Lorraine	Student Assistant III	Information Technology	10.50	07/01/15-08/23/15
Gonzales, Vincent	Student Assistant II	Business Division Lab	9.75	06/08/15-06/30/15
Haro, Victor	Student Assistant I	Continuing Education	9.00	06/01/15-06/30/15
Hebert, Breanna	Student Assistant I	Continuing Education	9.00	06/01/15-06/30/15
Hebert, Breanna	Student Assistant I	Natural Sciences	9.00	05/22/15-06/30/15
Jayasekera, Jehan	Student Assistant IV	Adult Basic Education	11.25	06/29/15-06/30/15
Jimenez, Aliza	Student Assistant III	Technical Services	10.50	05/19/15-06/30/15
Jocson, Jacinta	Student Assistant V	Consumer Sci. & Design	12.50	05/11/15-06/30/15
Juarez IV, Johnny	Student Assistant IV	Adult Basic Education	11.25	06/29/15-06/30/15
Levin, Cory	Student Assistant II	Business Division	9.75	06/08/15-06/30/15
Marquez, Johnny	Student Assistant II	Business Division	9.75	06/15/15-06/30/15
Martinez, Jasmine	Student Assistant V	Construction Support	12.50	05/13/15-06/30/15
Meekins, Jamie	Student Assistant I	Child Development Ctr.	9.00	05/20/15-06/30/15
Mendes, Leandra	Student Assistant I	Child Development Ctr.	9.00	06/01/15-06/30/15
Nazaroff, Jonathan	Student Assistant V	The Writing Center	12.50	06/01/15-06/30/15
Nguyen, Catherine	Student Assistant III	Career & Transfer Svcs.	10.50	06/01/15-06/30/15
Osilaja, Ayomide	Student Assistant III	Adult Basic Education	10.50	06/22/15-06/30/15
Osilaja, Ayomide	Student Assistant IV	Adult Basic Education	11.25	06/29/15-06/30/15
Pantoja, Leticia	Student Assistant I	Bursar's	9.00	06/01/15-06/30/15
Perez, Jessica	Student Assistant V	Continuing Education	12.50	06/22/15-06/30/15
Perez, Kimberly	Student Assistant II	Interior Design	9.75	06/01/15-06/30/15
Richmond, London	Student Assistant IV	Financial Aid - Veterans	11.25	05/04/15-06/30/15
Romero, Jose	Student Assistant I	Humanities Division	9.00	04/01/15-06/30/15
Rosarda, Justine	Student Assistant III	Adult Basic Education	10.50	05/07/15-06/30/15
Sanchez, Cinty	Student Assistant III	Humanities Division	10.50	05/18/15-06/30/15
Smith, Emily	Student Assistant III	Adult Basic Education	10.50	05/26/15-06/30/15
Smith, Emily	Student Assistant IV	Adult Basic Education	11.25	06/29/15-06/30/15
Torres, Ised	Student Assistant I	Child Development Ctr	9.00	06/03/15-06/30/15
Trejo, Jonathan	Student Assistant I	EOPS	9.00	06/15/15-06/30/15

**SUBJECT:** Personnel Transactions

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**DATE:** June 24, 2015

**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Truong, Phu	Student Assistant II	Business Division Lab	9.75	06/15/15-06/30/15
Villanueva, Adrian	Student Assistant I	Animation	9.00	05/18/15-06/30/15
Zapata, Alexander	Student Assistant IV	Adult Basic Education	11.25	06/29/15-06/30/15

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Contract for Employee Assistance Service for Education with the  
Los Angeles County Office of Education

**BACKGROUND**

Mt. San Antonio College currently offers an employee assistance program which is available to assist employees in addressing personal issues which often impact their ability to effectively function in the workplace. On March 28, 2012, Mt. San Antonio College entered into an agreement with the Los Angeles County Office of Education, which has provided a joint powers agreement with a number of school districts since 1982.

The Employee Assistance Service for Education (EASE) is a cost-conscious employee assistance program that provides confidential professional counseling and consultation services to employees in need. The purpose of this item is to request that the Board approves the continuation of the joint powers agreement currently in place with the Los Angeles County Office of Education.

**ANALYSIS AND FISCAL IMPACT**

The cost of participation in the EASE program is currently \$10.20 per employee per fiscal year. Multiplying this rate by an estimate of the average number of benefit-eligible employees (1,000) equates to \$10,200 per year.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the continuation of the EASE contract agreement with the Los Angeles County Office of Education.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #28

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 24, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract for FEHA/ADA Reasonable Accommodations – Shaw HR Consulting, Inc.</u>	

**BACKGROUND**

The Human Resources Department requires the services of a firm that specializes in Fair Employment Housing Act/Americans with Disabilities Act (FEHA/ADA) Reasonable Accommodations compliance, one that can operate as an independent third party separate from the District. Shaw HR Consulting, Inc. can provide such consultation services. Rachel Shaw, of Shaw HR Consulting, Inc., has been providing such services to school districts including Mt. San Antonio College for 15 years.

**ANALYSIS AND FISCAL IMPACT**

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

The intent is to use the services of Shaw HR Consulting, Inc. on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to conduct reasonable accommodations analysis and provide the College with recommendations and written reports of its findings. The proposed rate of \$175 per hour, plus mileage, an increase of \$25 per hour from last year, is competitive within the consultation services market and is comparable to the District’s costs for similar services. The fees may be adjusted, with the District’s consent, from July 1, 2015, through June 30, 2016, the term of the agreement. Thus, Shaw HR Consulting, Inc. offers the necessary experience at a reasonable price. Moreover, it is in the District’s best interest to enter into a contract for consultation services with Shaw HR Consulting, Inc.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #29



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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Contract for Investigative Services – Norm A. Traub & Associates, Inc.

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

The intent is to use the services of Norm A. Traub & Associates, Inc. on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to conduct discrimination, harassment, retaliation, EEO, and other investigations and provide the College with written reports of its findings.

The proposed rate of \$135 per hour, which is status quo from last fiscal year, plus certain reimbursables, is competitive within the investigative services market and is comparable to the District's costs for similar services. The fees may be adjusted, with the District's consent, from July 1, 2015, through June 30, 2016, the term of the agreement. In the event that the investigator's presence is required during a hearing, deposition, or trial, the fee is \$250 per hour. In the past, however, the District has not relied on this consultant to provide support during litigation proceedings. Thus, Norm A. Traub & Associates, Inc. offers the necessary experience at a reasonable rate. Moreover, it is in the District's best interest to enter into a contract for investigative services with Norm A. Traub & Associates, Inc.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #30

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 24, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract for Investigative Services – The Titan Group</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

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

The proposed rate of \$135 per hour, plus certain reimbursables, is status quo from last year, is competitive within the investigative services market, and is comparable to the District’s costs for similar services. The fees may be adjusted, with the District’s consent, from July 1, 2015, through June 30, 2016, the term of the agreement. Thus, The Titan Group offers the necessary experience at a reasonable rate. Moreover, it is in the District’s best interest to enter into a contract for investigative services with The Titan Group.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #31

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT** Correction to Contract to Provide Temporary Staffing Services – Robert Half International, Inc.

**BACKGROUND**

On August 22, 2012, Robert Half International, Inc. was approved as a vendor to provide temporary staffing services, on an as-needed basis, in support of its operational needs.

**ANALYSIS AND FISCAL IMPACT**

Human Resources was recently in need of staffing services that extended beyond the previously approved rate range of \$23.00 to \$33.00 per hour. The rate provided by Robert Half International, Inc. was \$38.61 per hour. This is a reasonable rate, within current market conditions, and comparable to in-house salary schedules.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the correction to the contract for Robert Half International, Inc. to provide temporary staffing services on an as-needed basis in support of Human Resources operations.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #32

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 24, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Program Fees for Students in the Basic Fire Academy and Emergency Medical Services Programs</u>	

**BACKGROUND**

Students who attend the Basic Fire Academy and Emergency Medical Services Programs participate in a wide range of training activities including daily physical fitness training, State Fire Marshal certification classes, cardiopulmonary resuscitation training, advanced cardiac life support, and arduous firefighter manipulative training exercises. Student fees are required to purchase the following supplies: training certificates and awards; binders, handbooks, and textbooks; physical fitness training gear, uniforms, and patches; helmet and accessories; and firefighter safety equipment.

All supplies purchased by students in these programs are retained by the student at the conclusion of the academy/program.

**ANALYSIS AND FISCAL IMPACT**

The estimated fees for the 2015-16 academic year are shown below and represent estimated costs charged by vendors. Fiscal Services will validate the actual fee amount prior to charging students.

Basic Fire Academy - Not to Exceed \$1,500 for New Students; Not to Exceed \$550 for Returning Students.

Emergency Medical Services – Not to Exceed \$120.

**Funding Source**

Not applicable.

**RECOMMENDATION**

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

Prepared by: Jemma Blake-Judd Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #33

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Program Fees for Students in the Technology and Health Division

**BACKGROUND**

Mt. SAC operates as a testing center for students in the Technology and Health Division. Students pay testing fees directly to the vendors through the Bursar's Office. Mt. SAC programs do not benefit from these fees; rather this process serves as a benefit to the students.

Program	Explanation	Cost
Air Conditioning and Refrigeration	Students are required to take and pass the Environmental Protection Agency (EPA) 608 Exam to complete the program. Successful completion is required by industry to handle and manipulate refrigerants. The cost of the exam includes study material for the students. The examination is computer-based.	\$27  No fee for retest
Aviation Maintenance	Students are required to take two FAA Certification Examinations to complete the program: Airframe Oral and Practical Examination and Powerplant Oral and Practical Examination. The cost of each exam includes materials, supplies, and the cost of the certified examiner.  For each examination (or retake) the \$410 fee includes \$400 in examiner costs and \$10 in consumable supplies and materials.	\$410

Prepared by: Jemma Blake-Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #34

**SUBJECT:** Program Fees for Students in the Technology and Health Division

**DATE:** June 24, 2015

Program	Explanation	Cost
Nursing	<p>Students are required to participate in the Kaplan and LWW's Integrated Testing Deluxe Program.</p> <p>The cost of the program includes the following:</p> <p>Integrated Testing: Admission Test, Transition Test, Secure, end-of-course tests (N1A, 1B, N2, N3, N4, N5, N6, N7, N8, N9, N10), Predictive Exit Test, Online Remediation Resources, Kaplan Basics Book, Individual Student reports, and Aggregate Reports for Faculty and Administrators.</p> <p>NCLEX-RN Exam Review: 21 hours of instruction, Kaplan Decision Tree, Diagnostic Exam, Readiness Test, Online Question Trainer, Online Question Bank, Online Study Center, Kaplan Course Book.</p> <p>Kaplan exams predict the success rate of students on the National Council Licensure Examination required for Registered Nurse licensure and provides guidance to the student and the program on student preparation.</p>	<p>\$112.50 per student/ per semester (\$450 total)</p> <p>No fee for retakes</p>
Respiratory Therapy	<p>Students are required to take and pass three examinations prior to completing the program. These examinations verify student achievement and preparation for the National and State licensure examinations that are required for employment in the field. The program's accrediting agency, the Commission on the Accreditation of Respiratory Care Programs, strongly encourages programs to require these examinations.</p>	<p>\$82 for two exams</p> <p>No fee for retakes</p>

**SUBJECT:** Program Fees for Students in the Technology and Health Division

**DATE:** June 24, 2015

Program	Explanation	Cost
Welding	Students are required to take and pass the Welding Certification Test to complete the program. This certification is recognized by industry and is required by most employers. The cost of the exam includes materials and supplies and proctors for preparation of examination materials and oversight during test completion.  The cost of retaking the exam is \$100.	\$100
Welding	Per our participation in the Los Angeles City Department of Building & Safety Welder Certification program, students are also required to take and pass the Los Angeles City Written Exam for Welder Certification to complete the program. The Department of Building & Safety charges fees for the exam and issuing the license.  The license is valid for three years. The cost of renewing the license is \$118.80.	\$118.80

### **ANALYSIS AND FISCAL IMPACT**

The fees for students for the 2015-16 academic year are detailed above. They represent the actual cost charged by vendors. Fiscal Services will validate the actual fee amount prior to charging students.

#### **Funding Source**

Not applicable.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approves program fees for students in the Technology and Health Division, as presented.

