



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

**Wednesday, September 9, 2015**

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

**6:00 p.m. – New Faculty and Athletics Reception**

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

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

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

## AGENDA

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

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

## PUBLIC COMMUNICATION

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

## CLOSED SESSION

- **Conference with Legal Counsel – Existing Litigation pursuant to Section 54956.9(d)**  
(Case No. BC 576587)
- **Conference with Labor Negotiators James Czaja, Vice President, Human Resources; and Bill Scroggins, President & CEO, per California Government Code Section 54957.6**  
CSEA, Chapter 651

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*The Board reserves the right to modify the order of business in the manner it deems appropriate. Closed session shall not extend past the designated time; but, should the business considered in closed session require additional time, the Board shall reserve time after the public meeting to continue discussion.*

**NEW FACULTY AND ATHLETICS RECEPTION** (6:00 p.m., Founders Hall)

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

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

### **MOMENT OF SILENCE**

Observe a moment of silence in memory of retired Facilities Planning and Management Secretary **Pat Jones**, who passed away on July 25, 2015, at the age of 76 years. Pat was part of the Mt. SAC family for 28 years and retired about 11 years ago. Pat loved to go on cruises, to casinos, play card games, have mother-daughter days, and spend time with her twin five-year-old grandsons. She was born and grew up in Pensacola, FL, and she was married to Fred Lamb for almost eight years. She leaves behind her daughter Dianne Hawara Yount and her husband Randy; her son John La Fleur, his wife Cathy, and their five-year-old twins Justin and Nathan; her stepdaughter Linda Schnakenburg, her husband Mark, and their daughters Keri and Jamie. Pat will be missed by all who knew her.

### **INTRODUCTIONS AND RECOGNITION**

- **Introduction of the following newly appointed and promoted employees:**

Classified (newly appointed)

- **Stephen Leung, Enterprise Network Security Analyst (Information Technology)**

Classified (newly promoted)

- **Christina Estrada, Administrative Specialist IV (Natural Sciences)**

Management (newly appointed)

- **Melanee Cruse, Manager, Environmental Safety and Emergency Services (Risk Management and Safety)**
- **Lori Sanchez, Director, Center of Excellence (Center of Excellence)**
- **Tiffany Sergio, Director, International Students (International Students)**

• Faculty (newly appointed)

- **Tania-Maria Anders, Professor, Earth Sciences (Earth Sciences and Astronomy)**
- **Alana Bachor, Professor, Counseling (Counseling)**
- **Shiloh Blacksher, Professor, Psychology (Psychology)**
- **Brian Bouskill, Professor, Graphic Design (Commercial & Entertainment Arts)**
- **Jared Burton, Librarian (Library and Learning Resources)**
- **Christine Cummings, Professor, Theater (Theater)**
- **Shelley Doonan, Professor, Hospitality Management (Consumer and Design Technology)**
- **Sheila Espy, Professor, Fashion Merchandising and Design (Consumer Science and Design Technology)**
- **Ann Lee Grimstad, Professor, History and Art History (History and Art History)**

- **Christopher Hallsted**, Professor, English, (English, Literature, and Journalism)
  - **Fred Kobzoff**, Professor, Air Conditioning, Refrigeration and Heating (Air Conditioning, Welding and Water Technology)
  - **Irving Lai**, Professor, Mathematics (Mathematics, Computer Sciences)
  - **Giovanni Lanaro**, Professor, Kinesiology (Kinesiology, Athletics and Dance)
  - **Eugene Mahmoud**, Professor, Physics, Engineering (Physics, Engineering)
  - **Edgar Muniz**, Professor, English (English, Literature, and Journalism)
  - **Stacie Nakamatsu**, Professor, Counseling (Counseling)
  - **Allan Newell**, Professor Welding (Air Conditioning, Welding and Water Technology)
  - **Chara Powell**, Professor, Psychology (Psychology)
  - **Karla Rivas**, Professor, Mathematics (Mathematics, Computer Sciences)
  - **Emily Versace**, Professor, Counseling-Title V (Counseling)
- **Recognitions:**
    - The National Association of Collegiate Directors of Athletics (NACDA), in conjunction with Learfield Sports, named Mt. San Antonio College Athletics the 2014-2015 Learfield Sports Directors' Cup Community College National Champion. The Learfield Sports Directors' Cup recognizes the top overall athletics program at each of the three National Collegiate Athletic Association division levels, the National Association of Intercollegiate Athletics, and the community college level. It is the most prestigious award bestowed upon a collegiate athletics program in the United States. This marks Mt. SAC's first Learfield Sports Directors' Cup in the four-year history of this award at the community college level. Congratulations to the Mt. SAC Athletics Program for this incredible honor.
    - Over the summer, the Chamber Singers and Singcopation, under the direction of **Bruce Rogers**, toured Europe to share their talents and compete against choirs from all over the world. They performed in amazing Cathedrals and Concert Halls and received multiple standing ovations. The competitions were tough, and there were many excellent choirs competing, but the Chamber Singers and Singcopation excelled. Singcopation won a Gold Medal and came in second place for the overall award (missing 1st place by one point), and the Chamber Singers won three Gold Medals (more than any other choir) and were awarded the overall **First Place Grand Prix Prize!**

**APPROVAL OF MINUTES**

- Approval of minutes of the regular meeting of August 5, 2015. (See backup packet Pages 1 through 6.)
- Approval of minutes of the special meeting of August 5, 2015. (See backup packet Pages 7 and 8.)

**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

## **BOARD COMMUNICATION**

**At this time, the 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
10. Informational Report – Enrollment Management, presented by Irene Malmgren, Vice President, Instruction. (See backup packet Page 9.)
11. Informational Report – Adopted Budget for 2015-16, presented by Mike Gregoryk, Vice President, Administrative Services; and 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 10 through 16.)
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 17 through 19.)
3. Consideration of approval of Resolution No. 15-03 - Appropriations Limit for Fiscal Year 2015-16. (See backup packet Pages 20 through 22.)
4. Consideration of approval to use the estimated \$24,454,635 Education Protection Account to fund Instructional Salaries and Benefits for the 2015-16 fiscal year. (See backup packet Pages 23 and 24.)
5. Consideration of approval of the Quarterly Financial Status Report ending June 30, 2015. (See backup packet Pages 25 through 27.)
6. Consideration of approval of the Quarterly Investment Report ending June 30, 2015. (See backup packet Page 28.)
7. Consideration of approval of the 2016 contract for the Chancellor's Office Tax Offset Program. (See backup packet Page 29.)
8. Consideration of approval of the expenditures for the 2015 Foot Locker, Inc. National Cross Country Championships. (See backup packet Page 30.)
9. Consideration of approval of an agreement with CampusClarity, a service of LawRoom. (See backup packet Page 31.)
10. Consideration of approval of a contract with Stradling Yocca Carlson & Rauth to provide legal services. (See backup packet Page 32.)
11. Consideration of approval of an agreement with AT&T Mobility Wireless for advance payment of Division of State Architect inspection fees. (See backup packet Page 33.)
12. Consideration of approval of agreements to provide professional design and consulting services with ASM Affiliates for Historical and Cultural Resources, Greve & Associates, LLC for Air Quality and Noise Analysis, Iteris for Transportation Planning Services, EPT Design for The Equity Center Landscape Design, H2 Environmental Consulting Services, Inc. for Campus Café Building Demolition, Bookstore Building Electrical and Data

Infrastructure Improvements, and the Center (for Deaf and Hard of Hearing), P2S Engineering, Inc. for the Dance Studio Window Treatments, Psomas for Utility Infrastructure South West Parcel, Aerial Survey and Topographic Map, North Pedestrian Access Study, Campus-wide Storm Water Analysis, and with Alliance of Schools for Cooperative Insured Programs for Rent-a-Risk-Manager Program – Construction Program. (See backup packet Pages 34 through 37.)

13. Consideration of approval of corrective measures and site improvements for the Child Development Center for the following Bid. (See backup packet Pages 38 and 39.)
  - Bid No. 3025 Child Development Center – Corrective Measures and Site Improvements – Mariposa Landscapes, Inc. of Irwindale, CA
14. Consideration of approval of the following Contract Amendments: (See backup packet Pages 40 through 42.)
  - Contract Food Services Building – Marlene Imirzian & Associates Architects - Amendment No. 5.
  - Contract The Equity Center – Psomas – Amendment No. 2.
  - Contract Construction Support – Sid Lindmark, AICP – Amendment No. 2.
  - Contract The Center (for Deaf and Hard of Hearing) – Steven Fader Architects – Amendment No. 1.
  - Contract Bookstore Building Electrical and Data Infrastructure Improvements – Steven Fader Architects – Amendment No. 1.
15. Consideration of approval of the following Air Conditioner Replacement Change Order. (See backup packet Page 43.)
  - Bid No. 3013 Los Angeles Air Conditioning, Inc. (HVAC Contractor) – Change Order No. 1.
16. Consideration of approval of the following Instruction and Plan Room - Modular Buildings Change Order. (See backup packet Pages 44 and 45.)
  - Contract American Modular Systems (Modular Contractor) – Change Order No. 2.

## **HUMAN RESOURCES**

17. Consideration of approval of Personnel Transactions. (See backup packet Pages 46 through 75.)
18. Consideration of approval of an Agreement with QCERA, Inc. for LeaveSource Enterprise service. (See backup packet Page 76.)

## **INSTRUCTION**

19. Consideration of approval of Continuing Education Division program additions. (See backup packet Pages 77 and 78.)
20. Consideration of approval of a renewal affiliation agreement with Chino Valley Independent Fire District Training Center Station 61. (See backup packet Page 79.)

21. Consideration of approval of a contract with American Airports Corporation. (See backup packet Page 80.)
22. Consideration of approval of advance payment for the purchase of a Breed 'N' Betsy Super Complete Bovine/Equine Package. (See backup packet Page 81.)
23. Consideration of approval of advanced payment for purchase of a remanufactured Frasca Model 141 Flight Simulator. (See backup packet Page 82.)
24. Consideration of approval of Athletic Special Events expenditures and contracts for the 2015-16 academic year. (See backup packet Pages 83 and 84.)
25. Consideration of approval of faculty member and Softball Team to attend a softball tournament in Tucson, Arizona. (See backup packet Page 85.)
26. Consideration of approval of Kinesiology, Athletics, and Dance program fees for the 2015-16 academic year. (See backup packet Page 86.)
27. Consideration of approval of acceptance of funds and approval of purchases from the U.S. Department of Education for the Asian American and Native American Pacific Islander-Serving Institutions Grant. (See backup packet Page 87.)
28. Consideration of approval of acceptance of funds and approval of purchases from the U.S. Department of Education for the Student Support Services Grant. (See backup packet Page 88.)
29. Consideration of approval of a contract with ENCO Systems, Inc. (See backup packet Page 89.)
30. Consideration of ratification of a Child Development Center contract agreement with Sodexo American, LLC Food Services. (See backup packet Page 90.)
31. Consideration of approval of Child Development Center field trips and advance payment to Pretend City. (See backup packet Page 91.)

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

32. Consideration of approval to purchase a 3D Tour and Online Map product from Campus Bird. (See backup packet Page 92.)
33. Consideration of approval to appoint an official Mt. SAC Representative on the Adult Education Consortium for Fiscal Year 2015-16. (See backup packet Page 93.)

#### **STUDENT SERVICES**

34. 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 Page 94.)

35. Consideration of approval of a contract with UCLA Conference Center in Lake Arrowhead for the Annual Associated Students Fall Leadership Conference. (See backup packet Page 95.)

## **ACTION ITEMS**

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

1. Public Hearing on Proposed Budget to be adopted for the Fiscal Year 2015-16.
2. Consideration of approval of the Budget for Fiscal Year 2015-16 (distributed as a separate document). (See backup packet Pages 96 through 99.)
3. Consideration of recommendations that the Board of Trustees will 1) Open a public hearing and receive comments on the Energy Project and the findings to be made under Government Code §§ 4217.10 *et seq*; 2) Close the public hearing; 3) Move the item forward for approval and adoption of Resolution No. 15-01 Assessment, Design, Installation, and Operation and Maintenance of a Photovoltaic Solar System (West Parcel Solar Project – Request for Qualifications/Request for Proposal No. 3005) (Revised); and 4) Authorize the College to negotiate, prepare, and enter into a Design-Build Agreement for the design, procurement, installation, and construction of the system, and a separate ongoing Operations and Maintenance Agreement with Borrego Solar Systems, Inc. (See backup packet Pages 100 through 106.)
4. Consideration of approval of a Master Agreement for Construction Management Services with Tilden-Coil Constructors, Inc. on a project-by-project basis (See backup packet Pages 107 and 108.)
5. Consideration of approval of a Contract for Construction Management Services with Tilden-Coil Constructors, Inc. for the Business and Computer Technology project. (See backup packet Page 109.)
6. Consideration of approval of a Partnership Agreement between the District and the Mt. San Antonio College Foundation. (See backup packet Pages 110 through 114.)
7. Consideration of determination on Appeal of Administrative Review. (See backup packet Page 115.)
8. Consideration of approval of the restructuring of the Executive Compensation and renewal of Vice President Contracts. (See backup packet Page 116.)
9. Consideration of approval of Classification and Compensation Study Descriptions for CSEA, Chapter 262-Represented Employees (Administrative Series). (See backup packet Pages 117 and 118.)
10. Consideration of approval of the Year Two of Three-Year Negotiated Agreement between the District and CSEA, Chapter 262 for Fiscal Years 2014-17. (See backup packet Pages 119 through 138.)



11. Consideration of approval of a Meet-and-Confer Agreement between the District and Confidential and Supervisory Employees for Fiscal Year 2015-16. (See backup packet Pages 139 and 140.)
12. Consideration of approval of a Meet-and-Confer Agreement between the District and Management Employees for Fiscal Year 2015-16. (See backup packet Pages 141 and 142.)
13. Consideration of approval of the Year Two of Three-Year Negotiated Agreement between the Faculty Association and the District for Fiscal Years 2014-17 [PLACEHOLDER]. (See backup packet Page 143.)
14. Consideration of approval of the purchase of audio-visual control systems and equipment – Bid No. 3029 [PLACEHOLDER]. (See backup packet Page 144.)
15. Consideration of approval of the purchase of a street sweeper – Bid No. 3051 [PLACEHOLDER]. (See backup packet Page 145.)

### **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 2730 – Health Benefits. (See backup packet Pages 146 and 147.)