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Community Services Program/Offerings for the 2015-16 Academic Year

**BACKGROUND**

The Continuing Education Division presents a wide variety of programs and courses each semester. Proposed community services offerings for the 2015-16 academic year are listed below. Additions and/or changes will be submitted as needed throughout the year. The fees shown below are per each scheduled offering and are for instruction only unless a material fee is specifically indicated. Material fees are paid directly to the instructor.

**ANALYSIS AND FISCAL IMPACT**

<b>Course Title/Program</b>	<b>Presenter</b>	<b>Payment</b>	<b>Fee</b>
<b>CAREER AND PROFESSIONAL DEVELOPMENT</b>			
FAA Computerized Testing Service (CATS)	Various	No Pay	\$150
FAA Computerized Testing Service (CATS for Aircraft Owners & Pilots Association Members)	Various	No Pay	\$140
Flight Simulator – Basic (IGAT)	Various	Hourly	\$50/hour
Flight Simulator – Advanced (ATC-810)	Various	Hourly	\$60/hour
Precision Flight Controls G1000	Various	Hourly	\$70/hour
Garmin G1000 Avionics Suite – Operation and Functional Use	Darwin, Katherine	40%	\$140
Air Traffic Control Radar Simulation Program	Bannon, Kevin Brown, Robert Decker, James Hroblak, Jeremy Patel, Zoem	40%	\$140
Bookkeeping Preparation	Jean's Complete Bookkeeping & Tax Service, Inc. (Grabowski, Jean)	50%	\$696
Cash In with a Successful Home-Based Business	Krusemark, LeeAnne	40%	\$52 Material Fee: \$20

Prepared by: Donna Burns

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #35



**SUBJECT:** Community Services Program/Offerings for the 2015-16 Academic Year

**DATE:** June 24, 2015

Become a Professional Child Visitation Mentor	Douglass, Shirley	40%	\$285 Material Fee: \$75
<u>Court Interpreting Preparation</u>			
<ul style="list-style-type: none"> <li>Consecutive Interpreting</li> </ul>	Jones-Ramey, Brian K.	40%	\$279 Material Fee: \$80
<ul style="list-style-type: none"> <li>Sight Translation</li> </ul>			\$277 Material Fee: \$80
<ul style="list-style-type: none"> <li>Simultaneous Interpreting</li> </ul>			\$279 Material Fee: \$80
<ul style="list-style-type: none"> <li>Capstone Course</li> </ul>			\$279 Material Fee: \$80
Make Money with a Home-Based Typing/Word Processing Business	Krusemark, LeeAnne	40%	\$27 Material Fee: \$10
Make Extra Income: Auto Wholesale Business from Home	Trust Auto Sales (Williams, Ronald Wayne)	40%	\$89 Material Fee: \$20
Principles of Computed Tomography (CT) and Exam Review	McLaughlin, David L.	40%	\$349
Phlebotomy Program Preparation:			\$1,600
<ul style="list-style-type: none"> <li>Theory/Externship</li> </ul>	Chitjian, Janice Harinath, Geetha Manriquez-Castillo, Xochitl Sabio, Edgardo Salcedo, Rita	\$45/hour \$50/hour \$50/hour \$50/hour \$45/hour	
<ul style="list-style-type: none"> <li>Program Coordinator</li> </ul>	Meggelin, Nancy	Fee for Service \$1,000/ semester	
Makeup Artistry	Simon, Carolyn	50%	\$352

**SUBJECT:** Community Services Program/Offerings for the 2015-16 Academic Year

**DATE:** June 24, 2015

Threading A to Z	Mikhael, Sameira	40%	\$90 Material Fee: \$10
Become A Notary Public	Notary Public Seminars, Inc. (Christensen, Carrie)	40% + 50% of proctor fees	\$101 Material Fee: \$30
Renew Your Notary Commission		40%	\$52 Material Fee: \$30
<u>Water Technology Program</u>			
• Water Distribution I	Sira, Jesus	50%	\$177 Material Fee: \$20
• Water Distribution II	Sira, Jesus	50%	\$177 Material Fee: \$20
• Water Distribution Exam Review	Sira, Jesus	50%	\$177 Material Fee: \$20
• Introduction to Water Systems	Ariza, Ernest	50%	\$177 Material Fee: \$20
• Water Treatment	Ariza, Ernest	50%	\$177 Material Fee: \$20
• Math for Water Operators	Ariza, Ernest	50%	\$177 Material Fee: \$20
• T1-T2 Water Treatment Operator Exam Review	Ariza, Ernest	50%	\$77 Material Fee: \$20

**SUBJECT:** Community Services Program/Offerings for the 2015-16 Academic Year

**DATE:** June 24, 2015

<ul style="list-style-type: none"> <li>• Cross-Connection Control – Certified Tester</li> </ul>	Higham, Thomas	50%	\$177 Material Fee: \$20
<ul style="list-style-type: none"> <li>• Cross-Connection Control Certified Specialist</li> </ul>	Higham, Thomas	50%	\$177 Material Fee: \$20
<b><u>Fire Technology Program:</u></b>			
<ul style="list-style-type: none"> <li>• Intermediate Incident Command System I-300</li> </ul>	Adams, Timothy	All	\$90
<ul style="list-style-type: none"> <li>• Management 1 – Management/Supervision for Company Officer</li> </ul>	Beckman, Richard	Instructors	\$197
<ul style="list-style-type: none"> <li>• Fire Command 1A</li> </ul>	Lazer, Edward	50%	\$197
<ul style="list-style-type: none"> <li>• Fire Command 1B</li> </ul>	Russell, Patrick		\$197
<ul style="list-style-type: none"> <li>• S-230: Crew Boss</li> </ul>	Note: Instructors may vary.		\$90
<ul style="list-style-type: none"> <li>• ICS-200</li> </ul>			\$90
<ul style="list-style-type: none"> <li>• S-190: Intro to Wildland Fire Behavior</li> </ul>			\$90
<ul style="list-style-type: none"> <li>• S-290: Intermediate Wildland Fire Behavior</li> </ul>			\$197
<ul style="list-style-type: none"> <li>• S-231: Engine Boss</li> </ul>			\$90
<ul style="list-style-type: none"> <li>• Training Instructor 1A</li> </ul>			\$197
<ul style="list-style-type: none"> <li>• Training Instructor 1B</li> </ul>			\$197
<ul style="list-style-type: none"> <li>• Firefighter Agility Test</li> </ul>			\$25
<ul style="list-style-type: none"> <li>• Basic Fire Academy Entrance Exam</li> </ul>	Ward, Elizabeth	40% No Pay	\$25
Ladder Orientation and Terminology	Various	Hourly or No Pay	\$24
Command A1: Structure Fire Command - Operations for the Company Officer	Lazar, Edward	\$53.50 per student	\$197
Fire Command 1C: WUI Command Operations for the Company Officer	Russell, Pat	\$53.50 per student	\$197
Fire Command 1C: I-Zone Fire Fighting for Company Officers			

**SUBJECT:** Community Services Program/Offerings for the 2015-16 Academic Year**DATE:** June 24, 2015

<u>Medical Insurance Billing Specialist Preparation</u>			
<ul style="list-style-type: none"> <li>Medical Insurance Billing Principles</li> <li>Coding: ICD 10-CM - 8 weeks</li> <li>Coding: Update for ICD 10 Coding</li> <li>Medical Insurance Computerized Billing</li> <li>Collection of Unsecured Assets</li> <li>Computerized Insurance Billing</li> <li>Legal Issues and Risk Management</li> <li>Medical Terminology</li> </ul>	Capili, Joselito Jobal Enterprises (Villanueva, Bal) Supan, Antonio Manuel Note: Instructors may vary.	40%	\$293 \$293 \$124 \$183  \$152 \$215 \$124 \$293
LA City Welder Certification for SMAW or FCAW	TBA	40%	\$152 Material Fee: \$100
<u>Community Health Programs</u>	Primary/Assistant Instructors:	Single Instructor	
<ul style="list-style-type: none"> <li>BLS Healthcare Provider</li> <li>BLS Healthcare Provider Renewal</li> <li>Heartsaver CPR AED – Adult &amp; Pediatric</li> <li>Heartsaver First Aid CPR –Adult &amp; Pediatric</li> <li>Advanced Cardiac Life Support</li> <li>Advanced Cardiac Life Support Renewal</li> <li>Pediatric Advanced Life Support</li> <li>Pediatric Advanced Life Support Renewal</li> <li>BLS Instructor Course</li> </ul>	Alarcon, Claudine Baca, Michael Baca, Susan Coppolecchia, Sonya Davis, Rita English, Wendi Fowler, Joshua Gergis, Nasr Gonzalez, Gail Malone, Kristine Moden, Lisa Trinidad, Larry	40%	\$65 \$45 \$50  10 students or more: \$65 Primary Instructor \$180 \$125 35% and \$180 Assistant Instructor \$125 15% \$250
<ul style="list-style-type: none"> <li>Dysrhythmias for RN Students</li> </ul>	Moden, Lisa	40%	\$50
IV Skills for Radiologic Technologist	Gilbertson, Cathy	40%	\$175
Woodworking	Shreve, Robin	50%	\$140
Cabinetmaking/Woodworking	Cogger, Charles	50%	\$150
<b>CHILDREN AND TEENS</b>			
Group Violin Program	Hymel, Margy	50%	\$92 Winter & Summer \$212 Spring & Fall

**SUBJECT:** Community Services Program/Offerings for the 2015-16 Academic Year

**DATE:** June 24, 2015

SAT Preparation	Madrigal, Yahaira	40%	\$152
Homework Club	REACH Professional Tutoring	50%	\$199
Commercial Acting for Kids	June Chandler, Inc.	40%	\$81
Ice Skating Program	Center Ice Arena	60%	\$57 \$82/pair
Children's Tennis Program	Instructor: DeGuzman, John-Jay  Coordinator: Schreuders, Grace	45%  5% of each registration	\$72: Spring & Fall \$47: Winter & Summer Material Fee: \$5
Ukulele for Kids!	Bowery, Erven	40%	\$178 Materials Fee: \$10
<b>DRIVER EDUCATION</b>			
Traffic Violator School	Hernandez, Rudolph Syrja, Randal	50% 50%	\$40
California Motorcycle Training	Arroyo's Motorcycle Training (Contractor costs include: instructor payment, motorcycles, fuel and motorcycle maintenance)	68%	Age 21 and over \$258  Under age 21 \$180
<b>ONLINE LEARNING</b>			
Online Learning Courses	Education To Go, Inc.	Education to Go will pay Mt. SAC \$65-\$85 per student	\$99-\$120
Online Career Training Programs	Education To Go, Inc.	Education to Go will pay Mt. SAC \$100-\$500 per student	\$495-\$5,595

**SUBJECT:** Community Services Program/Offerings for the 2015-16 Academic Year**DATE:** June 24, 2015

<b>PERSONAL ENRICHMENT</b>			
How to Make a Living as an Artist	Shepard, Elizabeth Jane (Eza Studios, Inc.)	40%	3 hours - \$39 4 hours \$49 – Materials Fee: \$15
Turbulence and Wind Shear Flight Seminar	Randazzo, John	40%	\$50 Materials Fee: \$2
Alaska by Air Seminar			\$52
Flying into the Backcountry			
<u>Cake Decorating</u> Working with Fondant	Flores, Susan	40%	\$92 Material Fee: \$35
Decorating Unique Cakes			\$60
Decorating Unique Cupcakes			Materials Fee: \$25
Folk-Rock Acoustic Jamming	Bowery, Erven	40%	\$178 Materials Fee: \$10
Play Finger-Style Guitar: Blues, Rock, Country and Folk Styles			
Play Lead Guitar: Blues, Rock, Country and Folk Styles			
English for the California Visitor	Evans, Douglas Pena, Kathleen Perez, Nelida Sunnaa, Andrea Rivera, Edith Janet	\$50/hour	\$40-\$160
Acting for Film and Television	June Chandler, Inc.	40%	\$129
Comedy Improv			\$67
Color Analysis with an Emphasis on Makeup Application	Simon, Carolyn	50%	\$42
Salsa Dancing	Ramirez, Rudy	40%	\$57

**SUBJECT:** Community Services Program/Offerings for the 2015-16 Academic Year

**DATE:** June 24, 2015

Belly Dance	Smith, Catharae	40%	\$52
Seven Simple Secrets to Financial Freedom	Krusemark, LeeAnne	40%	\$52 Material Fee: \$20
Mammography Initial Training Course	Hockett, Diane	40%	\$952
Real Estate Appraisal: A New Career/A New Home Business	Mansfield, William	40%	\$49
Pass the Real Estate Sales Exam on the First Try			\$99 Material Fee: \$30
Retirement Planning Today	Yoon, Edward	40%	\$61
Master Your Investments and Retirement	O'Connell, Jalon	40%	\$61
Investment Bootcamp			\$41
Strategies to Maximize your Social Security			\$41
Writing Techniques for the APA Format	Dawson, Dovie D.	40%	\$101 Material Fee: \$10
Become A Transaction Escrow Coordinator	Notary Public Seminars, Inc. (Christensen, Carrie)	40%	\$101 Materials Fee: \$60
Become A Loan Signing Agent			
Learn the Most Effective Ways to Make Money on Ebay	Aguilar, Allen	\$31.60 per student	\$79 Materials Fee: \$20
Become a Powerful and Motivating Speaker			
Goal Setting – Living Life by Design	Marcouillier, Dale	40%	\$39 Materials Fee: \$10
Rejuvenate Your Retirement	Mosley, Tom	40%	\$39
<b>SPORTS AND FITNESS</b>			
Exercise Science/Wellness Center Exercise Session Cards:			
• Body Contouring	Brunzell, Brook	50%	\$45
• Cardio Dance	Dominica, Shell	50%	\$45

**SUBJECT:** Community Services Program/Offerings for the 2015-16 Academic Year

**DATE:** June 24, 2015

Wellness Center Testing:	Staff	Hourly	
• V02 Maximum Test			\$65
• Hydrostatic Weighing			\$30
• Hydrostatic Weighing-Group Discount (10 people or more)			\$25
• 3-Site Skin Fold Measurement			\$15
• V02 Maximum & Hydrostatic Weighing			\$85
• Resting Metabolic Rate (RMR)			\$35
• V02 Maximum, Hydrostatic Weighing and Resting Metabolic Rate			\$115
• Baseline Fitness Assessment			\$65
Cardio Circuit Training	Staff	Hourly	\$20-\$45
Cardio Dance	Dominica, Shell	50%	\$35
Body contouring	Brunzell, Brook	50%	\$35
Zumba	Chavira, Debra	50%	\$35
Adult Tennis Program	Coordinator: Schreuders, Grace  Instructors: Schreuders, Grace Saravia, Ervin  City of West Covina (their site only)	5%  Primary Instructor 45% or 43%  with Assistant Instructor 12%  15% of fees after expenses	\$72-\$94 Spring & Fall  \$47 Winter & Summer Material Fee: \$5
Conditioning for Sports (Various)	Various Instructors	No Pay	\$23-\$46



**SUBJECT:** Community Services Program/Offerings for the 2015-16 Academic Year

**DATE:** June 24, 2015

Filipino Martial Arts	DelCastillo, Steve	40%	\$77 – 6 weeks \$175 – 16 weeks
Filipino Boxing			\$47
Filipino Martial Arts (Kids-Teens)			\$77 Material Fee: \$25
Kick Boxing	DelCastillo, Steve Maldonado, Saul	40%	\$65
Brazilian Jiu-Jitsu	Maldonado, Saul	40%	\$65
Jeet Kune Do	Rivas, Mike	40%	\$65
Cardio Kwan-Do	Champion, Arnita	40%	\$65
Yoga Pilates Mat with Ball	Dixon, Alder	50%	\$35
<b>SWIM PROGRAMS</b>			
Open Fitness Swim	Bennigson, Rebecca Boehle, Louis Iwata, David Lepp, Jodi Patrick, Amy Stump, Errol Rieben, Mike	\$21/hour	\$120
Swim Session Cards		No Pay	\$20-\$60

### Funding Source

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

### **RECOMMENDATION**

It is recommended that the Board of Trustees approves the Community Services offerings for the 2015-16 academic year, as presented.

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

**DATE:** June 24, 2015

**CONSENT**

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

**BACKGROUND**

The Continuing Education Division presents a wide variety of programs and courses each semester. Note: Community Services materials fees are paid directly to the instructor.

**ANALYSIS AND FISCAL IMPACT**

1. Adult Basic Education - Changes

<b>Course Title/Program</b>	<b>From</b>	<b>To</b>
High School Summer School Program Coordinator Pay		
• Charter Oak High School – Stephanik, Jeffrey	\$6,000	\$7,000
• Covina High School – Dominguez, Erin	\$6,000	\$4,000
• Hacienda La Puente High School – Garcia, Karla	\$7,000	\$6,000

2. Contract Change

<b>Agency (Description of Services)</b>	<b>From</b>	<b>To</b>
<u>Contract #ET14-0324</u> State of California Employment Training Panel (ETP)	Calhoon, Tom: \$60/hour, not to exceed 30 hours	Calhoon, Tom: \$60/hour not to exceed 40 hours (K2 Motors)  Evolutionary measures: \$85/hour, not to exceed 40 hours (K2 Motors)  Leadership Build: \$60/hour, not to exceed 20 hours (K2 Motors)

Prepared by: Donna Burns

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #36

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

**DATE:** June 24, 2015

3. Contract Renewals

<b>Contract</b>	<b>Amount</b>
City of San Dimas - San Dimas Swim and Racquet Club 990 West Covina Boulevard San Dimas California 91773 Healthy Aging – Aquatic Resistance Course Fiscal Year 2015-16	Not to exceed \$10,620
<b>Community Services Fee Program – Student Insurance</b> Fee-Based Classes (excluding Motorcycle Safety) Policy coverage: July 4, 2015 – July 4, 2016  <u>Providing Agency</u> Student Insurance 10801 National Boulevard, Suite 603 Los Angeles, California 90064  <u>Broker</u> Youth Insurance Agency, Inc. 10801 National Boulevard, Suite 603 Los Angeles, California 90064  <u>Underwritten by</u> National Union Fire Insurance Company of Pittsburgh, Pennsylvania	\$2,305
<b>Motorcycle Safety Program</b> Worker’s Comp and Employers’ Liability Insurance Effective July 1, 2015 – June 30, 2016  <u>Providing Agency</u> US Insurance Services/Janice Bagley License #P165657 P.O. Box 47380 Jacksonville, Florida 32247  <u>Underwritten by</u> Philadelphia Indemnity Insurance Company	\$9,474

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

**DATE:** June 24, 2015

<p><u>Additionally Insured</u>                  Total Control Training, Inc.                  15329 Bonanza Road, Suite B                  Victorville, California 92392</p> <p>Specific Coverage as per Contract – <i>RiderCourse</i> Insurance Plan,                  Agreement for California Site Administrators</p>	
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4. New Contracts

<b>Agency</b>	<b>Expenses</b>	<b>Fee</b>
<p><u>Contract #1516-02</u>                  Tawa Supermarket, Inc.                  6281 Regio Avenue                  Buena Park, California 90620</p> <p>20 hours – Supervisory and Effective Manager Training                  20 hours – Customer Service Training</p> <p><u>Contract Period:</u> July 1 – December 11, 2015</p>	<p>Leadership Build                  40 hours @                  \$60/hour</p>	<p>\$9,400</p>
<p>CourseHorse, Inc.                  57 East 11<sup>th</sup> Street, Suite #800                  New York, New York 10003</p> <p><u>Contract Period:</u> July 1, 2015 – June 30, 2016</p> <p>CourseHorse will provide Community Services marketing support by promoting select Community Services classes on their website <a href="http://www.coursehorse.com">www.coursehorse.com</a> and registering students directly within the Continuing Education department’s existing online registration system (Augusoft Lumens) website.</p> <p><i>Note: Other institutions also using this service include Los Angeles City College, El Camino College and Los Angeles County Museum of Art.</i></p>	<p>No cost to the District</p> <p>CourseHorse keeps a 20% referral fee that will be applied by providing CourseHorse a “20% off” promotion code to apply when registering a student via Continuing Education’s registration system.</p>	

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

**DATE:** June 24, 2015

5. Contract Extension

<b>Agency</b>		
South Bay Workforce Investment Board July 1, 2015 – June 30, 2017		

Funding Sources

Adult Basic Education Changes - Unrestricted Funds.

New Contracts - Contracting Agency.

Contract Renewal – City of San Dimas, Unrestricted Funds.

Contract Renewal – Community Services Student Insurance, Student Registration Fees.

Contract Extension – Restricted Funds. Workforce Innovation and Opportunity Act, Title I (WIOA I).

**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:** June 24, 2015

**CONSENT**

**SUBJECT:** Activities and Acceptance of Funds: Carl D. Perkins Career and  
Technical Education (CTE) Act of 2006 (Perkins IV) Title 1C Grant; and  
CTE Transitions

**BACKGROUND**

Mt. San Antonio College developed a local plan and submitted an application to the California Community College Chancellor's Office for funding through a federal grant provided by the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV). An allocation of \$989,997 for the 2015-16 academic year will fund activities that will lead to program improvement for CTE programs. In addition, an allocation of \$45,119 for the 2015-16 academic year will fund articulation with secondary programs and continue outreach with partnering districts and Regional Occupational Programs (ROP).

The key aspects of the Act are to:

- provide quality career technical education to students – including special populations – to enter the workforce or continue their education;
- provide technology and equipment upgrades to maintain program currency;
- strengthen the general education content in CTE courses;
- improve the persistence and completion rates of non-traditional and economically disadvantaged students in CTE programs; and
- provide outreach to secondary, proprietary, industry, and community partners.

CTE Transitions funding is provided to assist campuses with Tech Prep-related work after the elimination of these funds at the Federal level. The Tech Prep Consortium was formed in 1992 with a business education focus and is comprised of 10 unified school districts, three ROPs, and Mt. San Antonio College. The College Articulation with secondary programs has grown to include 28 agencies and 53 schools.

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio College proposes to perform the following activities in order to meet the purpose of the Grant:

- strengthen the technical skills of students participating in CTE programs through the integration of general education with CTE;
- link CTE programs at the secondary and postsecondary levels;

Prepared by: Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #37

**SUBJECT:** Activities and Acceptance of Funds: Carl D. Perkins Career and Technical Education (CTE) Act of 2006 (Perkins IV) Title 1C Grant; and CTE Transitions

**DATE:** June 24, 2014

- provide students with strong experience and understanding of all aspects of an industry through work-based learning;
- develop, improve, or expand the use of technology in CTE programs to maintain currency;
- provide professional development to CTE faculty, counselors, and administrators;
- develop and implement evaluations of CTE programs;
- provide activities to support special populations and economically disadvantaged students in CTE programs including marketing and outreach materials;
- promote industry partnerships and functional CTE advisory committees which may require facilities; marketing and advertising; catering and other food items, not to exceed \$8,500 annually;
- validate current and develop new Articulation Agreements by conducting Articulation Workshops;
- funds may be expended for workshop refreshments not to exceed \$600;
- participate in Statewide Career Pathways initiative by utilizing Articulation Templates;
- continue to provide articulation resources via web page;
- continue outreach efforts, such as campus visits, to promote the College and articulation; and
- funds may be expended to transport students to campus for outreach activities and articulation exams, not to exceed \$4,100.

Activities planned for the 2015-16 academic year are coordinated through the Instruction Office. The budget includes funding for:

- curriculum development and improved instructional delivery;
- new equipment and technology purchases;
- student support structures and student services;
- professional development;
- partnership development;
- accountability, assessment, and evaluation; and
- administration (5%).

There is no impact to the Unrestricted General Fund.

#### Funding Source

Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C Grant and CTE Transitions Funding as set aside from the State Carl D. Perkins Allocation.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees accepts the grant funds when awarded and approves the activities, as presented.

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 24, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Child Development Center Activities and Acceptance of 2015-16 Funds</u>	

**BACKGROUND**

The Mt. San Antonio College Child Development Center has received a contract from the California Department of Education, Early Education Support Division. Contract Numbers CCTR-5106 and CSPP-5205 provide general childcare and development programs.

**ANALYSIS AND FISCAL IMPACT**

Contract Number CCTR-5106 provides funding of \$551,095. Contract Number CSPP-5205 provides funding of \$279,308. The contract period for both is July 1, 2015, through June 30, 2016.

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

**Funding Source**

California Department of Education, Early Education Support Division.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contracts with the California Department of Education, Early Education Support Division, as presented.