### **ADJOURNMENT**

#### **Future Board Meetings**

October 21, 2015  
 November 11, 2015  
 December 9, 2015

#### **Upcoming Events**

September	<b>Emergency Preparedness Month</b>
September 1-3	<b>Associated Students Visibility</b> - 9:00 a.m.-2:00 p.m. and 5:30-6:30 p.m., Student Services Building, West End
September 2-3	<b>Blood Drive</b> - 9:00 a.m.-7:00 p.m., Student Life Building
September 4	<b>Last Day to Add a Class</b> <b>Last Day to Change Residency for the 2015 Fall Semester</b>
September 7	<b>Labor Day (Campus Closed)</b>

## **Upcoming Events** (continued)

- September 8      **Last Day to Return Parking Permit for Refund**
- September 9      **Student Services Fair** – 10:30 a.m.-12:30 p.m. and 4:30-6:30 p.m.,  
Building 26 Quad Area  
**Creative First Aid: Using Whatever You Have in Your Home** –  
12:00 p.m., POD Signup  
**Board of Trustees Meeting** – 6:30 p.m., Founders Hall
- September 10     **Building Marshall Floor Captain: Emergency Preparedness Drill**  
**Training for Designated Officials** – 10:00 a.m., POD Signup
- September 11     **Preparing for the Big One: How to Control Your Utilities** – 12:00 p.m.,  
POD Signup
- September 14     **Earthquake! What Should You Do? What MUST You Do? (Featuring**  
**Sue Fisher, Cal State Fullerton Emergency Manager** – 11:00 a.m., POD  
Signup
- September 15     **First Aid Basics: What Everyone Needs to Know During a Disaster** –  
10:00 a.m., POD Signup  
**Vendor Fair** – 11:00 a.m.-2:00 p.m.
- September 16     **Evacu-Chair Training** – 11:00 a.m., POD Signup
- September 17     **Constitution Day** – 9:00 a.m.-1:00 p.m., Building 9C Patio Area  
**Fire Extinguisher Training** – 9:00 a.m., POD Signup  
**International Students Welcome Reception** - 4:00-6:00 p.m., Founders  
Hall
- September 17-  
December 3     **Margaret Lazzari “Moving in Color”** – Tuesday-Thursday: 11:00 a.m.-  
2:00 p.m.; Tuesday: 5:00-7:30 p.m.; Opening Reception: September 17,  
4:00-6:00 p.m., Art Gallery
- September 18     **Heartsaver First Aid: Adult and Pediatric CPR and First Aid** –  
9:00 a.m., POD Signup
- September 22     **Understanding Earthquakes: Science, Monitoring, Impacts, and**  
**Preparedness (Featuring Dr. Erin Burkett, USGS)** – 8:30 a.m., POD  
Signup  
**Evening University Transfer Fair** - 5:30-7:30 p.m., Building 26 Quad Area
- September 23     **Emergency Preparedness: Planning for Food and Water** – 12:00 p.m.,  
POD Signup
- September 24     **Fire Extinguisher Training** – 9:00 a.m., POD Signup  
**Active Shooter Awareness Training** – 12:00 p.m., POD Signup

## **Upcoming Events** (continued)

- September 25     **Drill at Child Development Center** – 10:00 a.m.-12:00 p.m., Child Development Center
- September 29     **First Aid Basics: What Everyone Needs to Know During a Disaster** – 10:00 a.m., POD Signup  
**Active Shooter Awareness Training** – 12:00 p.m., POD Signup
- September 30     **Lost and Found Silent Auction** – 10:00 a.m.-1:00 p.m., Building 9C Stage Area  
**Evacu-Chair Training** – 11:00 a.m., POD Signup
- October            **Disability Celebration Month**
- October 5          **Last Day to Petition for Fall Semester Graduation**
- October 9-11      **Associated Students Fall Leadership Conference**, Lake Arrowhead  
UCLA Conference Center
- October 10        **Music Faculty Recital, Mt. SAC Jazz Faculty with Guest Artist** – 7:30 p.m., Feddersen Recital Hall
- October 13        **Blood Drive** – 9:00 a.m.-7:00 p.m., Building 9C Stage Area

## **Upcoming Sports Events**

- September 4      **Mt. SAC Volleyball Tournament** - 3:00 p.m., Gymnasium  
**Mt. SAC Men's Soccer Tournament** - 7:00 p.m., Soccer Field
- September 5      **Football vs. Canyons College** - 6:00 p.m., Hilmer Lodge Stadium
- September 6      **Men's Mt. SAC Soccer Tournament** – 11:00 a.m., Soccer Field
- September 11     **Women's Soccer vs. San Bernardino Valley College** – 4:00 p.m., Soccer Field
- September 16     **Men's Water Polo vs. El Camino College** – 4:15 p.m., Pool
- September 18     **Men's Water Polo Mt. SAC Tournament** – Time TBA, Pool
- September 19     **Wrestling - Mt. SAC Duals** – All Day, Gymnasium  
**Men's Water Polo - Mt. SAC Tournament** – Time TBA, Pool  
**Men's Soccer vs. Hartnell College** – 12:00 p.m., Soccer Field  
**Women's Soccer vs. Chaffey College** – 6:00 p.m., Soccer Field  
**Football vs. Ventura College** – 6:00 p.m., Hilmer Lodge Stadium
- September 25     **Men's Soccer vs. San Diego City College** – 7:00 p.m., Soccer Field  
**Women's Water Polo - Mt. SAC Tournament** – Time TBA, Pool

## **Upcoming Sports Events** (continued)

- September 26     **Women's Water Polo - Mt. SAC Tournament** – Time TBA, Pool
- September 29     **Women's Soccer vs. Pasadena City College** – 6:00 p.m., Soccer Field
- October 1         **Men's Water Polo vs. Fordham College** – 6:00 p.m., Pool
- October 2         **Men's Soccer vs. East Los Angeles College** – 6:00 p.m., Soccer Field
- October 3         **Football vs. Long Beach City College** – 6:00 p.m., Hilmer Lodge Stadium
- October 6         **Women's Soccer vs. Cerritos College** – 6:00 p.m., Soccer Field
- October 7         **Women's Golf – Mt. SAC (Orange Empire Conference)** – 11:00 a.m.,  
El Prado Golf Course, Chino  
**Volleyball vs. Cerritos College** – 6:00 p.m., Gymnasium
- October 9         **Women's Soccer vs. Compton College** – 4:00 p.m., Soccer Field
- October 13        **Men's Soccer vs. Long Beach City College** – 6:00 p.m., Soccer Field
- October 14        **Volleyball vs. Los Angeles Trade Technical College** – 6:00 p.m.,  
Gymnasium
- October 16        **Cross Country – Mt. SAC Invitational** – 10:00 a.m., Hilmer Lodge  
Stadium  
**Women's Soccer vs. Los Angeles Harbor College** – 4:00 p.m., Soccer  
Field  
**Volleyball vs. El Camino College** – 6:00 p.m., Gymnasium
- October 20        **Men's Soccer vs. El Camino College** – 4:00 p.m., Soccer Field  
**Women's Soccer vs. El Camino College** – 6:00 p.m., Soccer Field

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

**BOARD OF TRUSTEES**

**BACKUP INFORMATION PACKET  
FOR  
REGULAR MEETING**

**September 9, 2015**





# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 5, 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 6:33 p.m. on Wednesday, August 5, 2015. Trustees, Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos, and Student Trustee Santos were present.

#### STAFF PRESENT

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

#### 1. PUBLIC SESSION

The public meeting was called to order at 6:33 p.m., and the Pledge of Allegiance was led by Associated Students President Rene Jimenez.

#### 2. INTRODUCTIONS

The following employees were introduced:

##### Classified Employees (Newly Appointed)

- **Christopher Benoe, Laboratory Technician, Photography (Arts Division)** (absent)
- **Diane Jette, Administrative Specialist III (Adult Basic Education)** (present)
- **Norma Vizcarra, Benefits Specialist (Human Resources)** (present)

##### Classified Employee (Newly Promoted)

- **Tiffany Rusich, Receptionist/Clerical Assistant (Information Technology)** (absent)

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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.*

### 3. RECOGNITION

- A Certificate of Service was awarded to the following retiring employee:  
**Patricia Hamilton**, Financial Aid Specialist (Financial Aid), 11 years of service (present)

### 4. APPROVAL OF MINUTES

- It was moved by Trustee Baca and seconded by Trustee Bader to approve the minutes of the regular meeting of July 8, 2015.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

### 5. PUBLIC COMMUNICATION

None.

### 6. REPORTS

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

- **Rene Jimenez**, President, Associated Students
- **Jeff Archibald**, Vice President, Academic Senate
- **John Lewallen**, President, Classified Senate
- **Bill Rawlings**, Acting President, CSEA 262 (no written report)
- **Justin Ott**, Acting President, CSEA 651 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

### 9. ACTING PRESIDENT'S REPORT

Mike Gregoryk, Vice President, Administrative Services, asked Gary Nellesen, Director, Facilities Planning and Management; and Matt Breyer, Project Manager with Tilden-Coil Constructors, to update the Board on the plans to restore Student Parking Lot A by the beginning of the Fall Semester. Mr. Breyer reported that, since the temporary restraining order was granted by the courts, all the stock pipe for the project has been relocated. Cleanup has been done, and the area is being prepared to take down the temporary facilities for the start of the Fall Semester. Mr. Nellesen said that there are some storm drain pipe underground, parking stalls, and site lighting that need to be restored, and Mt. SAC's counsel has recommended that some of the small contractors be used on site.

### 7. 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, promoted, and retiring employees Christopher Benoe, Diane Jette, Norma Vizcarra, Tiffany Rusich, and Patricia Hamilton.

C. Student Trustee Santos reported the following:

- Nothing to report.

D. Trustee Santos reported the following:

- Nothing to report.

E. Trustee Hidalgo reported the following:

- He attended the San Gabriel Valley Civic Alliance bar-b-que on that Trustee Hall hosted at Mt. SAC on July 23.

F. Trustee Chen Haggerty reported the following:

- She attended the Rowland Heights Coordinating Council monthly meeting, and she gave the Council a Mt. SAC update.
- She attended Trustee Bader's fund-raiser.
- She attended the San Gabriel Valley Civic Alliance bar-b-que on that Trustee Hall hosted at Mt. SAC on July 23.

G. Trustee Bader reported the following:

- She held a fund-raiser for her campaign for another term at Mt. SAC, and she thanked everyone for their support.
- She congratulated the Chamber Singers and Syncopation, for their first-place win.
- She said farewell to Michelle Grimes-Hillman on her new assignment at Long Beach City College.

H. Trustee Baca reported the following:

- He attended Trustee Bader's campaign fund-raiser.
- He congratulated David Hall for another great San Gabriel Valley Civic Alliance bar-b-que event.
- He said that one of Rio Hondo College's students, who also attends Mt. SAC, said that parking is much easier at Rio Hondo.

I. Trustee Chyr reported the following:

- He attended the San Gabriel Valley Civic Alliance bar-b-que and thanked Trustee Hall for hosting the event.
- He attended Trustee Bader's campaign fund-raiser.
- He'll be running for re-election in November.
- He congratulated the unions and the District for having congenial negotiations.

J. Trustee Hall reported the following:

- He congratulated Athletics for the NATYCAA award for the third time and said that Mt. SAC is the number one athletics department in the U.S.



- He attended Larry Redinger's event at the Planetarium for the parents of the Summer Science Exploration Experience for students, which was funded with an NSF grant. The program was run so efficiently, that the funds from the grant will more than likely support four summer programs. He thanked Jessica Draper for her assistance that evening.
- He thanked Matt Judd and Jessica Draper for putting together an emergency program at the Planetarium for the Hacienda Heights Chinese School for 70 students.
- Regarding the San Gabriel Valley Civic Alliance bar-b-que, this could not have been done without Carol Nelson's assistance year after year. It was very well attended again this year. He also thanked Mike Gregoryk and Manuel Baca for their involvement.
- He thanked everyone involved in successful negotiations.

## 10. CONSENT CALENDAR

- The following correction was made to the Consent Calendar:  
On Page 29, Consent #12, Personnel Transactions – under "Promotion," Christina Estrada's department should read, "**Natural Sciences.**"
- It was moved by Trustee Chyr and seconded by Trustee Baca 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 a contract with Ellucian for the Payment Center by TouchNet Information Systems, Inc.
5. Approval to purchase modular furniture, seating, and ergonomic accessories for the Food Services Building.
6. Approval of agreements to provide professional design and consulting services with Cambridge West Partnership, Inc. for the Technical Support for 2015-16 Facilities Planning Efforts Project; Independent Roofing Consultants for the Performing Arts Center Eaves Repair Project; P2S Engineering, Inc. for The Equity Center Project, P2S Engineering, Inc. for the Temporary Space Classroom Remodel – Continuing Education Project; P2S Engineering, Inc. for the Technology and Health Building Classroom Improvements Project; Pal ID Studio for the Temporary Space Classroom Remodel – Continuing Education Project; Pal ID Studio for the Administration Building Storage Project; and Pal ID Studio for the Humanities Building Remodel Project.
7. Approval of the following Completion Notice:
  - Bid No. 2987      Renovation of Building 9C Council Chambers and Office Remodel – GDL Best Contractors, Inc. (Contractor)

8. Approval of the following Change Order for the Professional and Organizational Development Remodel.
  - Contract                    GDL Best Contractors, Inc. (General Contractor) – Change Order No. 1
  
9. Approval of the following Change Order for Student Life Improvements.
  - Contract                    GDL Best Contractors, Inc. (General Contractor) – Change Order No. 1
  
10. Approval of the following Change Order for the Performing Arts Theater Motorized Rigging Equipment project.
  - Contract                    Barbizon Lighting Company (Lighting Contractor) – Change Order No. 1
  
11. Approval of the following Contract Amendments.
  - Contract                    Solar Photovoltaic System Support – Newcomb Anderson McCormick - Amendment No. 1.
  - Contract                    The Science Technology Engineering Math Center – Pal ID Studio – Amendment No. 1.
  - Contract                    The Center (for Deaf and Hard of Hearing) – Pal ID Studio – Amendment No. 1.
  - Contract                    Professional and Organizational Development – Pal ID Studio – Amendment No. 1.

## **HUMAN RESOURCES**

12. This item was pulled and acted upon separately (see Paragraph 11).

## **INSTRUCTION**

13. Approval of the School of Continuing Education additions.
14. Approval of the Workforce Training revenue-generated account expenditures.
15. Approval of a contract with The Partnership Advantage.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

## **11. CONSENT ITEM #12 – PERSONNEL TRANSACTIONS**

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

Discussion: Trustee Hall asked James Czaja, Vice President, Human Resources, about the Initial Salary Adjustment changes in the Personnel Transactions. Mr. Czaja said that Faculty

are initially placed on the appropriate step and column for the position at the time of hiring; but, once credentials can be confirmed, the employee is then placed at a higher step, and the request is returned to the Board for approval.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**12. ACTION ITEM #1 – CLASSIFICATION AND COMPENSATION STUDY DESCRIPTIONS FOR CSEA, CHAPTER 262-REPRESENTED EMPLOYEES**

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

Discussion: James Czaja, Vice President, Human Resources, asked Bill Rawlings, Acting President, CSEA, Chapter 262, to address the Board regarding this subject. Mr. Rawlings said that doing all the job descriptions at once was logistically impossible. When the results were received from the District, they contacted each affected employee to complete a questionnaire regarding the findings, and not many of the questionnaires were returned. However, now that they're being completed and presented to the Board for approval, the employees are more interested, and job descriptions are being tweaked. Vice President James Czaja said that this process should be finished in either September or October.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**13. ACTION ITEM #2 – RANGE PLACEMENT FOR CSEA, CHAPTER 262-REPRESENTED EMPLOYEES**

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

Discussion: Trustee Hall asked if this is to authorize payment at these salary rates, and Mr. Czaja confirmed.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**14. ADJOURNMENT**

The meeting adjourned at 7:37 p.m.



# MT. SAN ANTONIO COLLEGE

## SPECIAL MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 5, 2015

### MINUTES

#### CALL TO ORDER

The special meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Hall at 7:37 p.m. on Wednesday, August 5, 2015. Trustees, Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos, and Student Trustee Santos were present.

#### STAFF PRESENT

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

#### 1. PUBLIC SESSION

The public meeting was called to order at 7:37 p.m., and the Pledge of Allegiance was led by Trustee Hall

#### 2. CONSENT CALENDAR

##### PRESIDENT'S OFFICE

1. This item was pulled and acted upon separately (see Paragraph 3).

#### 3. CONSENT ITEM #1 – 2015-16 REGULAR MEETING CALENDAR FOR THE MT. SAN ANTONIO COLLEGE BOARD OF TRUSTEES

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

Discussion: Trustee Baca indicated that there have already been three changes to the 2015-16 calendar. Trustee Bader strongly objected to the change in the September Board meeting. Trustee Baca indicated that the February 2016 meeting conflicts with the ACCT Conference, and all the trustees will check their calendars for another suitable date in February 2016. Trustee Baca also said that the only reason for a change would be for organization conflicts; that the meetings are scheduled far enough in advance to adhere to

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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.*

the schedule. Trustee Santos asked why there was a request to change the September meeting, and Trustee Hall said that he requested the change for medical appointments and a few other personal reasons.

Trustee Baca withdrew his motion.

#### **4. ADJOURNMENT**

The meeting adjourned at 7:47 p.m.