Prepared by: Tamika Addison/Jennifer Galbraith Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #38



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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Child Development Center and Laboratory School Service Agreement  
With Controltec Systems

**BACKGROUND**

As part of the funding terms and conditions of existing State contracts and Federal grants, the Child Development Center (CDC) completes multiple annual, bi-annual, quarterly, and monthly reports related to participants' program, and funding eligibility and attendance. In addition, the CDC processes invoices and collects tuition for services as part of its fee program. The CDC would like to continue to use the CenterTrack© program/software by Controltec Systems to gather, track, and maintain data necessary to complete required State and Federal reports, and manage tuition payments and other fees for service for the 2015-16 academic year.

**ANALYSIS AND FISCAL IMPACT**

The term of the service agreement with Controltec Systems is July 1, 2015, through June 30, 2016. The cost for the service agreement, which includes maintenance and service usage fees, shall not exceed \$3,000.

**Funding Source**

Unrestricted Child Development Fund (\$3,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the service agreement with Controltec Systems, as presented.

Prepared by: Tamika Addison/Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #39

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Center of Excellence - Contract Renewal With Burning Glass Technologies

**BACKGROUND**

The Center of Excellence (COE) is funded by the California Community Colleges Chancellor's Office as part of the "Doing What Matters for Jobs and the Economy" framework. The COE conducts workforce development research in Los Angeles and Orange Counties. In partnership with business and industry, the Center researches, analyzes, and presents information on regional workforce development needs, customized for community colleges.

To conduct its primary mission, the COE needs access to labor market information and forecast provided by Burning Glass International, Inc., dba Burning Glass Technologies.

**ANALYSIS AND FISCAL IMPACT**

The COE will renew the contract with Burning Glass Technologies to continue to access labor market information regionally, statewide, and nationally. The cost will not exceed \$20,000. The agreement will begin on June 25, 2015, through May 31, 2016.

There will be no cost to the District.

**Funding Source**

Center of Excellence Grant (\$20,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the COE's contract renewal with Burning Glass Technologies, as presented.

Prepared by: Jennifer Galbraith/Daniel Nyiri

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #40

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Center of Excellence 2014-15 Extension and 2015-16 Renewal

**BACKGROUND**

The Center of Excellence (COE) is funded by the California Community Colleges Chancellor's Office, as part of the "Doing What Matters for Jobs and the Economy" framework. The COE provides technical assistance to community colleges in Los Angeles and Orange Counties with labor market research and information on regional employers' hiring needs.

**ANALYSIS AND FISCAL IMPACT**

The COE Grant for 2014-15 was received late, and the current Interim Director began work in late January. The Grant has been extended by the Chancellor's Office to provide adequate time to complete all activities planned and spend the totality of funds awarded (\$200,000). The current performance period will end on December 31, 2015, instead of June 30, 2015.

The COE Grant for 2015-16 has been renewed by the Chancellor's Office. The performance period will begin on July 1, 2015, through June 30, 2016. The amount awarded is \$200,000.

**Funding Source**

California Community Colleges Chancellor's Office (SB1402) (\$200,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the 2014-15 extension and the 2015-16 renewal of the Center of Excellence Grant, as presented.

Prepared by: Daniel Nyiri/Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #41

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 24, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract Agreement with Cal Poly Pomona</u>	

**BACKGROUND**

The Mt. SAC Athletics Men’s and Women’s Tennis Teams will be relocated off campus beginning in the Fall of 2015 due to construction and loss of the 11 tennis courts currently used for classes and competition. Authorization is requested to enter into a contract with Cal Poly Pomona for the use of their courts for classes, practices, and competition seasons. Cal Poly Pomona will charge the Athletics Department fees for use of the courts for the 2015-16 terms. They will also charge for parking on the campus for each quarter.

**ANALYSIS AND FISCAL IMPACT**

The Athletics Department reviewed local opportunities for hosting our competitive intercollegiate tennis teams (men and women) and determined this contract to be optimal. Cal Poly Pomona provides a high quality facility in close proximity to the program support structure, such as academic classes, athletic trainers, equipment technicians, equipment, and other resources. The cost of the rental during the Fall, Winter, and Spring terms, including parking costs per individual, is approximately \$35,000, but not to exceed \$40,000. This will also include a non-refundable fee of \$200 to be paid in advance of the rental.

Funding Source

Measure RR (Series A) Funds (\$40,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with Cal Poly Pomona, as presented.

Prepared by: Joe Jennum Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #42

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Agreement with Cerritos College to Host the 2016 Mt. SAC Relays

**BACKGROUND**

The 58<sup>th</sup> Annual Mt. SAC Relays will be relocated off campus due to construction of the new Stadium. Cerritos College was selected as the sight of the 2016 Relays after an exhaustive search at several other venues. With such an historic and prestigious event, it was important to find a location that would provide the same competitive environment that Hilmer Lodge Stadium has provided for 57 years. Next year's event will be held April 14-16, 2016.

**ANALYSIS AND FISCAL IMPACT**

The Special Events Director reviewed many different local opportunities for hosting such a prestigious event. Cerritos College has a high quality facility that will be able to provide the resources needed to run this event. The cost for rental of the facility will be approximately \$18,000. We are currently negotiating the terms of the deposit, but are seeking authorization to make advance payment (deposit), if necessary. The total cost of the rental and deposit will not exceed \$25,000.

**Funding Source**

Mt. SAC Relays Budget (\$25,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with Cerritos College to host the 2016 Mt. SAC Relays, as presented.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #43

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 24, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Faculty Member and Men's Water Polo Team to Attend Tournament at the Naval Academy in Annapolis, Maryland</u>	

**BACKGROUND**

Authorization is requested for Head Coach Mark Ruh, Assistant Coach Mike Rieben, and 19 members of the Mt. SAC Men's Water Polo Team to participate in a tournament at the Naval Academy in Annapolis, Maryland. This trip will provide an opportunity for our student athletes to be seen by other university coaches in the only other part of the country where water polo is played competitively, on the east coast. The visit will also serve as a learning and bonding experience for the team members and coaches. The travel dates of the trip are September 3-6, 2015.

**ANALYSIS AND FISCAL IMPACT**

The estimated cost of the trip is \$7,000, which will be covered through fund-raising activities.

There will be no impact to the College budget.

Funding Source

Aquatics Fund-raising Account (\$7,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves travel for faculty members Marc Ruh and Mike Rieben and 19 members of the Men's Water Polo team to attend the tournament, as presented.

Prepared by: Joe Jennum Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #44

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Faculty and Pep Squad Team to Attend Training Camp in Henderson,  
Nevada

**BACKGROUND**

Authorization is requested for two faculty members and 50 members of the Pep Squad to attend the National Cheerleaders Association (NCA) & National Dance Associations (NDA) Collegiate Cheer and Dance Camp in Henderson, Nevada. This opportunity will allow our student athletes greater exposure to National Collegiate Athletic Association recruiting, potential scholarships, and nationally recognized level of competition. Travel dates are July 26-29, 2015.

**ANALYSIS AND FISCAL IMPACT**

Estimated cost of travel is \$18,000. All costs will be covered through fund-raising activities.

There will be no impact to the College budget.

**Funding Sources**

Pep Squad Fund-raising Account (\$3,000).

Pep Squad Revenue-Generating Account (\$15,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the attendance of two faculty members and 50 students to attend the NCA and NDA Camp, as presented.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #45

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 24, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Track &amp; Field Students to Attend USA Track &amp; Field Junior and Senior Outdoor National Championships</u>	

**BACKGROUND**

Four members of the Mt. SAC Track & Field teams have qualified to compete at the Junior & Senior USA Track & Field Outdoor Championships. These championships will be held June 24-28, 2015, at the University of Oregon in Eugene, Oregon. Two members of the Mt. SAC coaching staff will accompany the students to this event.

The Junior National Championship event determines the national champion for the United States Track & Field Athletes, 20 years old and under. It also serves as a qualifier for the 2015 International Association of Athletics Federation's World Junior Championships. The Senior National Championship event determines the national champion for all U.S. Track and Field athletes. Qualification to compete at these events is based on meeting a qualifying mark at various events throughout the year and can happen as late as a few weeks before the National Championships.

**ANALYSIS AND FISCAL IMPACT**

The estimated cost is \$9,200.

Funding Source

Stars of Excellence Funds (\$9,200).

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the travel to this competition for our Track & Field student athletes and staff, as presented.

Prepared by: Joe Jennum Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #46



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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Agreement with Walnut High School to Host 2015 Mt. SAC Football Games

**BACKGROUND**

Due to construction on the Football Stadium, the 2015 Mt. SAC football games will be played at Walnut High School. Walnut High School is scheduled to host five regular season games as well as two possible playoff games.

**ANALYSIS AND FISCAL IMPACT**

Walnut High School will provide custodial and security services. The cost for rental of the facility is approximately \$4,000 per game. We are currently negotiating the terms of the deposit, but are seeking authorization to make advance payment (deposit), if necessary. The total cost of the rental and deposit will not exceed \$30,000.

**Funding Source**

Measure RR (Series A) Funds (\$30,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with Walnut High School to host the 2015 Mt. SAC Football games, as presented.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #47

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 24, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Robotics Team Students Participation in the Spark Fun Competition in Boulder, Colorado</u>	

**BACKGROUND**

The Mt. San Antonio College Robotics Team is requesting authorization for faculty member Martin Mason and five team members to attend and participate in the Spark Fun Autonomous Vehicle Competition 2015 in Boulder, Colorado, June 19-21, 2015.

The Mt. SAC Robotics Team won third place nationally in this competition in 2014. In addition to competing against top schools in the world, this event gives students a chance to associate with the top professionals in the industry. Mt. SAC is the only community college to qualify for this event.

**ANALYSIS AND FISCAL IMPACT**

The anticipated cost of this competition is \$1,200.

Funding Source

Associated Students (\$1,200).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves participation of one faculty member and five students at the Spark Fun competition in Colorado, as presented.

Prepared by: Matthew Judd Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #48

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Contract with iHeartMedia Management Services, Inc. dba RCS Sound Software

**BACKGROUND**

The College's internet radio stations, Mt. Rock Radio and Audio8ball, have been using software from RCS Sound Software (RCS) for the past five years. In addition, RCS has also proven to work with the Wheatstone radio console, recently purchased and installed for the newly built radio stations in the Design Technology Building. Integration into new software from RCS would be seamless with existing media and metadata.

RCS is the industry standard in radio-music scheduling and automation. Students taking radio broadcasting courses will learn with hands-on experience and be able to go into the field already knowing how to operate the technology and software.

**ANALYSIS AND FISCAL IMPACT**

RCS Sound Software charges \$1,250 per day for the labor of onsite field technical services plus reasonable travel expenses. Three site visits will be required to complete the installation, which will occur in July 2015. The Arts Division would like to use the 2014-15 New Allocation Phase II monies awarded to the Division to cover the cost of the three days of labor, in an amount not to exceed \$3,750. The College will then be billed for the travel expenses when the installation is complete, in an amount not to exceed \$2,000, which will be paid using Division's 2015-16 unrestricted general funds. Authorization is requested to enter into the contract with RCS Sound Software, for a total not to exceed \$5,750.

**Funding Sources**

New Allocation-Phase II (2014-15) (\$3,750).  
Unrestricted General Fund (2015-16) (\$2,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the service agreement with iHeartMedia Management Services, Inc. dba RCS Sound Software, as presented.

Prepared by: Sue Long

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #49

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

**DATE:** June, 24, 2015

**CONSENT**

**SUBJECT:** Modified Courses and New and Modified Degrees and Certificates  
Effective With the 2015-16 Academic Year

**BACKGROUND**

The following courses, certificates, and degrees have been created or modified to meet Title 5 requirements and to provide additional general education or program options, meet industry requirements, and respond to advisory committee recommendations:

Modified Courses

<u>Modified Courses</u>	<u>Course Title</u>
ANIM 145	Advanced 3D Modeling
MFG 120	CAD for Manufacturing
MFG 130	Manufacturing Processes and Materials
MFG 160	Intro to Mechanical Principles
MFG 210	Advanced CAD
MFG 220	Computer Aided Manufacturing II
PHIL 3	Introduction to Logic
PHIL 3H	Introduction to Logic - Honors
PHIL 20A	History of Ancient Philosophy
PHIL 20AH	History of Ancient Philosophy - Honors
POLI 5	Political Theory I - Ancient to Contemporary

New Certificates

Architecture Foundational Skills

Modified Certificates

Animation-Game and Interactive Multimedia Design Level I  
 Architectural Design Concentration Level I  
 Architectural Design Concentration Level II  
 Architectural Design Concentration Level III  
 Architectural Technology Concentration Level I  
 Architectural Technology Concentration Level II  
 Electronic Technology  
 LVN 30-Unit Option – Career Mobility Track  
 Nutrition  
 Graphic Design Level I  
 Graphic Design Level II  
 Radio Broadcasting: Behind-the-Scenes  
 Radio Broadcasting: On-the-Air

New Degrees

Prepared by: Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #50

**SUBJECT:** Modified Courses and New and Modified Degrees and Certificates Effective  
With the 2015-16 Academic Year

**DATE:** June 24, 2015

Environmental Studies AA  
Film-Television-Electronic Media AS-T  
Nutrition and Dietetics AS-T

Modified Degrees

Architectural Design Concentration AS  
Architectural Technology Concentration AS  
Licensed Vocational Nurse to RN AS  
Natural Sciences AA  
Nursing AS  
Psychiatric Technician to RN AS  
Radio Broadcasting: Behind-the-Scenes AS  
Radio Broadcasting: On-the-Air AS  
Television Production AS

**ANALYSIS AND FISCAL IMPACT**

New and modified courses as well as new and modified degrees, were developed and approved by their respective department committees and approved by the Curriculum and Instruction Council and the Academic Senate.

Funding Source

Not Applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the above curriculum additions and changes with the 2015-16 academic year, as presented.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>June 24, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Course Identification Program Grant: Contract with Academic Senate for California Community Colleges</u>	

**BACKGROUND**

Mt. San Antonio College has a grant titled Course Identification (C-ID) Program, funded by the California Community Colleges Chancellor’s Office. The purpose of the grant is to continue to provide for a course identification numbering system to maximize the effective and efficient transfer of students within and among California’s higher education segments and expand activities to include curriculum that supports a variety of new initiatives including the Associate Degrees for Transfer program, transfer-level Career Technical Education curriculum, lateral transfer among California community colleges (including basic skills), and continual review of the top 20 transfer majors. As part of the grant activities, authorization is requested to enter into a contract with Academic Senate for California Community Colleges (ASCCC).

**ANALYSIS AND FISCAL IMPACT**

The College will subcontract no more than \$90,000 to ASCCC to oversee the curriculum-related responsibilities of the C-ID Program and collaborate on the transition of C-ID operations to the College. The contract will commence on July 1, 2015, and will terminate on October 31, 2015.

ASCCC’s responsibilities will include: appointing a Curriculum Director and necessary staff; providing input into the curriculum-related aspects of the grant work plan; engaging, recruiting, training, and supporting faculty and articulation officers involved in C-ID including faculty discipline input groups and faculty review groups; serving as the liaison to the faculty of the California public higher education academic senates and Association of Independent California Colleges and Universities institutions; convening a C-ID curriculum advisory committee, faculty discipline input groups, faculty review groups, and an articulation officer subgroup; processing faculty reviewer stipend payments; providing helpdesk support on curriculum-related issues; developing and delivering C-ID presentations, as requested, at conferences and trainings; providing statewide expertise on all curriculum-related matters; and providing input on key program metrics and all curriculum-related program costs.

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

Prepared by: <u>Adrienne J. Price</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #51</u>

**SUBJECT:** Course Identification Program Grant: Contract with Academic Senate for  
California Community Colleges

**DATE:** June 24, 2015

Funding Source

California Community Colleges Chancellor's Office.

**RECOMMENDATION**

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

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Child Development Workforce Initiative Grant: Acceptance of Funds  
and Approval of Activities and Purchases

**BACKGROUND**

Mt. San Antonio College received an award notification for a grant titled "Child Development Workforce Initiative," funded by the Los Angeles Universal Preschool. The purpose of the grant is to meet significant challenges that the early child care and education field has faced in attracting and maintaining a workforce that is adequately skilled, well prepared, and culturally and linguistically reflective of the children and families being served. The project will implement a three-tier process that includes recruitment from high school, completion of Child Development certificates and degrees at the College, and transfer to a four-year university to complete a Bachelor of Arts Degree in Child Development or Early Childhood Education. This grant will support students through dedicated advisement, workshops, coursework, and stipends for core members.

As part of the grant activities, authorization is requested to purchase food and promotional materials for grant-related activities, pay for student stipends, and pay for other student costs related to the grant.

**ANALYSIS AND FISCAL IMPACT**

The grant award is \$350,000. The period of performance is July 1, 2015, through June 30, 2016.

The funding agency has approved the expenditure of grant funds to support the following: faculty reassigned time and/or overload to develop and implement grant activities; non-instructional salaries for a project director, project coordinator, educational advisor, data entry, and related support; employee benefits; instructional and non-instructional supplies and materials; travel/conference for participants including students and non-Mt. SAC employees; financial support for participants including reimbursements, stipends, skills training, CPR training, and Live Scan screening; professional development and outreach; publication/duplication costs; food services/catering; and indirect costs.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #52



**SUBJECT:** Child Development Workforce Initiative Grant: Acceptance of Funds and Approval of Activities and Purchases

**DATE:** June 24, 2015

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

- purchase food and/or catering services for professional development, outreach activities, workshops, and other grant-related meetings, not to exceed \$3,000 per meeting;
- purchase promotional items for outreach, not to exceed \$5,000 per event; and
- pay for student support costs, stipends, skills training, and Live Scan screening.

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

Funding Source

Los Angeles Universal Preschool.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the Child Development Workforce Initiative Grant funds and approves the activities and purchases, as presented.

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Title V – Developing Hispanic-Serving Institutions “Building Pathways of Persistence and Completion” Grant: Acceptance of Funds and Approval of Purchases

**BACKGROUND**

Mt. San Antonio College received an award notification for a Title V – Developing Hispanic-Serving Institutions Grant titled “Building Pathways of Persistence and Completion,” funded by the U.S. Department of Education. The overarching purpose of the grant is to develop curriculum design models and support structures that accelerate students’ certificate completion, graduation, and/or transfer rates. The grant will focus on the following five integrated components critical to improving the success of Hispanic and other at-risk populations as they move through Mt. SAC’s educational pipeline:

- enable students to make more informed educational goals;
- provide support services that accelerate students into and promote retention in college-level coursework;
- create sustainable and scalable cohort models that move students quickly into college-level coursework and promote faster completion of certificate/degree/transfer programs in specific disciplines;
- increase and enhance communication with students; and
- provide faculty with professional development opportunities and resources that promote student success and completion.

As part of the grant activities, authorization is requested to provide advance payment (deposits) to vendors for grant-related activities, to purchase food for grant-related meetings that occur throughout the year (not to exceed \$3,000 per event), and to purchase promotional items for events that occur throughout the year (not to exceed \$2,000 per event).

**ANALYSIS AND FISCAL IMPACT**

This grant award notification is for the third year of funding (\$649,967) of a projected five-year award. Continued grant funding is contingent upon annual performance reviews. The total grant award is projected to be \$3,247,502.

The performance period for this grant is October 1, 2013, through September 30, 2018. The budget period for the third year is October 1, 2015, through September 30, 2016.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #53

**SUBJECT:** Title V – Developing Hispanic-Serving Institutions “Building Pathways of Persistence and Completion” Grant: Acceptance of Funds and Approval of Purchases

**DATE:** June 24, 2015

The funding agency has approved the expenditure of grant funds to support the following: faculty, classified, management, hourly, and student personnel; employee benefits; travel and professional development; equipment; instructional and non-instructional supplies, materials, and software; food supplies and/or catering; contracted services; printing/marketing; promotional items; student stipends; and other grant-related costs.

As part of the grant activities, project staff will conduct program orientations, professional development activities, advisory committee meetings, and other events. Authorization is requested to purchase food and/or catering services and promotional items for these meetings and special events.

The grant does not require matching funds; however, the funding agency expects the College to gradually institutionalize some components of the grant in order to maintain successful outcomes beyond grant funding.

#### Funding Source

U.S. Department of Education.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees accepts the Title V – Developing Hispanic-Serving Institutions Grant funds and approves the purchases, as presented.



# MT. SAN ANTONIO COLLEGE

## BOARD OF TRUSTEES

### 2015-16 REGULAR MEETING CALENDAR

The Mt. San Antonio College Board of Trustees normally meets the second Wednesday of each month at 1100 North Grand Avenue, Walnut, CA, 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 2015-16:

- July 8, 2015
- August 5, 2015
- September 9, 2015
- October 21, 2015
- November 11, 2015
- December 9, 2015
- January 13, 2016
- February 10, 2016
- March 9, 2016
- April 13, 2016
- May 11, 2016
- June 22, 2016

WTS:dl

Recommended by: Bill Scroggins Agenda Item: Consent #54

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Web Writing Services

**BACKGROUND**

Websites are critical for colleges to promote their programs to potential students. It is the primary way users learn about Mt. San Antonio College. The District is currently undergoing a website redesign project with an aggressive timeline to help future students as soon as possible. The project is expected to help users find the information they need through updated structure, navigation, design, and content.

In order to improve the website on a short timeline, the District previously retained the support services of KPS3, a marketing and digital communications agency that employs a team of 30 experts. Their web writing professionals conducted research and then provided new content for about 100 pages, for \$8,000. The content was strategically on point for our audiences and consistent with our brand, easy to read, and engaging. In addition, content was search engine optimized so we could attract the right audience, engage them, and move them to action.

The first phase of the web redesign project was originally about 100 pages. However, project managers would like to expand the project to about 200 pages in order to update content for more pages that prospective and current students regularly use.

**ANALYSIS AND FISCAL IMPACT**

Authorization is requested to enter into a second contract with KPS3 for web writing support for Phase 1 of the Website Redesign Project, for an amount not to exceed \$5,000.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with KSP3, as presented.

Prepared by: Uyen Mai

Reviewed by: Bill Scroggins

Recommended by: Bill Scroggins

Agenda Item: Consent #55

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 24, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract with California State University Channel Islands Conference and Events Department for the ACES Summer Residential Transfer Bridge Program</u>	

**BACKGROUND**

Mt. San Antonio College ACES (TRiO) Program is requesting approval of a contract with California State University (CSU) Channel Islands Conference and Events Department for its upcoming ACES Summer Residential Transfer Bridge Program, to be held July 26-31, 2015, at CSU Channel Islands. The purpose of this pilot program is to enhance students' academic and transfer knowledge and exposure to four-year colleges and universities. This project is part of the College's approved Student Equity Plan: "Transfer Bridge" Program. Students will participate in hands-on activities that enhance their classroom experience, participate in a transfer workshop designed to prepare them for the Fall 2015 transfer admission process, and be exposed to CSU Channel Islands through campus visits and admissions/student services presentations.

**ANALYSIS AND FISCAL IMPACT**

The contract covers lodging, food, and use of facilities. The ACES Summer Residential Transfer Bridge Program will host three staff and 30 students. The total amount of the contract is not to exceed \$11,120. The final payment is due July 1, 2015.

**Funding Source**

Restricted Funding - Student Equity.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with California State University Channel Islands Conference and Events Department for the ACES Summer Residential Transfer Bridge Program.

Prepared by: Zolita Fisher/Francisco Dorame Reviewed by: Audrey Yamagata-Noji  
Recommended by: Bill Scroggins Agenda Item: Consent #56

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Contract with Maxient LLC

**BACKGROUND**

Maxient LLC's Conduct Manager is a fully web-based solution for managing the processes and records related to student behavior including discipline, behavioral intervention/threat assessment, and Title IX complaints. Federal and State requirements related to identifying, tracking, and monitoring of student conduct issues and complaints require the College to utilize an elaborate and integrated record-keeping system. This software enables online incident reporting, potentially through multiple, customized reporting forms; streamlines the production of letters to students and notification between campus departments including e-mails which can be confirmed received; produces detailed reports instantaneously; and allows an office to become as paperless as desired.

**ANALYSIS AND FISCAL IMPACT**

Maxient's annual service fee is \$11,000 plus a one-time-only setup fee of \$5,000. The setup fee covers all the upfront costs related to implementation and integration of Maxient with Banner and staff training.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with Maxient LLC for the period July 1, 2015, through June 30, 2016.