WTS:dl

**Enrollment Management**  
**Joumana McGowan, Uyen Mai, George Bradshaw, and Bob Hughes**  
**September 9, 2015**

Enrollment management is a process that includes tracking and interacting with students from the point of their initial contact with the institution until their graduation or departure from the institution. As an activity, enrollment management is designed to attract and retain students. To that end, Mt.SAC has focused institutional commitment and resources, both human and fiscal, to shape, build, and increase enrollments. As a result, enrollment management practices at Mt.SAC have become more thoughtful, calculated, and purposeful; in fact, these practices continue to be accomplished through developing, modifying, and improving educational programs and services to better meet student needs and expectations.

Mt. SAC has done well in managing enrollment, especially because of its willingness to be more responsive to the needs of students and the market. The enrollment management presentation will cover the following topics:

- Enrollment by FTES
- Registration Priorities
- Scheduling Strategies
- Marketing Strategies
- IT Strategies
- Future Outlook

Prepared by: Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Informational Report

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Appropriation Transfers and Budget Revisions Summary</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

Funding Source

**APPROPRIATION TRANSFERS  
As of June 30, 2015  
For the period 7/13/15 - 8/13/15**

**Unrestricted General Fund - 11 and 13**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 55,102
7950 Unassigned Fund Balance	2,992,809
<b>Total</b>	<b>\$ 3,047,911</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 9,918
2000 Classified/Other Nonacademic Salaries	348,688
3000 Employee Benefits	24,379
5000 Other Operating Expenses/Services	2,016,616

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:** September 9, 2015

6000	Capital Outlay	\$	577,279
7000	Other Outgo		71,031
<b>Total</b>		<b>\$</b>	<b>3,047,911</b>

**Restricted General Fund - 17**

From:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	32,519
4000	Supplies/Materials		17,332
5000	Other Operating Expenses/Services		176,092
6000	Capital Outlay		16,936
<b>Total</b>		<b>\$</b>	<b>242,879</b>

To:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	146,728
3000	Employee Benefits		90,193
7000	Other Outgo		5,958
<b>Total</b>		<b>\$</b>	<b>242,879</b>

**Child Development Fund - 33**

From:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	5,021
7940	Assigned Fund Balance		167
<b>Total</b>		<b>\$</b>	<b>5,188</b>

To:

<u>Budget Classification</u>			<u>Amount</u>
3000	Employee Benefits	\$	4,441
4000	Supplies/Materials		580
7920	Restricted Fund Balance		167
<b>Total</b>		<b>\$</b>	<b>5,188</b>

**Capital Outlay Projects Fund - 41**

From:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	4,097
7950	Unassigned Fund Balance		8,095
<b>Total</b>		<b>\$</b>	<b>12,192</b>



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

**DATE:** September 9, 2015

To:			
	<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	3,811
3000	Employee Benefits		286
5000	Other Operating Expenses/Services		8,095
<b>Total</b>		<b>\$</b>	<b>12,192</b>

**Bond Construction Fund - 42**

From:			
	<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$	82,888
7920	Restricted Fund Balance		279
<b>Total</b>		<b>\$</b>	<b>83,167</b>

To:			
	<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$	83,167
<b>Total</b>		<b>\$</b>	<b>83,167</b>

**Other Trust Funds - 79**

From:			
	<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$	15,300
6000	Capital Outlay		708
<b>Total</b>		<b>\$</b>	<b>16,008</b>

To:			
	<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	13,027
3000	Employee Benefits		602
4000	Supplies/Materials		2,379
<b>Total</b>		<b>\$</b>	<b>16,008</b>

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

**DATE:** September 9, 2015

**As of June 30, 2015  
For the period 7/13/15 - 8/13/15**

**Unrestricted General Fund - 11 and 13**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
861100 2014-15 Administrative Allowance 2% - Apportionment	\$ 4,307
861100 Apportionment - Current Year	\$ (4,882,695)
863000 Apportionment - Current Year	4,096,434
867200 Apportionment - Current Year	3,670
867900 Apportionment - Current Year	(63)
881100 Apportionment - Current Year	986,318
881200 Apportionment - Current Year	170,371
881300 Apportionment - Current Year	11,104
881600 Apportionment - Current Year	393,107
881700 Apportionment - Current Year	1,734,338
881800 Apportionment - Current Year	389,794
881900 Apportionment - Current Year	809,150
887410 Apportionment - Current Year	<u>210,335</u> 3,921,863
861101 Apportionment Prior Year	\$ 808,833
863001 Apportionment Prior Year	<u>2,489</u> 811,322
882000 Music - Instrumental Program	86
882000 Young Farmers	700
882001 Young Farmers	700
882001 Agricultural Club Council	1,315
882003 Aquatics Program	17,000
882003 Athletics Program	7,000
882003 Football Program	500
882003 Baseball Program	1,900
883900 Wildlife Sanctuary	1,612
884006 Library Division	5,714
884007 Planetarium - Sales	1,018
884008 Box Office - Ticket Sales	328
885000 Campus Facility Rental	12,895
888500 Pep Squad Program	(350)
888500 Flight Training Program	7,008
888500 Music - Instrumental Program	350
888500 Baseball Program	3,198
888500 Communication Department Program	(150)

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

**DATE:** September 9, 2015

889000	Box Office - Ticket Sales	\$	1
889000	Flying Team		95
889000	Self-Insured Retention Trust		97,722
889000	Printing Services		158
889005	Aquatics Program		(11,375)
898002	Community Services		57,306
898002	Wellness Center Membership		13,725
<b>Total</b>		<b>\$</b>	<b>4,955,948</b>

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	5,702
3000	Employee Benefits		372
4000	Supplies/Materials		16,140
5000	Other Operating Expenses/Services		133,497
6000	Capital Outlay		1,197
7950	Unassigned Fund Balance		4,799,040
<b>Total</b>		<b>\$</b>	<b>4,955,948</b>

**Restricted General Fund - 17**

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
862901	2014-15 Student Success and Support Program (SSSP) Noncredit	\$	(214,103)
<b>Total</b>		<b>\$</b>	<b>(214,103)</b>

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
5000	Other Operating Expenses/Services	\$	(214,103)
<b>Total</b>		<b>\$</b>	<b>(214,103)</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>

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

**DATE:** September 9, 2015

**Bond Construction Fund - 42**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 2014-15 Interest Income	\$ 279
<b>Total</b>	<b>\$ 279</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 279
<b>Total</b>	<b>\$ 279</b>

**Capital Outlay Projects/Redevelopment - 43**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
889000 Redevelopment Agencies - Various	\$ 140,416
<b>Total</b>	<b>\$ 140,416</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 140,416
<b>Total</b>	<b>\$ 140,416</b>

**Scholarship and Loan Trust - 75**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882000 2014-15 Scholarships	\$ 519,422
898001 2014-15 Scholarships	5,581
<b>Total</b>	<b>\$ 525,003</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ 525,003
<b>Total</b>	<b>\$ 525,003</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$3,047,911), Restricted General Fund (\$242,879), Child Development Fund (\$5,188), Capital Outlay Projects Fund (\$12,192), Bond Construction Fund (\$83,167) and Other Trust Funds (\$16,008) pursuant to the California Code of Regulations, Title 5, Section 58307.

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

**DATE:** September 9, 2015

Further authorization is requested to approve the budget revisions and allow expenditures within the Unrestricted General Fund (\$4,955,948), Restricted General Fund (\$-214,103), Capital Outlay Projects Fund (\$11), Bond Construction Fund (\$279), Capital Outlay Projects/Redevelopment Fund (\$140,416) and Scholarship and Loan Trust Fund (\$525,003) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

**DATE:** September 9, 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>
Adams, Amy	Student Services/ Student Life – LEAD Program	Presenter – “Power and Privilege”	10/1/15– 10/31/15	\$75
Atmali, Handy	Marketing & Communication	Graphic Designer – 2015-16 Performance Arts Center events program	9/17/15– 6/17/16	\$5,250
Carranza, Heidi	Instruction – Child Development Workforce Initiative Grant	Facilitator – activities with high school students in conjunction with grant	9/10/15– 6/30/16	\$650
Enriquez, Anthony dba Tyrone Anthony	Instruction – Art Gallery	Music Performer – Art Gallery receptions	9/17/15– 5/30/16	\$1,000
Guillaume, Sydney	Instruction - Music	Music Arrangements/ Composer – Vocal Jazz ensembles	9/10/15– 6/30/16	\$2,000
Gutierrez, Mark	Instruction – Kinesiology	Designer – artwork for shirts for Mt. SAC Cross Country Invitational	10/1/15– 11/1/15	\$500

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

**SUBJECT:** Independent Contractors**DATE:** September 9, 2015

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Hakim, Pat	Instruction – Child Development Workforce Initiative Grant	Facilitator – activities with high school students in conjunction with grant	9/10/15– 6/30/16	\$650
Harris, Frank	Student Services – Student Equity	Guest Speaker – Minority Male Initiative Summit	9/19/15	\$3,300
Jennings, Pat dba DJ Swivll	Instruction – Kinesiology	Disc Jockey – Mt. SAC Cross Country Invitational	10/1/15– 11/1/15	\$1,000
Johnstone, Dave	Instruction – Music	Accompanist/Performer –rehearsals and performances for Vocal Jazz ensembles	9/10/15– 6/30/16	\$10,000
Lane, Denise	Instruction – Child Development Workforce Initiative Grant	Trainer – CPR/First Aid for Child Development students	9/10/15– 6/30/16	\$5,600
LeBeau-Walsh, Lori	Instruction – Technology and Health	Graphic Designer and Consultant	7/1/15– 6/30/16	\$4,000
Marsh, Kerry	Instruction – Music	Music Arranger/ Composer – Vocal Jazz ensembles	9/10/15– 6/30/16	\$2,000
Randall, Victoria	Instruction – Kinesiology	Designer – Booklet for Mt. SAC Cross Country Invitational	10/1/15– 11/1/15	\$2,000
Suffredini, Ron	Instruction – Music	Accompanist/Performer -rehearsals and performances for Vocal Jazz ensembles	9/10/15– 6/30/16	\$10,000

**SUBJECT:** Independent Contractors

**DATE:** September 9, 2015

<b>Provider</b>	<b>Area/Department</b>	<b>Service/Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
West Coast Consulting Group	Administrative Services – Safety and Risk Management	Training requirements mandated by the Standardized Emergency Management System (SEMS), Incident Command System (ICS), and National Incident Management System (NIMS) for critical leadership designated to the Emergency Operations Center	9/17/15–2/29/16	\$40,000
Zasadzinski, Thomas	Marketing and Communication	Professional Photographer- images for website redesign	9/17/15–10/15/15	\$3,000

### Funding Sources

Unrestricted General Fund – Student Services/Student Life – LEAD Program, Marketing & Communication, Music, Kinesiology.

Restricted General Fund – Instruction – Child Development Workforce Initiative Grant, Art Gallery, Music, Technology & Health, Student Services – Student Equity.

### RECOMMENDATION

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



<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Resolution No. 15-03 - Appropriations Limit for Fiscal Year 2015-16</u>	

**BACKGROUND**

In accordance with Article XIII-B of the Constitution and Chapter 1205 Statutes of 1980, the Board of Trustees is required to establish by resolution an appropriations limit for 2015-16.

**ANALYSIS AND FISCAL IMPACT**

The following Resolution No. 15-03 establishes Mt. San Antonio Community College District's appropriations limit for 2015-16 at \$288,368,739.

For 2015-16, the District's budgeted appropriations subject to the limitation are \$144,608,171. This means we are approximately \$143.8 million under our statutory spending limit. (See attached Gann Limit worksheet.)

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopts Resolution No. 15-03, as required by law.

Prepared by: _____	Rosa M. Royce	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #3

**RESOLUTION NO. 15-03**

**RESOLUTION OF THE GOVERNING BOARD OF THE  
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT  
SETTING THE DISTRICT APPROPRIATIONS LIMIT FOR  
FISCAL YEAR 2015-16**

**As required by Article XIII-B of the Constitution and Chapter 1205 Statutes of 1980.**

WHEREAS, on November 6, 1979, the people of California passed Proposition 4, a constitutional amendment requiring appropriations limits for State and local government units; and

WHEREAS, Article XIII-B of the Constitution and Chapter 1205 Statutes of 1980, implements Proposition 4, and requires the Board of Trustees to establish by resolution and appropriations limit each fiscal year beginning with 1981-82; and

WHEREAS, the documentation used in determining the appropriations limit for fiscal year 2015-16, has been made available to the public in the Office of Administrative Services for fifteen (15) days prior to the adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby establishes a fiscal year 2015-16 appropriations limit of \$288,368,739.

I HEREBY CERTIFY THAT the foregoing is a full, true, and correct copy of a resolution adopted by the Governing Board of Mt. San Antonio Community College District of Los Angeles County, California, at its meeting here on September 9, 2015.

AYES, and in favor of, Board Members:

NOES, Board Members:

ABSENT, Board Members:

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William T. Scroggins  
College President & CEO and  
Secretary, Governing Board

CALIFORNIA COMMUNITY COLLEGES  
GANN LIMIT WORKSHEET  
**2015-16**

DISTRICT NAME: **Mt. San Antonio Community College**

DATE: September 9, 2015

<b>I. 2015-16 Appropriations Limit:</b>		
A. 2014-15 Appropriations Limit		<u>\$ 268,495,282</u>
B. 2015-16 Price Factor:	<u>1.0382</u>	
C. Population factor:		
1 2013-14 Second Period Actual FTES	<u>30,494.94</u>	
2 2014-15 Second Period Actual FTES	<u>31,545.75</u>	
3 2015-16 Population change factor (line C.2. divided by line C.1.)	<u>1.0345</u>	
D. 2014-15 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)		<u>\$ 288,368,739</u>
E. Adjustments to increase limit:		
1 Transfers in of financial responsibility	\$ -	
2 Temporary voter approved increases	<u>0</u>	
3 Total adjustments - increase		
Sub-Total		<u>\$ -</u>
F. Adjustments to decrease limit:		
1 Transfers out of financial responsibility	\$ -	
2 Temporary voter approved increases	<u>0</u>	
3 Total adjustments - decrease		<u>\$ -</u>
G. 2015-16 Appropriations Limit		<u>\$ 288,368,739</u>
<b>II. 2015-16 Appropriations Subject to Limit:</b>		
A. State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)		<u>\$ 121,152,738</u>
B. State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)		<u>129,815</u>
C. Local Property taxes		<u>23,767,716</u>
D. Estimated excess Debt Service taxes		<u>-</u>
E. Estimated Parcel taxes, Square Foot taxes, etc.		<u>-</u>
F. Interest on proceeds of taxes		<u>39,006</u>
G. Local appropriations from taxes for unreimbursed State, court, and federal mandates		<u>(481,104)</u>
H. 2015-16 Appropriations Subject to Limit		<u>\$ 144,608,171</u>

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

**DATE:** September 9, 2015

**CONSENT**

**SUBJECT:** Proposition 30 - Education Protection Account Funding and Expenditures  
for Fiscal Year 2015-16

**BACKGROUND**

On November 6, 2012, voters approved Proposition 30, the Schools and Local Public Safety Protection Act of 2012. This proposition temporarily raises sales tax and use tax by \$.25 for four years (expires in 2016) and raises income tax on annual earnings over \$250,000 for seven years (expires in 2018). The language of Proposition 30 requires the creation of the "Education Protection Account (EPA)" in the State's General Fund to receive and disburse these temporary tax revenues derived from the incremental increases in imposed taxes.

The EPA funds are not additional funds. They are a component of districts' base apportionment. Similar to "Local Property Taxes," districts' State aid is reduced by \$1.00 for each dollar received from the EPA.