Prepared by: Carolyn Keys

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #57

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 24, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract with The Princeton Review-Led Classroom Course Agreement for the Upward Bound Program</u>	

**BACKGROUND**

Mt. San Antonio College Upward Bound Program is requesting approval of a contract with The Princeton Review for instructional services in teaching a Scholastic Aptitude Test (SAT) course to be held every Saturday, commencing August 1-October 3, 2015, at Mt. San Antonio College. The purpose of the Upward Bound Grant is to provide low-income and potential first-generation college students with instruction, services, and activities that will enable them to stay in school, graduate from high school, and successfully enter and graduate from postsecondary education.

As part of the grant activities, authorization is requested to enter into a contract with The Princeton Review.

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio College will enter into a contract with The Princeton Review in an amount not to exceed \$7,500. The contract will provide funds for the following:

- eighteen hours of instruction in preparing for the Scholastic Aptitude Test;
- copies of the following book for each class participant: The Princeton Review's SAT course manual v 4.1;
- four full-length SAT practice exams (4.5 hours in duration); and
- access to the Princeton Review's Online Student Center.

**Funding Source**

U.S. Department of Education, Upward Bound Grant.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with The Princeton Review-Led Classroom Course Agreement for the Upward Bound Program.

Prepared by: Zolita Fisher/Francisco Dorame Reviewed by: Audrey Yamagata-Noji  
Recommended by: Bill Scroggins Agenda Item: Consent #58



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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Subscription Agreement with MediCat

**BACKGROUND**

Consideration of approval is requested by Student Health Services to subscribe to MediCat, a hosted electronic health record software service. The initial cost of this subscription will allow Student Health Services to install a full practicing health scheduling and practice management system, eliminating the current paper health records. This electronic health record software will ensure access to the Student Health records at the current health center and at the future satellite location, in the Student Success Center.

**ANALYSIS AND FISCAL IMPACT**

Total Hosted Annual Subscription Price	\$13,000
Installation, Training, and Implementation	8,000
Data Conversion	<u>2,500</u>
Total Year One Cost	\$23,500

**Funding Source**

Year One Cost: 2014-15 New Resource Allocation:	\$23,000
Student Health Fees	500
Annual Hosted Subscription Cost Year Two:	
Student Health Fees	\$13,000

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the subscription agreement with MediCat, as presented.

Prepared by: Marguerite Whitford/Carolyn Keys

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #59

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

**DATE:** June 24, 2015

**CONSENT**

**SUBJECT:** Independent Contractors: Note Takers for the Disabled Student  
Programs and Services

**BACKGROUND**

Approval of Note Takers as Independent Contractors for the Disabled Student Programs and Services (DSPS) for the Spring 2015 semester (February 23-June 12, 2015).

**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:

<b>Provider</b>	<b>Amount Not to Exceed</b>
Acevedo, Corina	\$96.00
Aguilar, Genisse	\$96.00
Anzo Andrade, Cristobal	\$96.00
Arciniega, Salina	\$96.00
Arias, Rosana	\$96.00
Banda, Daveena	\$96.00
Barry, Tullikki	\$96.00
Bell, Amanda	\$96.00
Cervantes, Saul	\$96.00
Chung, Tracy	\$96.00

<b>Provider</b>	<b>Amount Not to Exceed</b>
Collard, Robert	\$96.00
Contreras, Acacia	\$96.00
Dalman, Samantha	\$96.00
De La Torre, Jazmine	\$96.00
De Sues, Matthew	\$96.00
Dinh, Dalena	\$96.00
Escalante, Kevin	\$96.00
Estrada, Beau	\$96.00
Finley, Najya	\$96.00
Gamboa Mejia, Victoria	\$96.00

Prepared by: Grace Hanson

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #60

**SUBJECT:** Independent Contractors: Note Takers for the Disabled Student Programs and Services

**DATE:** June 24, 2015

<b>Provider</b>	<b>Amount Not to Exceed</b>
Garcia, Ingrid	\$96.00
Gochi, Vanessa	\$288.00
Gutierrez, Moses	\$96.00
Guzman, Estefania	\$192.00
Holmquist, Kayla	\$96.00
Hoyos, Lauren	\$96.00
Huffman, Jennifer	\$96.00
Hurt, Crystal	\$96.00
Jauregui, Laura	\$96.00
Jeon, Eunice	\$96.00
Labriola, Jenna	\$96.00
Lau, Lawrence	\$96.00
Lopez, Michelle	\$96.00
Lopez Mendez, Lydia	\$96.00
Maldonado, Angelica	\$96.00
Megginson, Trevor	\$96.00
Melchor, Ana	\$96.00
Melgoza, Valerie	\$96.00
Monterrey, Tynisha	\$96.00

<b>Provider</b>	<b>Amount Not to Exceed</b>
Nava Gutierrez, Celestino	\$96.00
Navarrete Medina, Gloria	\$96.00
Nunez, Daisy	\$96.00
Nunez-Galvan, Veronica	\$96.00
Orlando, Brandon	\$96.00
Palma, Benny	\$96.00
Patricio, Marilou	\$96.00
Perez, Jennifer	\$96.00
Perez, Karely	\$96.00
Perez, Leovardo	\$288.00
Pizana, Jennifer	\$96.00
Pogosova, Elena	\$96.00
Pranajasa, Tiffany	\$96.00
Prisk, Jessica	\$96.00
Renteria, Tony	\$96.00
Robinson, Athena	\$96.00
Rodriguez, Leslie	\$96.00
Rodriguez-Hernandez, Jose	\$96.00
Romero, Natalie	\$96.00

**SUBJECT:** Independent Contractors: Note Takers for the Disabled Student Programs and Services

**DATE:** June 24, 2015

<b>Provider</b>	<b>Amount Not to Exceed</b>
Ruiz, Brittney	\$96.00
Salazar, Serena	\$96.00
Sands, Nichol	\$96.00
Santos, Marissa	\$96.00
Savino, Sara	\$96.00
Scott, Jokena	\$96.00
Short, Sabrina	\$96.00
Stone, Brittney	\$96.00
Stovall, Divonna	\$96.00

<b>Provider</b>	<b>Amount Not to Exceed</b>
Ting, Amanda	\$96.00
Torki, Yasmeen	\$96.00
Vargas, Linda	\$96.00
Victoria, Justine	\$96.00
Villafuerte, Celine	\$96.00
Virgen, Brittany	\$96.00
Wadsworth, Desiree	\$96.00
Yanez, Maria	\$96.00
Zelada Moran, Sasha	\$96.00

Funding Source

Restricted General Fund – Disabled Student Programs and Services.

**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:** June 24, 2015

**ACTION**

**SUBJECT:** Revised College Mission Statement, Vision Statement, and Core Values

**BACKGROUND**

The College Mission Statement, Vision Statement, and Core Values are philosophical statements that guide our purpose and focus. The President's Advisory Council is charged with reviewing the College's Mission Statement, Vision Statement, and Core Values on a regular basis.

**ANALYSIS AND FISCAL IMPACT**

The College's Mission Statement, Vision Statement, and Core Values express our purpose, as established by the legislature and further defined by the Board of Governors and the College Board of Trustees. Everything we do should relate to and support these guiding statements.

In a recent review by the President's Advisory Council, it was recommended that the College's Mission Statement, Vision Statement, and Core Values be revised.

The intent is to post the College's Mission Statement, Vision Statement, and Core Values on its website as well as install framed versions in every major office on campus. While an exact cost is not yet determined, it is expected to be nominal.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the revised College Mission Statement, Vision Statement, and Core Values, as follows:

Recommended by: Bill Scroggins Agenda Item: Action #1

**SUBJECT:** Revised College Mission Statement, Vision Statement, and Core Values

**DATE:** June 24, 2015

## Mission Statement

The mission of Mt. San Antonio College is to support **all** students in achieving their full educational potential in an environment of academic excellence.

## Vision Statement

Mt. SAC strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services.

As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

## Core Values

- Integrity: We treat each other honestly, ethically, and respectfully in an atmosphere of trust.
- Equity and Diversity: We respect and welcome all differences, and we foster equal opportunity to succeed throughout the campus community.
- Community Building: We work in responsible partnerships through open communication, caring, and a cooperative spirit.
- Student Focus: We address the needs of students and the community both in our planning and in our actions.
- Lifelong Learning: We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services.
- Positive Spirit: We work harmoniously, show compassion, and take pride in our work.

\*Board Approved: April 2008

Vision and Core Values Revised: December 2001

Reviewed by President's Advisory Council: January 2011. No suggested revisions.

Mission Statement Revised: June 2013

Reviewed by President's Advisory Council: September 2014. Proposed revisions.

Reviewed by President's Advisory Council: June 2015. Proposed revisions.

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

**DATE:** June 24, 2015

**ACTION**

**SUBJECT:** Classification and Compensation Study Descriptions for CSEA,  
Chapter 262-Represented Employees

**BACKGROUND**

The District performed a classification and compensation study of the position classification descriptions and range placement of all Classified, Confidential, Supervisory, and Management employees.

**ANALYSIS AND FISCAL IMPACT**

As a result of the classification and compensation study, the position classifications are for employees in CSEA, Chapter 262-represented positions. The position classification descriptions provided are accessible for viewing at <http://www.mtsac.edu/about/jobs> and are recommended for implementation effective July 1, 2014.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the recommended classification position descriptions and corresponding salary and range placement for CSEA, Chapter 262-represented employees. The District and CSEA, Chapter 262 are continuing to develop position classification descriptions and salary range placements through a collaborative process. Remaining position classification descriptions and range placement will be brought to the Board for action at a future Board meeting.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #2

**SUBJECT:** Classification and Compensation Study Descriptions for CSEA, Chapter 262-  
Represented Employees

**DATE:** June 24, 2015

**Position Classification Descriptions  
CSEA, Chapter 262**

<b>Current Title</b>	<b>Current Salary Range</b>	<b>Recommended Title</b>	<b>Proposed Salary Range</b>
Alternate Media Technician	62	Alternate Media Program Specialist	79
Computer Facilities Coordinator	107	Coordinator, Computer Facilities	107
Coordinator, Health Careers Resource Center	112	Coordinator, Health Careers Resource Center	112
Learning Assistance Resource Center (LARC) Support Specialist	86	Coordinator, Learning Assistance Resource Center (LARC)	95
Learning Lab Coordinator	88	Coordinator, Learning Lab	88
Coordinator, Matriculation	112	Coordinator, Matriculation	112
Lead Printing Operations	95	Coordinator, Printing Services	95
Student Activities Coordinator	105	Coordinator, Student Activities	105
Supplemental Instruction Program Specialist	95	Coordinator, Supplemental Instruction Program	95
EOPS Outreach Specialist	54	EOPS Specialist	54
ESL Outreach Specialist	53	ESL Outreach Specialist	53
Technician I, Event Services	68	Event Services Technician	68
Graphics Technician	81	Graphic Designer	98
Data Communications Technician	107	Information Technology Support Technician	107
Network Support Specialist	107		
Senior Help Desk/Network Support Technician	95		
Technician III, Event Services	89	Lead Event Services Technician	89
Mail Room Operator	62	Lead Mail Room Operator	72
Lead Technician, Telecommunications & Networking	114	Lead Telecommunications Support Technician	114
Medical Assistant	77	Medical Assistant	77
Mental Health Clinician	124	Mental Health Clinician	124
Printing Services Technician I	70	Printing Services Technician	73
Printing Services Technician II	73		
Registered Nurse Practitioner	126	Registered Nurse Practitioner	126
Staff Nurse	105	Staff Nurse	105
Technician, Telecommunications & Networking	107	Telecommunications Technician	107



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

**DATE:** June 24, 2015

**ACTION**

**SUBJECT:** Classification and Compensation Study: Range Placement for CSEA,  
Chapter 262-Represented Employees

**BACKGROUND**

The District performed a classification and compensation study of the position classification descriptions and range placement of all Classified, Confidential, Supervisory, and Management employees.