In addition, Proposition 30 establishes that community college districts:

- annually submit an EPA spending plan to be approved by the governing board in a public meeting;
- annually publish on its internet website an accounting of how much money was received from the EPA and how that money was spent;
- shall not expense EPA funds on administrative salaries and benefits or any other administrative costs; and
- must have an annual independent financial and compliance audit to ascertain and verify whether the funds provided by EPA have been properly disbursed and expended, as required by law. Expenses incurred to comply with this additional audit requirement may be paid from the EPA funds.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

**SUBJECT:** Proposition 30 - Education Protection Account (EPA) Funding and Expenditures for Fiscal Year 2015-16

**DATE:** September 9, 2015

**ANALYSIS AND FISCAL IMPACT**

The EPA funds are estimated to be \$24,454,635, as per the 2014-15 advance apportionment. This information will be included in the “Proposition 30 EPA Expenditure Report” of the CCSF-311 Annual Financial and Budget Report and will be published on the College’s website. As reported in the CCSF-311 Annual Financial and Budget Report, instructional salaries and benefit expenditures were \$73,000,000 in the 2013-14 fiscal year. A total of approximately \$76,000,000 will be included in the 2014-15 CCSF-311 report. The final instructional salaries and benefits figure for the 2015-16 fiscal year is not known, but the total expense of instructional salaries and benefits will largely exceed the estimated EPA funds of \$24,454,635. Therefore, it is requested that the Board of Trustees approves expensing the entire amount of the EPA funds to Instructional Salaries and Benefits.

The Proposition 30 EPA Expenditure Report below identifies the \$24,454,635 EPA estimated proceeds as well as estimated expenditures for salaries and benefits in instructional activities. This information will be updated at year-end with actual figures and will be audited as part of the College’s annual financial compliance audit.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the use of the estimated \$24,454,635 EPA to fund Instructional Salaries and Benefits for the 2015-16 fiscal year.

CALIFORNIA COMMUNITY COLLEGES  
Annual Financial and Budget Report

**Details of Education Protection Account**

For Actual Year: 2015-2016

District ID: 850

Name: Mt. San Antonio  
Community College District

<b>EPA Revenue</b>	24,454,635
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<b>Activity Classification</b>	<b>Activity Code</b>	<b>Salaries and Benefits (Obj. 1000 - 3000)</b>	<b>Operating Expenses (Obj. 4000 - 5000)</b>	<b>Capital Outlay (Obj. 6000)</b>	<b>Total</b>
Instructional Activities	0100-5900	24,454,635			24,454,635
<b>TOTAL</b>		24,454,635			24,454,635

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Quarterly Financial Status Report</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following report for the period ending June 30, 2015, should be reviewed and approved by the Board of Trustees. Once this report has been approved, it will be forwarded to the Chancellor’s Office. This report includes revenues, expenditures, and fund balance for the Unrestricted General Fund only and gives the Board a condensed overview of the fiscal status of the College.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees reviews and approves the Quarterly Financial Status Report for the period ending June 30, 2015, as presented.

Prepared by: <u>Rosa M. Royce</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #5</u>

## VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2014-2015

District: (850) MT. SAN ANTONIO

Quarter Ended: (Q4)

June 30, 2015

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-15

## I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	139,034,856	136,222,740	148,416,716	156,676,952
A.2	Other Financing Sources (Object 8900)	45,798	272,054	574,076	1,182,661
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	139,080,654	136,494,794	148,990,792	157,859,613
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	141,686,959	138,565,735	145,965,823	152,168,354
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	873,132	532,735	518,742	1,420,594
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	142,560,091	139,098,470	146,484,565	153,588,948
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	-3,479,437	-2,603,676	2,506,227	4,270,665
D.	<b>Fund Balance, Beginning</b>	33,813,071	30,333,634	27,729,958	30,236,185
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	33,813,071	30,333,634	27,729,958	30,236,185
E.	<b>Fund Balance, Ending (C. + D.2)</b>	30,333,634	27,729,958	30,236,185	34,506,850
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	21.3%	19.9%	20.6%	22.5%

## II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	28,702	28,650	29,682	30,654
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## III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2011-12	2012-13	2013-14	2014-15
H.1	Cash, excluding borrowed funds		17,237,082	20,613,133	49,118,338
H.2	Cash, borrowed funds only		20,000,000	0	0
H.3	Total Cash (H.1+ H.2)	2,964,837	37,237,082	20,613,133	49,118,338

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	144,595,016	156,348,739	156,676,952	100.2%
I.2	Other Financing Sources (Object 8900)	830,343	1,169,331	1,182,661	101.1%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	145,425,359	157,518,070	157,859,613	100.2%
J.	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	158,067,633	165,210,136	152,168,354	92.1%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,223,001	1,580,052	1,420,594	89.9%

J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	159,290,634	166,790,188	153,588,948	92.1%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	-13,865,275	-9,272,118	4,270,665	
L.	Adjusted Fund Balance, Beginning	30,236,185	30,236,185	30,236,185	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	16,370,910	20,964,067	34,506,850	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.3%	12.6%		

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

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	%*	Permanent		Temporary		Total Cost Increase	%
			Total Cost Increase	%*	Total Cost Increase	%*		
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3: 2014-15								
<b>b. BENEFITS:</b>								
Year 1:								
Year 2:								
Year 3: 2014-15								

\* As specified in Collective Bargaining Agreement or other Employment Contract

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

VI. **Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?** **YES**

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

The Board of Trustees approved the issuance of \$20 Million Current Interest Refunding Bonds for Measure R. This will provide savings to the taxpayers. The Board of Trustees also approved the issuance of \$20 Million General Obligation Bonds for Measure RR. The proceeds will be used in scheduled construction projects.

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

**Next year? YES**

**If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)**

Mt. San Antonio College ended the fiscal year with a \$4.3 million surplus and ending fund balance of \$34.5 million, primarily as a result of achieving \$6.8 million in 2014-15 Growth funds released with the June 2015 Second Principal Apportionment. These Growth funds may increase or decrease with the Apportionment Recalculation to be released in February or March 2016. The College increased course offerings of 1,594 FTES from summer 2014 to spring 2015. The economic position of the College is closely tied to the State of California. A couple of factors that will affect the College in future years are the expiration of Proposition 30 tax increases that begins in 2016 and the significant increases of STRS and PERS employer contribution. The STRS employer rate will increase from 10.73% in 2015-16 to 19.1% in 2020-21 and the PERS employer rate will increase from 11.85% in 2015-16 to 20.4% in 2020-21.



<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Quarterly Investment Report</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio Community College District was approved for fiscal independence status effective July 1, 2012. As a result, cash and checks are deposited on a daily basis with the Los Angeles County Treasurer’s Office. The College maintains the Citizens Business Bank accounts for the collection of enrollment and student fees, a clearing account to receive wire transfers for financial aid and other grants, and a revolving fund for emergencies. These funds are transferred on a daily or as-needed basis to the Los Angeles County Treasurer’s Office. In addition, the cash from the Revenue Lease Bonds (COPS) is held with a trustee. The cash investments are summarized as follows for the quarter ending June 30, 2015:

County of Los Angeles, Cash in County Treasury	\$177,989,327	.74%
Citizens Business Bank, District Clearing Account	30,991	.10%
Citizens Business Bank, Revolving Fund	76,667	.10%
Citizens Business Bank, Community Education Clearing Account	29,040	.00%*
Citizens Business Bank, Web Registration Credit Cards	130,382	.10%
Citizens Business Bank, Parking Services Credit Cards	243	.10%
Citizens Business Bank, Performing Arts Center	2,480	.00%
City National Bank, Federal Perkins Loans	26,419	.00%
Cash with Trustee, Revenue Lease Bonds (COPS)	221,759	.02%

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

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the June 30, 2015, Quarterly Investment Report, as presented.

Prepared by: <u>Rosa M. Royce</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #6</u>

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

**DATE:** September 9, 2015

**CONSENT**

**SUBJECT:** Chancellor's Office Tax Offset Program 2016

**BACKGROUND**

Assembly Bill 2347 (Chapter 937, Statutes of 1982) authorizes the Chancellor's Office to act on behalf of local community college districts for the purpose of collecting outstanding student financial obligations through participation in the Franchise Tax Board's Interagency Tax Offset Program. The program was enhanced in 1991 by legislation (AB 3929, Jones) to permit the offset of specific non-financial aid obligations owed to the districts.

**ANALYSIS AND FISCAL IMPACT**

By contracting with the Chancellor's Office, local colleges can recover outstanding student debts such as enrollment fees, uncollected non-resident tuition, personal checks written with non-sufficient funds, student loans, financial aid overpayments, library fines, and other approved debts. The Chancellor's Office Tax Offset Program (COTOP) offsets (deducts) the amount owed to a college from the student/debtor's personal State income tax refund, lottery winnings, or other State refund. Any amounts offset are remitted by the Franchise Tax Board to the Chancellor's Office, which authorizes the State Controller to disburse the offset amount, minus a 25% administrative fee, to the participating local colleges.

For the last 17 years, the COTOP program has succeeded in offsetting and returning over \$20 million directly to participating districts. In recovering those funds, a total of 352,150 offsets were made. In the first six months of 2015, \$4 million has already been collected and returned to districts. The COTOP program collections have continued to grow in each succeeding year. During the 2014-15 fiscal year, \$75,712 was collected on behalf of Mt. SAC.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the 2016 contract for the Chancellor's Office Tax Offset Program.

Prepared by: Rosa Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #7

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Approval of Expenditures: 2015 Foot Locker, Inc. - National Cross Country Championships in San Diego, CA</u>	

**BACKGROUND**

Since December 2004, the Technical Services department has been contracted by Foot Locker, Inc. to provide broadcast and webcast coverage of the Foot Locker National Cross Country Championships in San Diego, California. This contract is an outgrowth of production activities at the Foot Locker Regional Championships held at the College. Board approval is required for expenditure of travel funds for the 2015 event, taking place on December 12, 2015.

As part of the production activities, authorization is requested to:

- provide advance payment of deposits and expenses for hotel accommodations and parking for college employees, professional experts, and independent contractors (not to exceed \$5,600);
- provide out-of-town per-diem payment to all individuals working on the event (not to exceed \$3,500); and
- provide refreshments and light snacks for all individuals working on the event (not to exceed \$500).

**ANALYSIS AND FISCAL IMPACT**

The contract with Foot Locker, Inc. will cover all housing costs, per-diem and refreshment costs, as detailed above. The contract will also cover all labor expenses for college employees, professional experts, and independent contractors as well as fuel costs and any necessary supplies or repairs.

Activities will be carried out with contract-generated funds. The project will not impact the College budget.

**Funding Source**

Contract with Foot Locker, Inc.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the expenditures for the 2015 Foot Locker, Inc. National Cross Country Championships, as presented.

Prepared by: <u>William Eastham</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #8</u>

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

**DATE:** September 9, 2015

**CONSENT**

**SUBJECT:** Agreement with CampusClarity, a Service of LawRoom

**BACKGROUND**

In May 2015, the Board of Trustees approved a three-year license with CampusClarity, a service of LawRoom, for Title IX, Campus SaVe Act, SB 967, and Child Abuse Neglect Reporting Act (CANRA) training. The license includes online access to the entire training and education library for all students, faculty, and staff.

**ANALYSIS AND FISCAL IMPACT**

To facilitate online access and track individual completion of training courses, CampusClarity will implement single sign-on (SSO) using Shibboleth for \$2,000. All technical work will be completed remotely; so, no travel expenses will be incurred.

Shibboleth is a software technology standard that allows entities to use federated identity standards for user authentication. This technology is also being leveraged by the California Community College Chancellor's Office for access to CCCApply and other system-wide applications.

SSO allows Mt. SAC students, faculty, and staff to access the CampusClarity training library via the Mt. SAC portal. This will eliminate the need to create distinct accounts and login credentials for this training system.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with CampusClarity, a service of LawRoom, as presented.

Prepared by: Victor Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract for Legal Services with Stradling Yocca Carlson &amp; Rauth</u>	

**BACKGROUND**

The College wishes to engage the services of Stradling Yocca Carlson & Rauth to provide co-legal counsel to the College in the matter of *United Walnut Taxpayers v Mt. San Antonio Community College District*, Los Angeles Superior Court Case No. BC576587.

**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. Stradling Yocca Carlson & Rauth has provided quality and timely legal counsel to the College in the past and serves as legal counsel to public agencies throughout California providing representation on a wide range of legal issues including public works contracting.

The hourly professional rates are as follows:

<u>Position</u>	<u>Hourly Professional Rate</u>
Partners/Senior Counsel	\$370
Associate	\$200-270
Paralegals/Legal Assistant	\$95

Other costs, such as court, deposition, transcript, messenger, meals, and lodging, shall be charged on an actual and necessary basis.

The College may discharge the attorney at any time upon written notice.

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves a contract for legal services with Stradling Yocca Carlson & Rauth.

Prepared by: <u>Gary L. Nellesen/Teresa Patterson</u>	Reviewed by: <u>Rosa M. Royce/Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #10</u>

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Agreement for Cellular Sites - Division of State Architect Inspection Costs</u>	

**BACKGROUND**

The College currently has an agreement with AT&T Mobility Wireless to provide communications facilities on the roof of the Library Building 6. The installation of new equipment requires Division of State Architect (DSA) inspection services to ensure that the work complies with applicable building codes.

**ANALYSIS AND FISCAL IMPACT**

AT&T Mobility Wireless has agreed to reimburse the College for the costs associated with the DSA inspection services for this project, in the amount of \$1,200. At the end of the project, the College will send a final invoice to AT&T Mobility Wireless detailing all costs. AT&T Mobility Wireless has agreed to pay in advance for the inspection services. Any remaining balance of the advance payment will be returned within 30 days of the completion of the project and final sign-off. In the event that the costs exceed the advance payment amount during the course of the project, the College will submit an invoice for those additional costs.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with AT&T Mobility Wireless for advance payment of DSA inspection fees, 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 #11</u>

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Professional Design and Consulting Services</u>	

## **BACKGROUND**

In order to complete the required facilities planning activities and to commence the design phase for 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>	ASM Affiliates	
	<b>Project:</b>	Historical and Cultural Resources	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide professional on-call historical and cultural resources planning and analysis services to support ongoing and future projects. The services include a review of the previous campus historical resources reports, the assessment of site-specific project impacts, preparation of Historical Resources Evaluation Reports, and completing the required Historic American Buildings Survey photography.	\$55,000.00	
	Contract Amount:	\$55,000.00	

<b>#2</b>	<b>Consultant:</b>	Greve & Associates, LLC	
	<b>Project:</b>	Air Quality and Noise Analysis	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide professional on-call local and/or regional air quality and construction noise assessment and analysis services for ongoing and future projects. Services include studies of short-term dust and emission generation, air pollutant emission, and construction equipment noise levels.	\$27,250.00	
	Contract Amount:	\$27,250.00	

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

**SUBJECT:** Professional Design and Consulting Services

**DATE:** September 9, 2015

<b>#3</b>	<b>Consultant:</b>	Iteris	
	<b>Project:</b>	Transportation Planning Services	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide professional transportation planning services on an on-call basis for ongoing and future projects. Services include literature review, traffic data collection, and traffic and parking analysis.	\$23,312.00	
	Contract Amount:	\$23,312.00	

<b>#4</b>	<b>Consultant:</b>	EPT Design	
	<b>Project:</b>	The Equity Center Landscape Design	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide professional landscape architectural services for the site improvements adjacent to The Equity Center modular building. Services include construction documents, construction administration for an accessible ramp and path of travel, and landscaping for slope stabilization.	\$26,550.00	
	Reimbursable expenses:	\$500.00	
	Contract Amount:	\$27,050.00	

<b>#5</b>	<b>Consultant:</b>	H2 Environmental Consulting Services, Inc.	
	<b>Project:</b>	Campus Café Building Demolition	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide site-specific asbestos specifications and drawings for the demolition of the Campus Café.	\$1,650.00	
	Contract Amount:	\$1,650.00	

<b>#6</b>	<b>Consultant:</b>	H2 Environmental Consulting Services, Inc.	
	<b>Project:</b>	Bookstore Building Electrical and Data Infrastructure Improvements	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide professional project oversight for asbestos abatement activities related to upgrading all fire alarm system devices, electrical panels, and data cabling.	\$5,250.00	
	Contract Amount:	\$5,250.00	



**SUBJECT:** Professional Design and Consulting Services**DATE:** September 9, 2015

<b>#7</b>	<b>Consultant:</b>	H2 Environmental Consulting Services, Inc.	
	<b>Project:</b>	The Center (for Deaf and Hard of Hearing)	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide professional asbestos air monitoring and project oversight for The Center (for Deaf and Hard of Hearing) space to remove all asbestos-containing materials within the project site.	\$12,950.00	
	Contract Amount:	\$12,950.00	

<b>#8</b>	<b>Consultant:</b>	P2S Engineering, Inc.	
	<b>Project:</b>	Dance Studio Window Treatments	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide professional electrical engineering design services for the powered window shade for 11 high bay windows in the Dance Studio.	\$3,500.00	
	Contract Amount:	\$3,500.00	

<b>#9</b>	<b>Consultant:</b>	Psomas	
	<b>Project:</b>	Utility Infrastructure South West Parcel	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide professional engineering services to include the preparation of an updated erosion control plan for the temporary parking improvements at Temporary Student Lot M.	\$10,500.00	
	Contract Amount:	\$10,500.00	

<b>#10</b>	<b>Consultant:</b>	Psomas	
	<b>Project:</b>	Aerial Survey and Topographic Map	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide professional engineering services to provide an updated aerial survey for the entire campus and select off-campus areas. This work is necessary to update the Facilities Master Plan.	\$79,000.00	
	Reimbursable expenses:	\$5,000.00	
	Contract Amount:	\$84,000.00	

**SUBJECT:** Professional Design and Consulting Services

**DATE:** September 9, 2015

<b>#11</b>	<b>Consultant:</b>	Psomas	
	<b>Project:</b>	North Pedestrian Access Study	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide professional engineering services to evaluate site planning, preliminary grading, drainage options, pedestrian access, and circulation alternatives for improvements to the north side of the Temple Avenue pedestrian tunnel.	\$13,000.00	
	Reimbursable expenses:	\$1,000.00	
	Contract Amount:	\$14,000.00	

<b>#12</b>	<b>Consultant:</b>	Psomas	
	<b>Project:</b>	Campus-wide Storm Water Analysis	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide professional engineering services to offer a campus-wide storm water analysis. Services include a concept hydrology study, campus storm drain system assessment, storm water regulatory compliance review, recommendations for replacement and/or additions to the campus system, and concept level opinion of probable cost. This work is necessary to update the Facilities Master Plan.	\$134,000.00	
	Reimbursable expenses:	\$7,500.00	
	Contract Amount:	\$141,500.00	

<b>#13</b>	<b>Consultant:</b>	Alliance of Schools for Cooperative Insurance Programs	
	<b>Project:</b>	Rent-a-Risk-Manager Program - Construction Program	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide professional construction safety inspection services, up to two days of service per week, for ongoing and future construction projects.	\$45,000.00	
	Contract Amount:	\$45,000.00	

### Funding Sources

Nos. #1-13 – Measure RR Bond (Series A) funds.

Nos. #2-3 – Measure RR Bond Anticipated Note funds.

### **RECOMMENDATION**

For Nos. #1-3 – It is recommended that the Board of Trustees ratifies the contracts, as presented. For Nos. #4-13 – It is recommended that the Board of Trustees approves the contracts, as presented.

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

**DATE:** September 9, 2015

**CONSENT**

**SUBJECT:** Child Development Center Corrective Measures and Site Improvements  
(Bid No. 3025)

**BACKGROUND**

Construction of the Child Development Center Buildings 70, 71, and 72 was substantially complete on August 1, 2014, including temporary landscaping and play equipment which was installed to obtain licensing from the State of California. These temporary components addressed specific safety issues noted in the Certified Playground Safety Audit performed by Poms & Associates Insurance Brokers, Inc. on February 6, 2014. The final design will address the functionality, safety, and equipment needed to maintain licensing. Without the redesigned play areas, the Child Development Center would be at risk of losing its license. The request for bids included several additive alternates for additional playground equipment. The alternates are listed as follows:

<b>Alternate No.</b>	<b>Description</b>	<b>Quantity</b>
1	Hill Climber	1
2	Log Tunnel Slide	1
3	Log Stepper	6
4	Small Play House	1
5	Log Crawl Tunnel	3
6	Acorn Seat	4
7	Log Stepper	1
8	Stone Stepper - 8"	3
9	Stone Stepper - 16"	3
10	Balance Beam	1
11	Large Play House	1
12	Big Toys - Griffin Music Toy	1
13	Big Toys - Tuned Drums	1
14	Big Toys - Pegasus	1
15	Shade Structure	1
16	Pole Pad	2
17	Picnic Tables and Umbrellas	2

Prepared by: Gary L. Nellesen/Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Consent #13

**SUBJECT:** Child Development Center Corrective Measures and Site Improvements  
(Bid No. 3025)

**DATE:** September 9, 2015

**ANALYSIS AND FISCAL IMPACT**

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Twenty-four contractors were invited to participate in the bid process with three contractors attending the job walk. Two bids were received and publicly opened on August 4, 2015. The lowest responsible and responsive bidder is Mariposa Landscapes, Inc. for the base bid plus Additive Alternates 1-17. A summary of bids is as follows:

<b>Company/Location</b>	<b>Total Amount (Base Bid + Alternates 1-17)</b>
Mariposa Landscapes, Inc., Irwindale, CA	\$508,477.00
Fairway Landscape & Irrigation, Inc., Riverside, CA	\$530,501.11

**Funding Sources**

Measure RR Bond (Series A) funds.  
Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Bid No. 3025 – Child Development Center Corrective Measures and Site Improvements and awards the project to Mariposa Landscapes, Inc., for the amount of \$508,477.00, which represents the Base Bid plus Additive Alternate Nos. 1-17.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Professional Design and Consulting Services (Contract Amendments)</u>	

**BACKGROUND**

In order to complete the required facilities planning activities and to commence the design phase for construction and renovation projects, it is necessary to retain the services of qualified professionals.

**ANALYSIS AND FISCAL IMPACT**

The following contract amendments are presented for approval:

<b>#1</b>	<b>Consultant:</b>	Marlene Imirzian & Associates Architects	<b>No.</b>	5
	<b>Project:</b>	Food Services Building		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Provide additional architectural and engineering services to accommodate the food services vendor equipment and design revisions. Revisions include kitchen equipment, menu screens, building finishes, signage, and vendor branding including mechanical and structural revisions to support construction and additional scope for landscape and site revisions related to improving access to adjacent facilities.		\$62,920.00	
	Total		\$62,920.00	
	Original Contract Amount		\$624,000.00	
	Net Change by Previous Amendments		\$72,440.00	
	Net Sum Prior to This Amendment		\$696,440.00	
	Amount of Amendment No. 5		\$62,920.00	
	New Contract Sum		\$759,360.00	
	Percentage of this Change to the Total Project Budget		0.42%	

Prepared by: Gary L. Nellesen Reviewed by: Michael Gregoryk  
 Recommended by: Bill Scroggins Agenda Item: Consent #14

**SUBJECT:** Professional Design and Consulting Services (Contract Amendments)

**DATE:** September 9, 2015

<b>#2</b>	<b>Consultant:</b>	Psomas	<b>No.</b>	2
	<b>Project:</b>	The Equity Center		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Additional professional engineering services to revise the site plans to accommodate an added access ramp. The ramp is required by the Division of the State Architect for the Equity Center modular building.		\$6,000.00	
	Total		\$6,000.00	
	Original Contract Amount		\$34,000.00	
	Net Change by Previous Amendments		\$7,000.00	
	Net Sum Prior to This Amendment		\$41,000.00	
	Amount of Amendment No. 1		\$6,000.00	
	New Contract Sum		\$47,000.00	
	Percentage of this Change to the Total Project Budget		0.25%	

<b>#3</b>	<b>Consultant:</b>	Sid Lindmark, AICP	<b>No.</b>	2
	<b>Project:</b>	Construction Support		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Professional consulting services on an on-call basis for ongoing and future projects. Services include evaluating site-specific California Environmental Quality Act (CEQA) issues, review of technical studies, and research.		\$25,000.00	
	Total		\$25,000.00	
	Original Contract Amount		\$10,000.00	
	Net Change by Previous Amendments		\$10,000.00	
	Net Sum Prior to This Amendment		\$20,000.00	
	Amount of Amendment No. 2		\$25,000.00	
	New Contract Sum		\$45,000.00	
	Percentage of this Change to the Total Project Budget		2.5%	

<b>#4</b>	<b>Consultant:</b>	Steven Fader Architects	<b>No.</b>	1
	<b>Project:</b>	The Center (for Deaf and Hard of Hearing)		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Additional professional architectural and engineering services required to modify the architectural plans to remove asbestos-containing materials in the existing walls.		\$26,600.00	
	Total		\$26,600.00	
	Original Contract Amount		\$50,800.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$50,800.00	
	Amount of Amendment No. 1		\$26,600.00	
	New Contract Sum		\$77,400.00	
	Percentage of this Change to the Total Project Budget		3.13%	

**SUBJECT:** Professional Design and Consulting Services (Contract Amendments)

**DATE:** September 9, 2015

<b>#5</b>	<b>Consultant:</b>	Steven Fader Architects	<b>No.</b>	1
	<b>Project:</b>	Bookstore Building Electrical and Data Infrastructure Improvements		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Additional architectural and engineering services to upgrade the fire alarm system in the Bookstore building to meet the current DSA code requirements.		\$7,860.00	
	Total		\$7,860.00	
	Original Contract Amount		\$14,970.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$14,970.00	
	Amount of Amendment No. 1		\$7,860.00	
	New Contract Sum		\$22,830.00	
	Percentage of this Change to the Total Project Budget		2.25%	

Funding Source

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

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

**DATE:** September 9, 2015

**CONSENT**

**SUBJECT:** Air Conditioner Replacement (Change Order)

**BACKGROUND**

In May 2015, the Board of Trustees approved a contract with Los Angeles Air Conditioning, in the amount of \$213,659, to replace 15 air conditioning units on various buildings across campus. During the submittal review phase of the project, staff identified the opportunity to increase the energy efficiency of the units. The higher-efficiency units will be eligible for energy incentives offered by Southern California Edison.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	3013	<b>Contractor:</b>	Los Angeles Air Conditioning, Inc. (HVAC Contractor)	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
	Upgrade the specified cooling units to high-efficiency equipment including economizers and variable frequency drive display units.		\$25,741.55	0 days	
	Total		\$25,741.55	0 days	
	Original Contract Amount		\$213,659.00		
	Net Change by Previous Change Orders		\$0.00		
	Net Sum Prior to This Change Order		\$213,659.00		
	Amount of Change Order No. 1		\$25,741.55		
	New Contract Sum		\$239,400.55		
	Percentage of Change to Contract, to Date		12.05%		

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #15



<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Instruction and Plan Room Modular Buildings (Change Order)</u>	

## **BACKGROUND**

In August 2014, the Board of Trustees approved a contract with American Modular Systems Inc., in the amount of \$432,192, for the manufacturer delivery and installation of three modular units to be used for teaching and office space for the Technology and Health Division and work space for Facilities Planning and Management. While preparing the site to receive the Facilities Planning and Management unit, several concrete-encased data and power duct banks were encountered, resulting in revisions to the structural footing system. Changes to the modular unit construction are required to accommodate the revised footing design.

## **ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>		<b>Contractor:</b>	American Modular Systems (Modular Contractor)	<b>CO No.</b>	2
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Increase the concrete footing size to meet soils report recommendations and Division of State Architect (DSA)-approved plans (16" footings).		\$5,689.05	0 days	
2	Add engineering, labor, and materials to bridge the data and electrical duct banks below the concrete foundation.		\$5,043.90	0 days	
3	Increase the concrete footing size to meet soils report recommendations and DSA-approved plans (18" footings).		\$7,096.65	0 days	
	Total		\$17,829.60	0 days	
	Original Contract Amount		\$675,787.00		
	Net Change by Previous Change Orders		\$11,336.00		
	Net Sum Prior to This Change Order		\$687,123.00		
	Amount of Change Order No. 2		\$17,829.60		
	New Contract Sum		\$704,952.60		
Percentage of Change to Contract, to Date			4.32%		

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins Agenda Item: Consent #16

**SUBJECT:** Instruction and Plan Room Modular Buildings (Change Order)

**DATE:** September 9, 2015

Funding Source

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT</b>	<u>Personnel Transactions</u>	

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: Pearce, Jade  
 Position: Educational Research Assessment Analyst      New: No  
 Department: Research and Institutional Effectiveness  
 Range/Step: A-107, Step 1      Salary: \$5,067.14/month  
 Job FTE: 1.00/12 months  
 Effective: 9/10/15

Name: Walter, Kenneth  
 Position: Sports Publicist      New: Yes  
 Department: Kinesiology, Athletics, and Dance  
 Range/Step: A-88, Step 1      Salary: \$1,992.28/month  
 Job FTE: 0.475/12 months  
 Effective: TBD

**Promotions**

Name: Heflin, Brian  
 Position: Systems Analyst/Programmer      New: Yes  
 Department: Disabled Students Programs and Services  
 Range/Step: A-124, Step 1      Salary: \$6,001.03/month  
 Job FTE: 1.00/12 months  
 Effective: 9/10/15  
 Remarks: Previously Alternate Media Program Specialist

Name: Hua, Jenny  
 Position: Admissions & Records Clerk II      New: No  
 Department: Admissions & Records  
 Range/Step: A-69, Step 5      Salary: \$4,219.94/month  
 Job FTE: 1.00/12 months  
 Effective: 9/10/15  
 Remarks: Previously Admissions & Records Specialist I

Prepared by: Human Resources Staff      Reviewed by: James P. Czaja  
 Recommended by: Bill Scroggins      Agenda Item: Consent #17

**SUBJECT:** Personnel Transactions

**DATE:** September 9, 2015

**Changes of Assignment**

Name: Beckerdite, Adam  
 Position: Parking Officer  
 Department: Public Safety  
 Range/Step: A-71, Step 2 Salary: \$1,766.34/month  
 Job FTE: 0.475/12 months  
 Effective: 9/10/15  
 Remarks: Previously 11 months

Name: Cornejo, Laurie  
 To: Administrative Specialist II  
 Department: Adult Basic Education  
 Range/Step: A-75, Step 6 + L10 Salary: \$4,868.16/month  
 Job FTE: 1.00/12 months  
 Effective: 9/10/15  
 Remarks: Previously Administrative Specialist I

Name: Miller, Jill  
 Position: Administrative Specialist III  
 Department: Administrative Services  
 Range/Step: A-71, Step 2 + L10 Salary: \$5,167.65/month  
 Job FTE: 1.00/12 months  
 Effective: 9/10/15  
 Remarks: Previously 0.75 Job FTE

Name: Rao, Usha  
 Position: Tutorial Services Assistant  
 Department: Learning Assistance Center  
 Range/Step: A-52, Step 6 Salary: \$1,777.14/month  
 Job FTE: 0.475/10 months  
 Effective: 7/4/15  
 Remarks: Previously 9 months

**Temporary Out-of-Class Assignments**

Name: Marin, Annmarie  
 From: Clerical Specialist  
 To: Administrative Secretary  
 Department: Human Resources  
 Range/Step: A-88, Step 1 Salary: \$4,194.28/month  
 Job FTE: 1.00/12 months  
 Effective: 8/27/15  
 End Date: 11/30/15

**SUBJECT:** Personnel Transactions

**DATE:** September 9, 2015

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

Name: Rodriguez, Alvaro  
From: Technician, Performing Arts Operations  
To: Lead Technician, Broadcast and Audio  
Department: Technical Services  
Range/Step: A-114, Step 6 Salary: \$6,993.61/month  
Job FTE: 1.00/12 months  
Effective: 7/1/15  
End Date: 12/31/15

**Reclassifications**

Name: Diaz, Diana  
From: Receptionist/Clerical Assistant  
To: Administrative Specialist I  
Department: DSP&S  
Range/Step: A-69, Step 1 Salary: \$3,471.75/month  
Job FTE: 1.00/12 months  
Effective: 9/10/15  
Remarks: Ms. Diaz should have been included in Action Item No. 3 on the June 24, 2015, Board Agenda. This a correction of an inadvertent omission by Human Resources of an agreement reached earlier in June. This is a position title and change in salary range.