**ANALYSIS AND FISCAL IMPACT**

As a result of the classification and compensation study, the following range placements for employees in CSEA, Chapter 262-represented positions are recommended. The cost of the Reclassification for all the employees impacted by the classification and compensation study is \$465,639.00.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the recommended classification and compensation study range placement for CSEA, Chapter 262-represented employees.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #3

**SUBJECT:** Classification and Compensation Study: Range Placement for CSEA,  
Chapter 262-Represented Employees

**DATE:** June 24, 2015

**Range Placement for CSEA, Chapter 262**

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Months	Monthly Salary
Carl, James F.	Previous Title	Lead Printing Operations	07/01/14	95	6	L30	5%	100	12	7,260.98
Carl, James F.	New Title	Coordinator, Printing Services	07/01/14	95	6	L30	5%	100	12	7,260.98
Elkoussy, Kamilia M.	Previous Title	Computer Facilities Coord	07/01/14	107	6	L20		50	11	3,637.11
Elkoussy, Kamilia M.	New Title	Coordinator, Computer Facilities	07/01/14	107	6	L20		50	11	3,637.11
Espina, Marlene	Previous Assignment	LARC Support Specialist	07/01/14	86	3			100	12	4,533.08
Espina, Marlene	Previous Assignment	LARC Support Specialist	08/01/14	86	4			100	12	4,759.74
Espina, Marlene	New Assignment	Coordinator, Learning Assistance and Resource Center	07/01/14	95	3			100	12	4,957.76
Espina, Marlene	New Assignment	Coordinator, Learning Assistance and Resource Center	08/01/14	95	4			100	12	5,205.66
Evert, Glenn L.	Previous Title	Computer Facilities Coord	07/01/14	107	6	L10	3%	50	11	3,447.14
Evert, Glenn L.	Previous Title	Computer Facilities Coord	02/01/15	107	6	L15	3%	50	11	3,619.66
Evert, Glenn L.	New Title	Coordinator, Computer Facilities	07/01/14	107	6	L10	3%	50	11	3,447.14
Evert, Glenn L.	New Title	Coordinator, Computer Facilities	02/01/15	107	6	L15	3%	50	11	3,619.66
Figueroa Morales, Eva C.	Previous Title	Supplemental Inst Prog Spec	07/01/14	95	6			100	12	5,739.25
Figueroa Morales, Eva C.	Previous Title	Supplemental Inst Prog Spec	08/01/14	95	6	L10		100	12	5,940.12
Figueroa Morales, Eva C.	New Title	Coordinator, Supplemental Instruction Program	07/01/14	95	6			100	12	5,739.25
Figueroa Morales, Eva C.	New Title	Coordinator, Supplemental Instruction Program	08/01/14	95	6	L10		100	12	5,940.12
Francisco, Ian C.	Previous Title	Data Communications Tech	07/01/14	107	6	L15		100	12	7,028.46
Francisco, Ian C.	New Title	Information Technology Support Technician	07/01/14	107	6	L15		100	12	7,028.46
Friesen, James E.	Previous Title	Tech III, Event Services	07/01/14	89	6	L10		100	12	5,595.83
Friesen, James E.	New Title	Lead Event Services Technician	07/01/14	89	6	L10		100	12	5,595.83
Galatiano, Marcell	Previous Title	Tech, Telecomm & Networking	07/01/14	107	6	L10		100	12	6,693.46

**SUBJECT:** Classification and Compensation Study: Range Placement for CSEA,  
Chapter 262-Represented Employees

**DATE:** June 24, 2015

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Months	Monthly Salary
Galatiano, Marcell	New Title	Telecommunications Technician	07/01/14	107	6	L10		100	12	6,693.46
Gallardo, Antonio R.	Previous Title	Computer Facilities Coord	07/01/14	107	6	L10		100	12	6,693.46
Gallardo, Antonio R.	New Title	Coordinator, Computer Facilities	07/01/14	107	6	L10		100	12	6,693.46
Gonzales, James D.	Previous Title	Tech I, Event Services	07/01/14	68	6	L30	6%	100	12	5,603.13
Gonzales, James D.	New Title	Event Services Technician	07/01/14	68	6	L30	6%	100	12	5,603.13
Heflin, Brian G.	Previous Assignment	Alternate Media Technician	07/01/14	62	6			100	12	4,132.80
Heflin, Brian G.	Temporary Assignment	Sr Systems Analyst/Programmer	07/01/14	124	1			100	12	6,001.03
Heflin, Brian G.	New Assignment	Alternate Media Program Specialist	07/01/14	79	4			100	12	4,439.50
Hutton, Robert W.	Previous Title	Computer Facilities Coord	07/01/14	107	6	L15	3%	100	12	7,239.31
Hutton, Robert W.	New Title	Coordinator, Computer Facilities	07/01/14	107	6	L15	3%	100	12	7,239.31
Jackson, Robert L.	Previous Title	Computer Facilities Coord	07/01/14	107	6	L20		100	12	7,274.21
Jackson, Robert L.	Previous Title	Computer Facilities Coord	10/01/14	107	6	L25		100	12	7,529.01
Jackson, Robert L.	New Title	Coordinator, Computer Facilities	07/01/14	107	6	L20		100	12	7,274.21
Jackson, Robert L.	New Title	Coordinator, Computer Facilities	10/01/14	107	6	L25		100	12	7,529.01
Killiany, Kathy L.	Previous Assignment	Coord, Health Careers Res Ctr	07/01/14	112	6			100	12	6,797.00
Killiany, Kathy L.	Temporary Assignment	Coord, Spec Proj-Tech and Hlth	07/01/14	118	6			100	12	7,215.14
Killiany, Kathy L.	New Assignment	Coordinator, Health Careers Resource Center	07/01/14	118	6			100	12	7,215.14
Long, Karen	Previous Title	Computer Facilities Coord	07/01/14	107	6			100	12	6,467.11
Long, Karen	New Title	Coordinator, Computer Facilities	07/01/14	107	6			100	12	6,467.11
Lundgren, Linda L.	Previous Assignment	Graphics Technician	07/01/14	81	6			100	12	4,992.90
Lundgren, Linda L.	Previous Assignment	Graphics Technician	10/01/14	81	6	L10		100	12	5,167.65
Lundgren, Linda L.	Temporary Assignment	Graphics Designer	07/01/14	98	4			100	12	5,363.39
Lundgren, Linda L.	Temporary Assignment	Graphics Designer	10/01/14	98	4	L10		100	12	5,551.11
Lundgren, Linda L.	New Assignment	Graphic Designer	07/01/14	98	4			100	12	5,363.39
Lundgren, Linda L.	New Assignment	Graphic Designer	10/01/14	98	4	L10		100	12	5,551.11
Macatiag, Rowena P.	Previous Title	Data Communications Tech	07/01/14	107	6			100	12	6,467.11

**SUBJECT:** Classification and Compensation Study: Range Placement for CSEA,  
Chapter 262-Represented Employees

**DATE:** June 24, 2015

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Months	Monthly Salary
Macatiag, Rowena P.	New Title	Information Technology Support Technician	07/01/14	107	6			100	12	6,467.11
Magdaleno, Jose R.	Previous Assignment	Sr. Help Desk/Network Sup Tech	07/01/14	95	6			100	12	5,739.25
Magdaleno, Jose R.	Previous Assignment	Sr. Help Desk/Network Sup Tech	11/01/14	95	6	L10		100	12	5,940.12
Magdaleno, Jose R.	Temporary Assignment	Data Communications Technician	07/01/14	107	5			100	12	6,159.15
Magdaleno, Jose R.	Temporary Assignment	Data Communications Technician	11/01/14	107	5	L10		100	12	6,374.72
Magdaleno, Jose R.	New Assignment	Information Technology Support Technician	07/01/14	107	5			100	12	6,159.15
Magdaleno, Jose R.	New Assignment	Information Technology Support Technician	11/01/14	107	5	L10		100	12	6,374.72
Mc Rae, Kendall R.	Previous Title	Computer Facilities Coord	07/01/14	107	6	L10		100	12	6,693.46
Mc Rae, Kendall R.	New Title	Coordinator, Computer Facilities	07/01/14	107	6	L10		100	12	6,693.46
Monteith, Gregory S.	Previous Title	Data Communications Tech	07/01/14	107	6			100	12	6,467.11
Monteith, Gregory S.	New Title	Information Technology Support Technician	07/01/14	107	6			100	12	6,467.11
Nagamine, Daryl O.	Previous Title	Network Support Specialist	07/01/14	107	6	L20		100	12	7,274.21
Nagamine, Daryl O.	New Title	Information Technology Support Technician	07/01/14	107	6	L20		100	12	7,274.21
Rawlings, William A.	Previous Title	Computer Facilities Coord	07/01/14	107	6	L15	6%	100	12	7,450.17
Rawlings, William A.	New Title	Coordinator, Computer Facilities	07/01/14	107	6	L15	6%	100	12	7,450.17
Romero, Edwin	Previous Title	Student Activities Coord	07/01/14	105	6			100	12	6,339.69
Romero, Edwin	Temporary Out of Unit Assignment	Director, Student Life	10/09/14	15	1			100	12	9,568.00
Romero, Edwin	New Title	Coordinator, Student Activities	07/01/14	105	6			100	12	6,339.69
Stubbe, Robert G.	Previous Title	Computer Facilities Coord	07/01/14	107	6		3%	100	12	6,661.12
Stubbe, Robert G.	New Title	Coordinator, Computer Facilities	07/01/14	107	6		3%	100	12	6,661.12
Tagarao, Clarence L.	Previous Assignment	Mail Room Operator	07/01/14	62	6	L10		100	12	4,277.45

**SUBJECT:** Classification and Compensation Study: Range Placement for CSEA,  
Chapter 262-Represented Employees

**DATE:** June 24, 2015

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Months	Monthly Salary
Tagarao, Clarence L.	New Assignment	Lead Mail Room Operator	07/01/14	72	5	L10		100	12	4,499.99
Tifrea, Christian I.	Previous Title	Tech, Telecomm & Networking	07/01/14	107	6			100	12	6,467.11
Tifrea, Christian I.	New Title	Telecommunications Technician	07/01/14	107	6			100	12	6,467.11
Tzeng, Chingruey	Previous Title	Computer Facilities Coord	07/01/14	107	6	L10	3%	20	10	1,378.85
Tzeng, Chingruey	New Title	Coordinator, Computer Facilities	07/01/14	107	6	L10	3%	20	10	1,378.85
Vacancy	Previous Title	Computer Facilities Coord	07/01/14	107	1			100	12	5,067.14
Vacancy	New Title	Coordinator, Computer Facilities	07/01/14	107	1			100	12	5,067.14
Zaal, Timothy R.	Previous Assignment	Alternate Media Technician	07/01/14	62	6			100	12	4,132.80
Zaal, Timothy R.	New Assignment	Alternate Media Program Specialist	07/01/14	79	4			100	12	4,439.50

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

**DATE:** June 24, 2015

**INFORMATION**

**SUBJECT:** Revisions to Administrative Procedure 5055 – Enrollment Priorities

**BACKGROUND**

Administrative Procedure 5055 – Enrollment Priorities has been revised and is being presented.

**ANALYSIS AND FISCAL IMPACT**

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Administrative Procedure 5055 have been made.

The language has been reviewed by President’s Cabinet, President’s Advisory Council, Academic Mutual Agreement Council, Academic Senate, and Student Preparation and Success Council.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 5055 – Enrollment Priorities.

Prepared by: George Bradshaw

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Information #1

**SUBJECT:** Revisions to Administrative Procedure 5055 – Enrollment Priorities

**DATE:** June 24, 2015

## Chapter 5 - Student Services

### AP 5055 Enrollment Priorities

**References:**

Title 5 Sections **55031**, **55530**, 58106, 58108; Education Code Sections 66025.8, et seq.

**Enrollment Limitations**

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See Board Policy and Administrative Procedure 4260 regarding pre- and co-requisites).

Enrollment may be limited due to the following: health and safety considerations; facility limitations; faculty workload; availability of qualified instructors; funding limitations; **the constraints of regional planning or legal requirements imposed by statutes and regulations**; and/or contractual requirements.

**Procedures for limiting enrollment shall be consistent with one or more of the following:** ~~When enrollment must be limited, the priorities for determining who may enroll are:~~

- limiting enrollment to first-come, first-served **basis**, or **using** other non-evaluative selection techniques;
- in the case of intercollegiate ~~completion~~ **competition**, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions;
- limiting enrollment to **using** any selection procedure expressly authorized by statute; and
- ~~providing registration priority to current or former members of the federal armed forces, the State reserves and the California National Guard for a four year time period, taken no later than 15 years after discharge. This excludes those who were given a Dishonorable or Bad Conduct discharge.~~

**SUBJECT:** Revisions to Administrative Procedure 5055 – Enrollment Priorities

**DATE:** June 24, 2015

- limiting enrollment with respect to students on probation or subject to dismissal to a total number of units, or to selected courses, or to follow a prescribed educational plan.; and/or

### **Establishment of Registration Priority**

The purpose of establishing registration priorities is to enable students to enter and be able to complete their educational goals at Mt. SAC in a reasonable timeframe by providing priority registration to groups of students with special needs and to maintain that priority as long as they continue to make good progress.

**Per Title 5 Section 58108, the College shall adopt policies and procedures that include the administration of a registration system that grants priority enrollment to certain students in that system for each term the registration priority system is administered to students who:**

- **are first-time students within the meaning of Section 55530 (c) and have completed orientation, assessment, and developed student education plans; or**
- 
- **are not first-time students within the meaning of Section 55530 (c) and have not lost registration priority; or**
- 
- **who are continuing students not on academic or progress probation for two consecutive terms as defined in Section 55031 and first-time students who have completed orientation, assessment, and developed student education plans.**

**Districts The College shall provide highest and equal priority to students eligible for registration priority to students who are:**

1. **a member of the armed forces or a veteran pursuant to Education Code Section 66025.8 91.;**
2. **a foster youth or former foster youth pursuant to Education Code Section 66025.9;**
3. **determined to be eligible for Disabled Student Program and Services as set forth in Education Code Section 66025.91;**
4. **receiving services through the Extended Opportunity Programs and Services as set forth in Education Code Section 66025.91; or**
5. **receiving aid from the California Work Opportunity and Responsibility to Kids Program as set forth in Education Code Section 66025.92.**



**SUBJECT:** Revisions to Administrative Procedure 5055 – Enrollment Priorities

**DATE:** June 24, 2015

**Subsequent to the required compliance with Title 5 Section 58108,** ~~the~~ College's mutual agreement process will determine the groups of students and enrollment categories that are eligible for early priority registration, upon recommendation from the Student Preparation and Success Council. Priority is derived from Title 5 regulations (Section 58108) which provide for local districts to determine registration priority. ~~Students eligible for DSPS and EOPS are guaranteed priority registration per Title 5 (Sections 56026 & 56232). Students eligible for military priority registration (under Education Code Section 66025.8) may have to present proof of Honorable, or General, or Other than Honorable Discharge.~~ Certain groups of students are afforded early priority registration based on particular programmatic involvement. **Student members of Specialized programs must meet the requirements specified in Title 5 (Section 58108).** This would include students who have attained a status and are active on competitive teams or performance groups that require the students to enroll within prescribed time blocks to accommodate required practice, rehearsal, competition, and performance schedules. **Student members of special programs must meet the requirements specified in Title 5 (Section 58108).**

Definitions:

**The College will use the following definitions when establishing categories for registration priority:**

- DSPS: Students who are eligible and enrolled in Disabled Students Programs and Services (DSPS) based on their disability status.
- EOPS: Students who are eligible and enrolled in Extended Opportunity Programs and Services (EOPS). Students enrolled in the Cooperative Agencies Resources for Education (CARE) program qualify as EOPS per State guidelines.
- CalWORKs: Students who are eligible and designated as participants in the California Work Opportunities and Responsibility to Kids (CalWORKs) program. Students classified as Workforce Investment Act (WIA) participants qualify as CalWORKs students per State guidelines.
- Foster Youth: Students who are considered current foster youth or emancipated foster youth, up to the age of 24.
- High School Matriculants: Recent high school graduates (from feeder high schools) enrolled in the Connect 4 Program, who have completed the matriculation components (application, admissions, assessment, orientation, counseling/advisement, and education plan) coordinated through the office of High School Outreach, prior to their first fall semester of enrollment.
- Non Credit: Matriculating non-credit students including all ABE, ESL, and VESL students.

**SUBJECT:** Revisions to Administrative Procedure 5055 – Enrollment Priorities

**DATE:** June 24, 2015

- New Matriculants: Students who are new to the College and have completed 1) Orientation; 2) Assessment; and 3) **approved electronic developed** Education Plans.
- Military Service: Current or former members of the federal ~~a~~**Armed f**Forces of the United States, the State Military Reserves, and the California National Guard who have registration priority for a four-year time period, taken no later than 15 years after discharge. This excludes those who were given a Dishonorable or Bad Conduct discharge. **Students eligible for military priority registration (under Education Code Section 66025.8) may have to present proof of Honorable, or General, or Other than Honorable Discharge.**
- Student Athletes: Students who have been identified as eligible to participate in the College's designated competitive athletic teams.
- Choral, Instrumental, Forensics, Dance/Cheerleading, Performance Groups: Students who have been accepted as a memberss of a College's **s-designated** competitive team or performance group.
- Associated Students Government: Students who hold official office with the Associated Students Government in the current term or will hold office in the upcoming term. This includes all elected and appointed positions per the Associated Students Constitution.
- Continuing (for purposes of registration priority): Students who are not classified as either "new" or "returning."
- New: Students who are brand new to Mt. San Antonio College, regardless of their prior attendance at another college or university.
- **First-time Students: Students who enroll at the College for the first time, excluding students who transferred from another institution of higher education and not including concurrent enrollment in high school.**
- **Returning: Students who have completed at least one-half unit of credit at the College and are returning after a break of more than one year.**
- K-12 Special Admission: Students who are currently enrolled in K-12 education and have met established criteria and have completed necessary documents including permission from school officials and the student's parents.
- ~~Returning: Students who have completed at least one-half unit of credit at the College and are returning after a break of more than one year.~~

~~Registration Priority:~~

**SUBJECT:** Revisions to Administrative Procedure 5055 – Enrollment Priorities

**DATE:** June 24, 2015

- ~~The College's mutual agreement process will determine the groups of students and enrollment categories that are eligible for early priority registration, upon recommendation from the Student Preparation and Success Council. Priority is derived from Title 5 regulations (Section 58108) which provide for local districts to determine registration priority. Students eligible for DSPS and EOPS are guaranteed priority registration per Title 5 (Sections 56026 & 56232). Students eligible for military priority registration (under Education Code Section 66025.8) may have to present proof of Honorable or General Discharge. Certain groups of students are afforded early priority registration based on particular programmatic involvement. Specialized programs must meet the requirements specified in Title 5 (Section 58108). This would include students who have attained a status and are active on competitive teams or performance groups that require the students to enroll within prescribed time blocks to accommodate required practice, rehearsal, competition, and performance schedules.~~

~~Mt. San Antonio College recognizes additional criteria for priority registration for students in Categories 1, 2, and 3.~~

- ~~Students must be in good academic standing (not on academic or progress probation for two consecutive terms, as per Title 5, Sect. 55031);~~
- ~~Students must have attained an prior term GPA of 2.00 or higher. (First time freshmen are exempt from this criterion.);~~
- ~~Students must be matriculants (those who have completed Orientation, Assessment, and developed Education Plans) except for continuing students; and~~
- ~~The appropriate administrator of the approved programs/teams must submit an eligible registration roster of students in good standing with their respective program or team to the Dean of Enrollment Management prior to the establishment of registration dates for each term.~~

**The College shall grant registration priority, in order, to students in the following categories:**

Category 1: Military Service, Foster Youth, DSPS, **CalWORKs** and EOPS

Category 2: Members of competitive athletic teams, musical performance groups, forensics, dance/cheerleading, other performance groups, Associated Student Government Officers, ~~CalWorks participants, WIA students,~~ new students who have completed matriculation through the Connect 4 program, and matriculating non-credit students including all ABE, ESL, and VESL students.

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Category 3: Continuing students who have completed less than 100 degree-applicable units, in descending order from 99.5 units to 0 units, completed at Mt. SAC. Current primary term enrollment, at the time of establishing registration permits, will be counted for the purposes of establishing continuing student eligibility for priority registration for the subsequent term.

Category 4: New matriculants.

Category 5: New students who are not matriculants and returning students who have completed less than 100 degree-applicable units, in descending order from 99.5 units to 0 units, completed at Mt. SAC.

Category 6: Continuing and returning students with 100 or more degree-applicable units completed at Mt. SAC.

Category 8 7: K-12 special admission students.

Category 7 8: Continuing and returning students not in good academic standing as per Title 5, Section 55031 **who have not completed required counseling intervention.**

**Mt. San Antonio College recognizes additional criteria for priority registration for students in all categories, except former foster youth in compliance with Title 5 58108:**

- **Students must be in good academic standing (not on academic or progress probation for two consecutive terms, as per Title 5, Sect. 55031);**
- **Students must have attained an overall campus GPA of 2.00 or higher. Note, this GPA standard only applies if the student has attempted at least 12 units at Mt. SAC; and**
- **Students must be matriculants (those who have completed Orientation, Assessment, and approved Education Plans) except for continuing students.**

**Loss of Priority and** Appeal Process:

**Pursuant to Title 5 Section 58108 (h), a student in any category except Foster Youth will lose registration priority at the first registration opportunity if any of the following occur:**

- **the student is placed on academic or progress probation or any combination thereof as defined in Section 55031 for two consecutive terms; or**

**SUBJECT:** Revisions to Administrative Procedure 5055 – Enrollment Priorities

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- **the student has earned one hundred (100) or more degree-applicable semester units at the District.**

**The College shall notify students who are placed on academic or progress probation, or who have earned 75% or more of the unit limit, of the potential loss of enrollment priority. The College shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration until the student is no longer on probation or that the enrollment priority will be lost when the student reaches the limit.**

A student may appeal to the Dean of Counseling the loss of priority enrollment status due to extenuating circumstances, significant academic improvement, and participating in counseling intervention for students on probation. Disabled students who applied for, but did not receive, reasonable accommodation in a timely manner may appeal the loss of priority enrollment to an administrator within the Disabled Student Program and Services (DSPS).

Revised: May 2009

Revised: October 23, 2013

Revised: November 2014

Revised: April 22, 2015

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

**DATE:** June 24, 2015

**INFORMATION**

**SUBJECT:** Revisions to Administrative Procedure 5110 – Counseling

**BACKGROUND**

Administrative Procedure 5110 – Counseling has been revised and is being presented.

**ANALYSIS AND FISCAL IMPACT**

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Administrative Procedure 5110 have been made.

The language has been reviewed by the President’s Cabinet, President’s Advisory Council, Academic Mutual Agreement Council, Academic Senate and Student Preparation and Success Council.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 5110 – Counseling.

Prepared by: Thomas Mauch

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Information #2

**SUBJECT:** Revisions to Administrative Procedure 5110 – Counseling

**DATE:** June 24, 2015

## Chapter 5 - Student Services

### AP 5110 Counseling

#### References:

Education Code Section 72620; Title 5 Section 51018

The counseling services available in the College's Counseling Program include:

- **academic counseling, in which the student is assisted in assessing, planning, and implementing his or her immediate and long-range academic goals;**
- career counseling, in which the student is assisted in assessing his or her aptitudes, abilities, and interests, and is advised concerning the current and future employment trends;
- personal counseling, in which the student is assisted with personal, family, or other social concerns, when that assistance is related to the student's education; and
- coordination with the counseling aspects of other services to students which **may** exist on campus including, but not limited to, those services provided in programs for students with special needs, skills testing programs, ~~transfer center assistance~~, financial aid programs, and job placement services.

#### Confidentiality of Counseling Information

Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law including, but not limited to, disclosure as necessary to report child abuse or neglect; reporting to the Dean of Counseling when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the College community; reporting information to the Dean of Counseling as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; or reporting information to one or more persons specified in a written waiver by the student.

The Mt. San Antonio College Catalog contains the most recent information regarding Counseling services. This document is updated annually for currency and correctness.

Revised: January 14, 2015

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

**DATE:** June 24, 2015

**DISCUSSION**

**SUBJECT:** Proposed Revisions to Board Policy 5110 – Counseling

**BACKGROUND**

Board Policy 5110 – Counseling. This policy has proposed revisions, as presented.

**ANALYSIS AND FISCAL IMPACT**

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Board Policy 5110 have been recommended.

The proposed language has been reviewed by President’s Cabinet, President’s Advisory Council, Academic Mutual Agreement Council, Academic Senate, and Student Preparation and Success Council.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives the revisions to Board Policy 5110 – Counseling for first reading and discussion.

Prepared by: Thomas Mauch

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Discussion #1



**SUBJECT:** Proposed Revisions to Board Policy 5110 – Counseling

**DATE:** June 24, 2015

## **Chapter 5 – Student Services**

### **BP 5110 Counseling**

**References:**

Education Code Section 72620; Title 5, Section 51018

Counseling services are an essential part of the educational mission of the College. The College President & CEO shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be ~~required~~ **provided** for all first-time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.

Approved: June 23, 2004

Revised: January 14, 2015