Name: Ortiz, Calixto  
From: ESL Learning Resources Technician  
To: Computer Facilities Assistant  
Department: ESL  
Range/Step: A-79 Step 3 Salary: \$2,008.33/month  
Job FTE: 0.475/12 months  
Effective: 9/10/15  
Remarks: Mr. Ortiz should have been included in Action Item No. 3 on the June 24, 2015, Board Agenda. This a correction of an inadvertent omission by Human Resources of an agreement reached earlier in June. This is a position title and change in salary range.

**President's College Champion Award Recipient**

Karyn (K.C.) Kranz, Exercise Science/Health Supervisor (Wellness Center) - \$500

**SUBJECT:** Personnel Transactions

**DATE:** September 9, 2015

### **Resignations**

Kevin Owen, Technician, Performing Arts Operations, Technical Services, effective 8/20/15

Ann Marie Ruelas, Administrative Specialist II, EOPS, effective 7/27/15

Naaman Struck, Public Safety Officer, Public Safety, effective 8/31/15

### **ACADEMIC EMPLOYMENT**

#### **Permanent New Hires**

Name:	Blacksher, Shiloh	New:	Yes
Position:	Professor, Psychology		
Department:	Psychology	Salary:	\$56,851.00/annual
Range/Step:	I-1		
Job FTE:	1.00/10 months		
Effective:	8/24/15		
Name:	Bouskill, Brian	New:	No
Position:	Professor, Graphic Design		
Department:	Commercial and Entertainment Arts	Salary:	\$82,634.00/annual
Range/Step:	I-9		
Job FTE:	1.00/10 months		
Effective:	8/24/15		
Name:	Mahmoud, Eugene	New:	Yes
Position:	Professor, Engineering/Physics		
Department:	Physics, Engineering	Salary:	\$81,107.00/annual
Range/Step:	III-6		
Job FTE:	1.00/10 months		
Effective:	8/24/15		
Name:	Powell, Chara	New:	No
Position:	Professor, Psychology		
Department:	Psychology	Salary:	\$66,562.00/annual
Range/Step:	I-4		
Job FTE:	1.00/10 months		
Effective:	8/24/15		
Name:	Somers, Bernard	New:	Yes
Position:	Professor, Counseling - Veterans		
Department:	Counseling	Salary:	\$67,860.00/annual
Range/Step:	I-1		
Job FTE:	1.00/11 months		
Effective:	TBD		

**SUBJECT:** Personnel Transactions

**DATE:** September 9, 2015

**Permanent New Hires (continued)**

Name: Wang, Allen  
 Position: Professor, Counseling–International Students Program      New: Yes  
 Department: Counseling  
 Range/Step: I-1      Salary: \$67,860.00/annual  
 Job FTE: 1.00/11 months  
 Effective: TBD

**Initial Salary Placement Adjustments**

Name: Anders, Tania  
 Position: Professor, Earth Sciences  
 Department: Earth Sciences and Astronomy  
 Column/Step: III-9      Salary: \$90,816.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/24/15  
 Remarks: Initially placed on Column I, Step 1

Name: Bachor, Alana  
 Position: Professor, Counseling  
 Department: Counseling  
 Column/Step: II-2      Salary: \$71,487.00/annual  
 Job FTE: 1.00/11 months  
 Effective: 7/20/15  
 Remarks: Initially placed on Column I, Step 1

Name: Cummings, Christine (One-Year Temporary)  
 Position: Professor, Theater  
 Department: Theater  
 Column/Step: II-6      Salary: \$77,056.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/24/15  
 Remarks: Initially placed on Column I, Step 1

**SUBJECT:** Personnel Transactions

**DATE:** September 9, 2015

**Salary Advancement for Full-time Faculty Column Crossover - 2015-16**

Coursework and/or Degree earned

Name: Yost, David  
 Position: Professor, Aircraft Maintenance  
 Department: Aircraft Maintenance  
 Column/Step: III-12 Salary: \$100,453.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/24/15  
 Remarks: Advancement from Column II, Step 11

**Salary Advancement for Part-time Faculty Column Crossover - 2015-16**

Coursework and/or Degree earned

Name: Ledezma, Erica  
 Position: Adjunct  
 Department: Adult Basic Education  
 Column/Step: II-3 Salary: \$54.96/hour  
 Effective: 8/24/15  
 Remarks: Advancement from Column I, Step 3

Name: Shum, Mee  
 Position: Adjunct  
 Department: Consumer Science and Design Technologies  
 Column/Step: III-4 Salary: \$83.46/hour  
 Effective: 8/24/15  
 Remarks: Advancement from Column I, Step 4

**Faculty Intern**

<u>Name</u>	<u>Department</u>	<u>Mentor</u>	<u>Semester</u>
Vivian Le	Biological Sciences	Charles Newman	Fall 2015

**Banking Leaves of Absence with Pay**

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Masoomian, Rasool *Previously sent as Fall 2015	Business Administration	15	Fall 2016*
Masoomian, Rasool **Previously sent as Spring 2016	Business Administration	15	Spring 2017**
Wolf, Phillip	Physics, Engineering	3	Fall 2015



**SUBJECT:** Personnel Transactions

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**DATE:** September 9, 2015

**Professional Growth Increment - 2015-16**

\$326/month for faculty after serving three or more years at the Initial Service Increment and after completing six semester units of course work

<u>Name</u>	<u>Department</u>	<u>Effective</u>
Deborah Rivers	Mathematics & Computer Sciences	8/24/15

**Approval of Stipend**

Master's Degree - \$1,539

David Yost, Professor, Aircraft Maintenance

**President's College Champion Award Recipient**

Cynthia Shannon, Professor (Biological Sciences) - \$500

**Fall 2015**

**Credit Hourly Instructors/Substitutes**

**NAME**

Aasi, Fazal K  
Abatay, Victoria Katrina  
Abate, Amy Marie  
Abbott, James Christopher  
Abdel Haq, Mohammad Mahmoud  
Abdel-Rahman, Ahmad  
Addison, Tamika R  
Adele, David Scott  
Afrasiabi, Javid  
Ahmed, Roohe N  
Alaei, Bahareh Brittany  
Alexander, Eldon Lawrence  
Allende, Victor  
Altmire, Matthew Dean  
Alvarado, Alexandra Michelle  
Alvarado, Noel M  
Alvarez, Veronica Iris  
Alverson, David John  
Alzate, Angela Maria  
Amaira, Dania Oumayma  
Ammirato, Joseph Samuel  
Anastasia, Stephen J  
Anderson, Lida L  
Anello, Andrea

**NAME**

Basile, Tammy Louise  
Basurto, Daisy  
Batcheller, Keith Howard  
Bates, Bobby Joe  
Bautista, Stephen Joel  
Bava, Jose  
Bayle, M Dolores  
Beakes, Jane Ellen  
Becker, Teresa M  
Beckman, Richard C  
Benner Davis, Cherie A  
Benoe, Christopher Scott  
Berbiar, Edward M  
Berenji, Nima Saljooghi  
Bernard, Steven Anthony  
Berry, Theresa M  
Beshay, John Kamal  
Bhari, Shovit Raj  
Bianchessi, Adam Angelo  
Bicksler, Bonnie Joy  
Bird, Jenna M  
Bjorck, Sharon-Rose  
Blacquiere, Luke D  
Bladh, Eric Woodbury

**NAME**

Butler, Gwendolyn Joleen  
Buzby, Linda M  
Byce, Joann M  
Byrne, Robert S  
Byun, Eui Won James  
Cahow, Matthew J  
Cahueque, David Anthony  
Cailipan, Adelaine V  
Callaci, Allen John  
Calverley, Russell Norman  
Cameron, John E  
Cammayo, Christina Gloria  
Campbell, Faye Daines  
Cardenas, Yecenia Baltazar  
Carleton, Bruce M  
Carlson, Frank Daniel  
Carlson, Matthew Kimball  
Carrasco, Manuel  
Carrera, Philip S  
Carroll, Don R  
Carter, Brian C  
Carter, Deborah Lyn  
Casale, Kimie Hiasa  
Casas, Diana Lorena

**SUBJECT:** Personnel Transactions

**DATE:** September 9, 2015

**Fall 2015**

**Credit Hourly Instructors/Substitutes** (continued)

**NAME**

Anglin, Marie M  
 Angulo, Douglas John  
 Appel, Keiko Miyata  
 Armstrong, Monica T  
 Atalla, Seema V  
 Atmadja, Janice Nafiri  
 Aviles, Gregory  
 Badre, Albert F  
 Baez Jr, Mariano  
 Baler, Pablo Fabian  
 Ball, Heather McLinden  
 Banuelos, Marissa C  
 Bark, Andrew J  
 Barry, Jay A  
 Bartz, Virginia Jo Ann  
 Chavez, Elias  
 Chen, Daniel L  
 Chen, Rae-Shae W  
 Cheng, Paul  
 Cheung, Kwun Hung  
 Chevalier, Angelis  
 Chiu, Paul Chun Fai  
 Chui, Pamela H  
 Cienik, Margaret A  
 Clapp, Daniel Lee  
 Cockrum, Dennis C  
 Colby, Kathryn Anne  
 Cole, Lois M  
 Coleman, Debra A  
 Cook, David J  
 Coronel, Jessica E  
 Cote, Steve Joseph  
 Couch, Anna J  
 Cox, Steven Boyd  
 Crane, Barbara N  
 Creed, Rick  
 Cretney, Carly Anne  
 Crocker, Christine Elizabeth  
 Crogman, Horace Teddy  
 Crome, Gina M

**NAME**

Blake, Martha Days  
 Blean, Nicole M  
 Boada, Miriam Magdalena  
 Borses, Daniel A  
 Borup, Rebekah Susan  
 Bowman, Deanna Dawn  
 Bradshaw, John Michael  
 Bradshaw, Stacy Leigh  
 Brandler, Marcielle Y  
 Brooks, Alan  
 Brown, Dennis Paul  
 Brown, Michael M  
 Brown, Yuka Goto  
 Buckwalter, Michael Thomas  
 Buechler, Michael Richard  
 Del Castillo, Steve S  
 Delgado Jr, Mario  
 Dennis, Maria Vradimirovna  
 Denton Jr, John Phillip  
 Dewald, Bernardus W  
 Dhalla, Sarah-E  
 Dinglasan, Carlomagno Lopez  
 Dizon, Caleb Anthony  
 Domico, Mario N  
 Domingo, Aldwin Quindoy  
 Domingues, Cameron Brooke  
 Dominguez, Robert Anthony  
 Dominguez, Vonjaires M  
 Dominick, Samuel A  
 Donahue, John M  
 Dong, Meijuan  
 Dorgan, Catherine Marie  
 Doshi, Dhaval Praful Chandra  
 Drakou-Sarantopoulos, Helen  
 Dubiel, John Alexander  
 Dunaway, Jourdan Rae  
 Duncan, Daniel M  
 Duncan, Kevin Samuel  
 Dunipace, Taber D  
 Durant, Matt

**NAME**

Cascella, Henry H  
 Case, Marissa  
 Casian, Elizabeth  
 Castagnaro, Anne Victoria  
 Castello Jr, Anthony Ernest  
 Cenicerroz, Jonathan R  
 Cerafice, Loren Marie  
 Chaffin, Deborah M  
 Chan, Franny Wai  
 Chan, Linda Anne  
 Chance, Patricia B  
 Chandler, Gregory A  
 Chang, Chiu Chin  
 Chang, Hsiao-Ying  
 Chau, Evelyn Nhu  
 Engstrom, Rebecca Zoe Bryan  
 Entus, Robert M  
 Erbe, Cynthia Ann  
 Eremiyski, Rumen R  
 Erickson, Eric Luther  
 Erskine, N Jeanne  
 Erturk, Florence Jeanne  
 Esquivel, Edgar I  
 Evanshine, Sharon Kay  
 Eyre, Michael John  
 Fabiero, Karin Kantenwein  
 Fair, Charles Lawrence  
 Fanego, Cristofer  
 Fantazia, Julianne Renee  
 Faradineh, Rahim Alavi  
 Faraone, Teresa Maria  
 Farnum, Martin F  
 Farrell, Alyssa Marie  
 Farris, Bob L  
 Farschman, Kurt Van  
 Felix, Luis Richard  
 Fell, Devon Rachelle  
 Felten, Angelique M  
 Fernandez Lango, Brenda L  
 Fernandez, Christopher Nathan

**SUBJECT:** Personnel Transactions**DATE:** September 9, 2015**Fall 2015****Credit Hourly Instructors/Substitutes** (continued)

## NAME

Crossman, Elizabeth Erin  
 Cruz-Pobocik, Sylvia Becerra  
 Curran, Karen O'Brien  
 Curtin, Robert Patrick  
 Cushing, William P  
 Daigre, Victorine Elizabeth  
 Damansouz, Firouzeh  
 Dang, Han N  
 Daulatzai, Yusef Saqib  
 Day, Charmaine Laura  
 Day, Kimberly Ann  
 De La Rosa, Daniel  
 Decker, James W  
 Franklin, Maisha Antoinette  
 Freeland, Edward William  
 Freeman, Charles E  
 Frost, Kristin Joy  
 Fueger, Mary Ann Griego  
 Fuentes, Antonio  
 Fukushima, Norikazu Jun  
 Fuller, Maria Luisa  
 Galaz, Jesus Francisco  
 Galloway, Kent William  
 Garcia, Armando Atticus  
 Garcia, John Glenn  
 Garcia, Victor M  
 Garcia-Mata, Marilyn Victoria  
 Garg, Garima  
 Garland, Jeffery Buddy  
 Geagley, Bradley Keith  
 Genovese, Maria  
 Genovese, Richard S  
 Gerbson, Steven Donald  
 Giles, Naomi Ruth  
 Goff, Michael Eugene  
 Golden, Nancy S  
 Gomez-Lecaro, Maria Elena  
 Gonzalez, Enrique Christian  
 Gonzalez, Randall A  
 Gorcik, Robert H

## NAME

Durfield, Timothy Richard  
 Dutreaux, Renee Louise  
 Dutz, Kay Michelle  
 Edwards, Adam Jacob  
 Edwards, Charles Webley  
 Edwards, Elizabeth Rose  
 Efron, Alan Jerome  
 Easley, Benjamin Newton  
 Elkoussy, Kamilia Mohamed  
 Ellis, Richard Harold  
 Emadi, Makan  
 Emanuel, Elaine S  
 Emery, Michael D  
 Ha, Chauly Tran  
 Habayeb, Olga N  
 Hackmann, Debra Jeanne  
 Haddock, Lynette Gay  
 Hagerman, Yvonne M  
 Haines, Ashley J  
 Haines, Janice Jacqueline  
 Haines, Michael S  
 Hajialiakbar, Lily  
 Hall, Justin N  
 Hall, Kathryn S  
 Hamby, Bobbi Page  
 Hammad Hammad, Mahbuba  
 Han, Kay Yuhuing  
 Han, Steven  
 Hancock, Joy Elizabeth  
 Haney, Randy G  
 Harfouche, Youssef Georges  
 Harirchi, Madjid  
 Harrington, Jared W  
 Harrington, Maria Angela  
 Harsany, Stephen C  
 Hartmann, Corinne Marie  
 Hartouni, Kristine E  
 Hastings, Nancy E  
 Hattar, Michael M  
 Hauw, Winston L

## NAME

Fernandez, Michael Lawrence  
 Fernandez, Miguel A  
 Fields, Gale Anthony  
 Fleming, Judith Ann  
 Flisik, Tyler J  
 Flores, Caleb  
 Flores, Cynthia Alicia  
 Florio, Melanie A  
 Ford-Charles, Charlette D  
 Forest, Roger Dean  
 Foster, Ed L  
 Francev, Peter K  
 Francisco, Karen Anduiza  
 Hess, Ronald Robert  
 Hewson, William Edward  
 Heyrat, Mahmood  
 Hight, Deana Marie  
 Hight, Jeremy J  
 Hight, Lisa Ann Midori  
 Hinson, Jennifer Lynn  
 Ho, Yi-Shin  
 Hoard, Kasumi Christine  
 Hoekstra, Thomas Richard  
 Holinsworth, Julie Lee  
 Holland, Daniel Patrick  
 Hollenshead, Marcia G  
 Hollimon, Keith Anthony  
 Holloway, Brian  
 Hossain, Aleem A  
 Howey, Dawn Marie  
 Howland, Tina Marie  
 Hruby, Shauna T  
 Huang, Lily Liwen  
 Huffman, David Leon  
 Hughes, Richard O  
 Hulett, Philip C  
 Humaciu, Matthew Frank  
 Hung, Jordan Weijei  
 Hunt, Ryan R  
 Hunter-Buffington, Carri Marie

**SUBJECT:** Personnel Transactions

**DATE:** September 9, 2015

**Fall 2015**

**Credit Hourly Instructors/Substitutes** (continued)

**NAME**

Graham Martinez, Valerie Marie  
 Gravatt, Fred E  
 Green, Beverly Sue  
 Greenberg, Herschel  
 Grey, Gene  
 Griendling, Kevin A  
 Grubb, Barbara Jo  
 Guerrero, Bobby  
 Guerrero, Lisa M  
 Guild, Tracy Rachael  
 Ha Nguyen, Anna Ngocyen  
 Jacobs, Gail D  
 Jaimes, Franciella Marie  
 Jannati, Elmira  
 Jayachandran, Sanjay  
 Jeffers, Bonnie B  
 Jenkins, Tina S  
 Johnpeer, Gary D  
 Johnson Jr, Leroy E  
 Johnson, Kent James  
 Johnson, Susan M  
 Johnston, Sachi Katagiri  
 Jollevet Jr, Felix  
 Joneja, Kamal Preet  
 Jones, Heather Patti  
 Jones, Jeffery  
 Jones, Laquita Monique  
 Jones, Lorraine A  
 Jones, Monik C  
 Joshua, Stacey Jae  
 Justiniano, John Regala  
 Kahn, Joan Deborah  
 Kanokohata, Shoshi  
 Karim, Raina  
 Karmiryman, Ruzanna  
 Kassis, Noura I  
 Kataoka, David S  
 Kaur, Raminder  
 Keena, Shane M  
 Keeney, Mary Adela

**NAME**

Hawkins, Devona E  
 Heaton, Katie Elizabeth  
 Heggins Jr, James Wiley  
 Heinicke, David Ross  
 Hemphill, Kathi L  
 Hendrix, Jeffrey Glenn  
 Heney, Hugh William  
 Henry, Darryl  
 Hernandez Arocha, Esther Maria  
 Hernandez, Lisa Steele  
 Hernandez-Magallon, Karla Y  
 Kilanski, Paul J  
 Killian, Amanda C  
 Kilmurray, Kevin J  
 Kim, Myong-Sook  
 King, Carroll H  
 Kingsbury, Sadie Ann  
 Kinnes, Scott S  
 Klassen, Masako Okamura  
 Klein, Joy Noel  
 Knish, Michael Anthony  
 Kogat, Lisa Elaine  
 Kohl, Joan Williams  
 Komrosky, Joseph W  
 Kostiuk, Erik  
 Kowalski, Francis S  
 Kowell, Masha  
 Kremer, Amelia E  
 Kuchta III, John G  
 Kuroki, Hirohito  
 Kwok, Gigi Yin Chi  
 La Valle Shepston, Anne  
 Labrit, Guillermo  
 Lahey, Michael John  
 Lahr-Dolgovin, Roberta Ellen  
 Lam, Albert  
 Lam, Hoa Quoc  
 Lam, Wood C  
 Lambright, Kenneth Preston  
 Lampert, Karen Michelle  
 Page 10 of 30 Pages

**NAME**

Hurley, Jet  
 Hussien, Munir  
 Ildefonso, Nelson J  
 Impert, Walter William  
 Irvine, Cynthia D  
 Isaacs, Gary Allen  
 Ishihara, Chie  
 Iskander, Christine Adel  
 Ito Rocha Santana, Naluce  
 Jackle, James William  
 Jackson, Lucy Mutindi  
 Lazar, Ryan E  
 Le, Vivian  
 Lee, Bianca Aquilla  
 Lee, Chongui Keith  
 Lee, Monica Jean  
 Lee, Virgil James  
 Lefler, Patricia S  
 Leinweber, Anita  
 Lentz III, John  
 Lepp, Jodi Lynn  
 Leung, Sing Lit  
 Lewis, Nicole Beth  
 Leyva, Enriqueta  
 Li, Ling  
 Li, Qin  
 Li, Xiaoyan C  
 Likens, John D  
 Lirio, Frances Patricia Yap  
 Little, David A  
 Liu, Melanie Sensen  
 Lloyd, Anthony Frazier  
 Lo Piccolo, Joseph Townsend  
 Loakes, Alexandra Vera  
 Londo, Daniel James  
 Lopez, Robert M  
 Lord, Harry Chester  
 Louis, Iris Guerra  
 Loupe, Leleua L  
 Lowe, Josephine N

**SUBJECT:** Personnel Transactions**DATE:** September 9, 2015**Fall 2015****Credit Hourly Instructors/Substitutes** (continued)

## NAME

Kelly, Donna R  
 Kelly, Sean P  
 Kennelley, Erika F  
 Ketenchian, Grigor Sahak  
 Key Ketter, Leah Marie  
 Khalife, Eihsan  
 Khan, James Ibrahim  
 Khattar, Fayez Fouad  
 Kiang, Grace Hwei-Ching L  
 Kidane, Theodros Zerufael  
 Lyons, Arlette Angele  
 Lyons, Kelley Lynn  
 Madrid, Raul  
 Mahlke, Jennifer Lynn  
 Mahood, Karen Suzan  
 Mahpar, Steven Kameron  
 Malley, Michael Paul  
 Malmgren, Stephanie Lynn  
 Manarino, Michele M  
 Manookian, Danielle Jean  
 Mansfield, William L  
 Mansouri, Bahman  
 Mar, Bryan S  
 Marella, Danilo C  
 Marin, Yazmin  
 Marquez, Gilbert Raymond  
 Marra, Cassandra Taia  
 Martin Jr, George T  
 Martin Jr, William  
 Martin, Margot  
 Martinez, Elizabeth Angela  
 Martinez, Gerardo A  
 Martinez, Suzanne Lucille  
 Martino, Leanora  
 Mason, Caryn Remington  
 Mason, Clair S  
 Mata, Scott A  
 Mateo, Sheila Marie  
 Mattoon, Mark D  
 Maurer, La Nelle L

## NAME

Lamphier, Peg Ann  
 Landas, Michael John  
 Landeros, Teresa Alonso  
 Lane, John Stanton  
 Lao, Faye Wang  
 Lape, Eric Scott  
 Laronga, Barbara  
 Larson, Sandon Scott  
 Laub, Kathleen Ann  
 Lawton, Judith M  
 Mejia Gonzalez, Estela Maria  
 Melo, Filipe A  
 Mendenhall, Laurence David  
 Mendoza Jr, Miguel A  
 Menon, Kaushiki  
 Menzing, Todd Eric  
 Mercier Jr, Paul G  
 Meredith, Donald De Wayne  
 Meredith, Stephanie Carol  
 Merrill, James D  
 Merward III, Charles Joseph  
 Mestas, Sara Marie  
 Meza, Juan Pablo  
 Mirnajafizadeh, Zahra Sadat  
 Mittler, William W  
 Montero, Sasha  
 Monugian, Annette Balcom  
 Moore, Barbara J  
 Moore, Robin D  
 Moorehead I, Antonio J  
 Morales Beasley, Stacey A  
 Morgan, Doug William  
 Mosack, Raymond Allen  
 Moss, Jessica Spence  
 Muleta, Guddisaa  
 Mulick, Brian Robert  
 Mullane, Douglas M  
 Munns RN, Melanie E  
 Murashige, Stanley James  
 Murray, Bryan P

## NAME

Loy Jr, James R  
 Lubman, Marie Dorothy  
 Lucas, Hannah Edit Marjolaine  
 Lukenbill, Casey Maureen  
 Luther, Mihoko Terada  
 Ly, Hoa Thi  
 Ly-Hoang, Kheng  
 Lynch, Charlotte L  
 Lynch-Thompson, Candace C  
 Lyon, Natalia Zorairovna  
 Negrete, Charlotte  
 Nelson, Karin Heckman  
 Netsawang, Pison  
 Neves, Douglas Scott  
 Neyman, Ilya  
 Ngo, Jenny Kathleen  
 Nguyen, Cynthia N  
 Nguyen, Hoang-Quyen Huu  
 Nguyen, John Van  
 Nguyen, Kevin  
 Nguyen, Marguerite  
 Nguyen, Tracy  
 Nichol, Michael L  
 Nichols, Sarah Roxanna  
 Nightwine-Robinson, Diana M  
 Njoo, Shuxian Fu  
 Nln, Teerlina  
 Nolan Marion, Meagan Amilla  
 Null, Nicholas E  
 O'Cleary, Aiida Renee  
 Ogden, Beckett Anne  
 Ohanis, Aram A  
 Ohara, Ryan Alan  
 Okonyan, David  
 Okubo, Emi  
 Olague, Jose Luis  
 Ong, Hai Tuan  
 Orefice, Velia E  
 Ortiz, Janet L  
 Ortiz, Jose Giovanni

**SUBJECT:** Personnel Transactions

**DATE:** September 9, 2015

**Fall 2015**

**Credit Hourly Instructors/Substitutes** (continued)

NAME	NAME	NAME
Mayo, Ana Veronica	Murrey, Brittney Elizabeth	Osborne, Kyle D
Mc Cabe, Dale C	Musaitif, Linda M	Osbourne, Greg A
Mc Cready, Lynne Ann	Musallet, Omar A	Osendorf, Daniel Robert
Mc Kennon, Anna L	Mushik, Martin P	Ozan, Daniel Joshua
McCombs, Curt L.	Myers-Mc Kenzie, Laurel	Page, Rita Delores
McGeehan, Laura	Nafzgar, Sara Ann	Pai, Ronald
McIntyre Fitzgerald, Claudine	Nahabedian, Steven Anthony	Paige, Lee Andrew
McKeen, Wendy Michelle	Nandi, Swapna	Palumbo, David M
Medrano, Mayda Victoria	Nava, Michelle Ani	Panosian, Alis
Pappas SR, Gus T	Prothero, Donald Ross	Rodriguez, Carmen B
Park, Byoung Hye	Prutyantov, Victor	Rodriguez, Leonard J
Park, Jinsun	Pula, Edmund S	Rohlander, Nathan P
Parker, Steven William	Purper, Kristen Nicole	Romero, Alicia
Parks, Yumi Catalina	Pyle, Lynn Rene	Romero, Edward Perez
Parra, Maria Fatima de Leon	Qu, Geng	Rosa, Valerie Marie Chavez
Partin, Laura R	Quach, Christina Sueran	Ross, Lisa Ann
Pau, Jacqueline Tze-Ho	Quintero, Henry Albert	Rothman, Stephanie M.
Pawlak, Matthew M	Rabun, Timothy J	Roueintan, Masoud Mason
Paz, Ross Louie Coria	Rachele, Sharon Jean	Ruh, Lani S
Pedroja, Joy	Radnoti, Stephanie Shalae	Rush, Tyrone Antonio
Peng, Grace C	Rager, Gregory Alan	Rutherford, Eileen A
Penido, John L	Rahman, Mustafizur	Sabet, Sarah
Perea, Chaz	Ramal, Randy	Saito, Saeko N
Perez Gonzalez, Jose	Ramirez Jr., Raymundo	Salata, Kathy Elaine
Perez, Christina Jan	Ramirez, Jesus Olivares	Salvador, So-Young Han
Perez, Lorraine Patricia	Ramirez, Richard E	Sanchez, Cynthia
Persinger, Raymond Mark	Ramirez-Piel, Yolanda Ramona	Sanchez, Ivan D
Pesqueira, David Ian	Ramos Bernal, Natasha Marie	Sandhu, Raminder
Peterson, Elyse Marie	Ramos, Christopher Michael	Sandhu, Sandeep K
Petrilla, Ginny L	Rasmussen, Keith	Sandoval, Marlene Arlene
Petry, Petra	Rawling, Jana Diette	Santillan, Richard Anthony
Pezzer, Viviana	Reckert, Valerie K	Santostefano, Michela
Phelps, Scott Miller	Reed, Josh K	Saul, Julie Marie
Phillips, Julie Christine	Regalado, Shelley Marie	Sawada, Mika
Phillips, Kimberly M	Regenfuss, Annalisa Roberta	Schafer, Carl William
Piamonte, Rennard Tayao	Regueiro Nunez, Lizzette Aleida	Schenck, Steven L
Pietsch, Erik Shannon	Reyes, Angelito R	Schlichtenmyer, Steve Vaughn
Piluso, Robert	Richins, Gordon E	Scholz, Suzanne M
Pivonka-Jones, Jamie Ann	Rieben, Michael J	Schroeder, Jennifer Renee
Pock Jr., Rudolph Francis	Rietkerk, Aaron Dean	Scott, Chris Makoto

**SUBJECT:** Personnel Transactions**DATE:** September 9, 2015**Fall 2015****Credit Hourly Instructors/Substitutes** (continued)

## NAME

Poehner, William John  
 Ponce, Heather R  
 Potter, Serena Shirley  
 Poulter, Clint H  
 Prehn, Marilu A  
 Prewitt Jr, Dezzie Allen  
 Pringle, Lisa M  
 Shea, Nora Jeannette  
 Shear, Michelle J  
 Shew, Roger C  
 Shiao, Ying Ying Irene  
 Shiff, Jason A  
 Shum, Mee W  
 Silverstein, Andrew Young  
 Simmons, Samuel Henry  
 Smiley, Jonathan Peter  
 Smith, Bailey K  
 Smith, Cuyler H  
 Smith, Douglas A  
 Smith, Gary Michael  
 Smith, Gregory Stephen  
 Smith, Kevin P  
 Smith, Kimberly A  
 Smith, Kirk Douglas  
 Smith, Larry S  
 Smith, Todd A  
 Sobhanian, Soha  
 Sokol, Alexia Joan  
 Solorzano, Diana Barajas  
 Solorzano, Edwin Giovanni  
 Soohoo-Hui, Anastasia Noel  
 Sorcabal, Charles John  
 Spanu, Luisa  
 Spencer, Marilyn Cameron  
 Spitzer, Jessica H  
 Shea, Nora Jeannette  
 Shear, Michelle J  
 Shew, Roger C  
 Shiao, Ying Ying Irene  
 Shiff, Jason A

## NAME

Riggs, David W  
 Ripley, Denise Bigelow  
 Rivas, Michael Rodney  
 Rivera, David  
 Roberts III, Charles Lewis  
 Robles, Dolores D  
 Robles, Donice Kaye  
 Standen, Susan Victoria  
 Staylor, Daniel Sean  
 Stefan, John Andrew  
 Stephan, Richard Raymond  
 Stephenson, Carol L  
 Stephenson, Jennifer Ann  
 Stevens, Kathleen A  
 Stier, Gregory Wade  
 Stovall Dennis, Kathryn Ann  
 Stowell, Adam T  
 Straw, Ellen Katrina  
 Stubbs, Thomas Edward  
 Stump, Errol Nelson  
 Stuntz, Lori A  
 Sumiati, Sain Vie  
 Sweet, William Robert  
 Sweetman, Susan E  
 Syiem, Josephine June  
 Syiem, Paul R  
 Takemae, Seiji Antonio  
 Takla, Reema  
 Tanuvasa, Tamafaiga Lopeti  
 Tapia, Raul  
 Tarman, Shana Leveté  
 Tassone, Richard F  
 Tauchi, Saori  
 Tedja Kusuma, Frans  
 Thomas, Noah S  
 Tippetts, M Todd  
 Tircuit, Ivan Christopher  
 Todd, David James  
 Todd, Janet L  
 Tolliver, Trevor L

## NAME

Scott, Leticia Guzman  
 Selnick, Sharon M  
 Serbia, Elizabeth Angelique  
 Sergio, Louis Anthony  
 Shah, Ekta Parikh  
 Sharp, Diane R  
 Shea, Nan Lee  
 Tracey, Michael S  
 Tram, Vui K  
 Trokkos, Mireille Touma  
 Tsai, Jennifer  
 Tuggle, Scott Paul  
 Uchida, Yoshiko  
 Ugas-Abreus, Buenaventura  
 Unger, Charles B  
 Uriarte, Robert Gabriel  
 Utter, Robert S  
 Valdes, Steven  
 Vance, Debra S  
 VanderVis, Melinda K  
 Vargas, Albert Thomas  
 Vartapetian, Irina  
 Vazquez Celaya, Sandra  
 Vega, Maria C  
 Villalobos, Jacob Israel  
 Vincent, Nedra Ann  
 Virgen JR., Roy  
 Voda, Mircea R  
 Vogel, Esther  
 Voss, Marc Thomas  
 Wade, Don Q  
 Walls, Robert K  
 Walter, Kenneth  
 Watanabe, Larry  
 Watkins, Priscilla Gayle  
 Weatherly, Michael J  
 Weidner, Ned Blocher  
 Welborn, Rocky C  
 Welch, Rosanne M  
 Westerkamp, Robert Christian

**SUBJECT:** Personnel Transactions

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**Fall 2015**

**Credit Hourly Instructors/Substitutes** (continued)

**NAME**

Shum, Mee W  
 Spradlin, Sandra  
 Srulevitch, David D  
 St John, Tamara Lynn  
 Staley, Garrett H  
 Willis, Janice A  
 Wills, Laura M  
 Wilson Gonzalez, Jennifer  
 Windisch, Todd Alan  
 Wong, Jack Yim-Yin  
 Wong, Rich  
 Worsley, Margaret H  
 Wright, Sheila L  
 Alcalá, Heidi  
 Azpeitia, Maria Elena  
 Baker, Nathalie Willemze  
 Barreto, Norma Carvalho  
 Barry, Angela  
 Beightol, Donna Marie  
 Beizai, Robin F  
 Belblidia, Abdelillah  
 Bhowmick, Nivedita  
 Bowery Jr, Erven Harold  
 Brink, Janna Kathryn  
 Capraro Jr, John Carl  
 Caranci, Dayna Lee  
 Carmelli, Orna  
 Casian, Elizabeth  
 Chaplot, Surekha  
 Cheng, Anny Ho-Ting  
 Chiu, Jennifer Shih-Yen  
 Chui, Pamela H  
 Conte, Kelly Okura  
 Cridland, Patricia Lea  
 Cueva, Monica L  
 Dapello Jr, Alfred  
 De Franco, Xinhua Li  
 De Vries, Judy Kay

**NAME**

Tolmasov, Brooke C  
 Tomlinson, Rebecca H  
 Torres, Andrea R  
 Torres, Jose A  
 Toyoshima, Heather E  
 Wu, David Qixing  
 Wynn, Jeffrey S  
 Yagoda, Mario  
 Yee, Howard Wah  
 Yoo, Edward Jung  
 Yoshioka, Georgina Alice  
 Yousefian, Avo Masihi  
 Zajack, Gregory Francis  
 Devi, Maya P  
 Drewry-Van Ommen, Woltertje  
 Evans, Douglas Mc Call  
 Ewing, Lynn A  
 Fang, Elizabeth Eagleton  
 Foisia, L.E. Hom  
 Fowler, Mina  
 Friedman, Karena  
 Garcia Dena, Jose Manuel  
 Gilbertson, Cathy Sue  
 Giron, Luisa Adriana  
 Gomez-Angel, Mary Ann  
 Gyurindak, Katalin  
 Hannon, Laura Ann  
 Hayes, Mihaela  
 Henry, Pamela L  
 Herbst, Mark A  
 Hunnicutt, Leslie Mae  
 Im, Anne Kwang B  
 James, Darrell  
 Jones, Vanessa Rose  
 Kao, Brenda  
 Killiany, Kathy Lee  
 Kim, Grace Unkyong  
 Klein, Gabriela Lobasov

**NAME**

Wheeler, Brett  
 White, Raymond Arthur  
 Whitlow, Lane M  
 Wilder-Mazurie, Dana Marie  
 Williams, Stephen A  
 Zamel, Mary Ann  
 Zawahri, Louis  
 Zeidel, Scott Wayne  
 Zelaya, Gina B  
 Zeledon, Selena Marie  
 Zelt, Steve M  
 Zhou, Elaine Q  
 Zumaeta, Haydee A  
 Kletzien, Kristi Pederson  
 Kolta, Shirley G  
 Kretschmar, Judith Lyn  
 Laffey, Mary  
 Ledezma, Erica Yolanda  
 Lee, Esther Soo Jin  
 Lundblade, Shirley Mae  
 Malley, Michael Paul  
 Martin, Marilyn Kay  
 Mc Farlin-Stagg, Zina  
 Mclaughlin, Marina Deneb  
 Messoro, James L  
 Middleton, Michael Joseph  
 Necke, Donna Marie  
 Ngo, Michael Smith  
 Nixon, Lorrie M  
 Oppenstein, Caridad  
 Ortega, Sonia E  
 Ortiz, Calixto  
 Osea, Mark Edward  
 Paphatsarang, Bounyouth  
 Park, Sonya Kim  
 Pham Xuan, Josiah Hoang Nhi  
 Ponce, Heather R  
 Poortenga, Debra Sue



**SUBJECT:** Personnel Transactions

**DATE:** September 9, 2015

**Fall 2015**

**Non-Credit Hourly Instructors/Substitutes** (continued)

<p>NAME                  Prasad, Gayatri K                  Pulido, Alejandra                  Purper, Kristen Nicole                  Rafter, John Michael                  Ramalingam, Leah Rae                  Reynolds, Martha Esta                  Riley, Janet Louise                  Rodriguez, Corinna                  Rodriguez, Guillermina                  Rohrenbacher, Jennifer J                  Romero, Vienessa Michelle                  Ryan, Rebecca A                  Rzonca, Shelly Kristin                  Sanetrick, Michael Peter                  Smith, Heather J</p>	<p>NAME                  Smith, Kimberly A                  Stringfellow, Susan Joy                  Stump, Celeste S                  Sunnaa, Andrea J                  Szok, Kenneth Francis                  Tamburro, Melody Lynn                  Toloui, Mitra                  Tom, Aaron Patrick                  Trimble, Jill Ann                  Tucker, Raymond Michael                  Valdez, Crystal Marie                  Van Dyke-Kao, Rita Mary                  Vandepas, Deborah J                  Vanegas, Yazmin                  Velarde, Margaret G</p>	<p>NAME                  Walker, Susan Amy                  Wallis, Patrick James                  Walter, Kenneth                  Wang, Vivian Lee                  Warner, Benjamin L                  White, Shelby Lynn                  Wigglesworth, Ruth Ann                  Williams, Stephen Odeal                  Willis, Geneie Louise                  Windisch, Todd Alan                  Wong, Marylowell Palomares                  Yanuaria, Christina M                  Yates, Sheryl Ann</p>
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**Additional Assignment**

<u>Provider</u>	<u>Area/Department</u>	<u>Service/Agreement</u>	<u>Dates</u>	<u>Amount</u>
Rodriguez, Carmen	Student Life/ LEAD Program	Two presentations for the LEAD program on "Conflict Resolution"	Fiscal Year 2015-16	\$150.00

**MANAGEMENT EMPLOYMENT**

**Permanent New Hire**

Name:	Minning, Carol	New:	No
Position:	Manager, Construction Projects	Salary:	\$112,560.00/annually
Department:	Facilities Planning and Management		
Range/Step:	M-14, Step 2		
Job FTE:	1.00/12 months		
Effective:	9/2/15		



**SUBJECT:** Personnel Transactions**DATE:** September 9, 2015**TEMPORARY EMPLOYMENT****Professional Expert Salary Schedule**

New rate and title effective 9/10/15

Licensed Marriage and Family Therapist - \$41.53/hour

**Substitute Employees**

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Callahan, Elizabeth	Administrative Specialist III	Vacancy	Arts Division	22.57	07/01/15-07/31/15
Catingub, Nolan	Tech. Performing Arts Ops.	Vacancy	Technical Services	29.53	07/13/15-06/30/16
Corado, Fergie	Administrative Specialist II	Vacancy	EOPS/CARE	21.26	07/28/15-09/30/15
Guerrero, Michael	Custodian	Pool	Custodial Services	17.42	08/19/15-06/30/16
Granados, Cristal	Clerical Specialist	Vacancy	Human Resources	20.03	08/27/15-10/21/15
Hartnett, Catherine	Human Resources Tech.	Vacancy	Human Resources	24.62	09/03/15-06/30/16
Homs, Bishara	Custodian	Pool	Custodial Services	17.42	07/01/15-06/30/16
Miranda Jr., Raul	Tech. Performing Arts Ops.	Vacancy	Technical Services	29.53	07/01/15-06/30/16
Munar, David	Custodian	Pool	Custodial Services	17.42	07/01/15-06/30/16
Ramirez, Brenda	Administrative Specialist III	Vacancy	Mathematics & Comp. Sci.	22.57	07/29/15-12/30/15

**Hourly Non-Academic Employees**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Alvarez, Jessica	Outreach Specialist	High School Outreach	12.50	07/01/15-12/31/15
Anchondo, Arturo	Interpreter Trainee	DSP&S	18.00	08/19/15-06/30/16
Arellano, Edward	Administrative Aide	Student Services	12.76	07/01/15-09/30/15
Arellano, Esther	Instructional Aide	Child Development Center	9.00	09/09/15-06/30/16
Arteaga, Martin	Student Intern	Natural Sciences Division	15.00	09/10/15-12/31/15
Banks, Twyla	Interpreter Trainee	DSP&S	18.00	08/19/15-06/30/16
Barragan, Secily	Tutor III	The Writing Center	10.50	08/24/15-02/21/16
Bauman, Sara	Interpreter Trainee	DSP&S	18.00	08/19/15-06/30/16
Benavides, Valeria	Model	Fine Arts	25.00	07/01/15-06/30/16
Carlos, Richard	Student Intern	Natural Sciences Division	15.00	09/10/15-12/31/15
Carrillo, Virginia	Instructional Aide	Child Development Center	9.00	08/24/15-06/30/16
Chua, Brian	Study Skills Assistant I	Learning Assistance Center	10.27	08/24/15-02/11/16
Granados, Cristal	Human Resources Aide	Human Resources	16.24	09/10/15-06/30/16
Gregoryk, Jason	Painter Aide	Maintenance	15.09	07/01/15-06/30/16
Gutierrez, Andrea	Study Skills Assistant III	The Writing Center	12.48	09/09/15-02/21/16
Hernandez, Sandra	Study Skills Assistant II	The Writing Center	11.32	08/24/15-02/21/16
Ibarra, Crystal	Student Intern	ACES Program	15.00	08/30/15-12/13/15
Lee, Janella	Tutor III	The Writing Center	10.50	08/24/15-02/21/16
Li, Jeffrey	Administrative Aide	High School Outreach	12.75	07/01/15-09/30/15
Linarez, Marie	Study Skills Assistant II	Adult Basic Education	11.32	08/31/15-06/30/16
Meono, Axel	Student Intern	Chemistry	15.00	07/13/15-08/14/15
Nguyen, My	Student Intern	Chemistry	15.00	07/13/15-08/14/15
Parks, Tim	Model	Fine Arts	25.00	07/01/15-07/31/15
Poulu, Shraavan Kumar	Senior Tool Keeper Aide	Aircraft Maintenance	13.66	09/10/15-06/30/16

**SUBJECT:** Personnel Transactions**DATE:** September 9, 2015**Hourly Non-Academic Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Quintero, Bryan	Study Skills Assistant I	Learning Assistance Center	10.27	08/17/15-12/31/15
Ramey, Anthony	Model	Fine Arts	25.00	07/01/15-06/30/16
Schmidt, Kristen	Study Skills Assistant II	The Writing Center	11.32	07/01/15-08/21/15
Schmidt, Kristen	Study Skills Assistant II	The Writing Center	11.32	08/24/15-02/21/16
Sotomayor, Meghan	Interpreter Trainee	DSP&S	18.00	08/19/15-06/30/16
Stolte, Michael	Study Skills Assistant I	Tutorial Services	10.27	09/10/15-06/30/16
Thompson, Marvin	Administrative Aide	High School Outreach	12.75	09/10/15-12/22/15
Veloz, Adrian	Study Skills Assistant II	Tutorial Services	11.32	09/10/15-06/30/16
Vidauri, Perla	Study Skills Assistant I	Tutorial Services	10.27	08/17/15-12/13/15

**Professional Expert Employees – Extended Assignments**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Aguilera, David	Sports Publicist	Kinesiology, Ath. & Dance	16.00	07/27/15-06/30/16
Agustin, Navapun	Project Expert/Specialist	Radiologic Technology	25.00	07/01/15-06/30/16
Altree, Jacob	Aquatics Assistant IV	Continuing Education	13.00	06/01/15-06/30/15
Alvizo, Eva	Project Program Aide	ESL	19.76	07/01/15-02/21/16
Ameral, Marne	Interpreter II	DSP&S	30.00	07/01/15-06/30/16
Avila, Minerva	Project Coordinator	Research & Inst. Effect.	35.00	07/01/15-06/30/16
Avila, Minerva	Technical Expert I	Nursing	35.00	08/03/15-06/30/16
Barlow, Jason	Paramedic Specialist	Medical Services	27.00	07/01/15-06/30/16
Bartling, Kathrine	Interpreter I	DSP&S	25.00	07/01/15-06/30/16
Brown, Johnathan	Lecturer-Fire Technology	Fire Technology	37.26	08/18/15-06/30/16
Brunsdon, Camille	Aquatics Assistant VII	Kinesiology, Ath. & Dance	16.00	07/01/15-06/30/16
Brunzell, Brook	Lecturer	Kinesiology, Ath. & Dance	19.76	07/01/15-06/30/16
Burks, Kerry	Real Time Captioner V	DSP&S	43.00	07/01/15-06/30/16
Burroughs, Marian	House Manager I	Technical Services	10.75	07/07/15-06/30/16
Byrd, Jade	Interpreter I	DSP&S	25.00	07/01/15-06/30/16
Carr, Brian	Interpreter II	DSP&S	30.00	07/01/15-06/30/16
Chapman, Lisa	Interpreter III	DSP&S	35.00	07/01/15-06/30/16
Chavira, Debra	Lecturer	Kinesiology, Ath. & Dance	19.76	07/01/15-06/30/16
Coney, Sara	Project /Program Aide	Student Life	19.76	08/11/15-12/22/15
Cruz-Nguyen, Jennifer	Teaching Aide	Adult Basic Education	13.27	07/01/15-06/30/16
Denny, Janice	Interpreter I	DSP&S	25.00	07/01/15-06/30/16
Dingillo, Noelle	Technical Expert I	Articulation	35.00	07/01/15-06/30/16
Dominguez, Julia	Interpreter I	DSP&S	25.00	07/01/15-06/30/16
Dominica, Shell	Lecturer	Kinesiology, Ath. & Dance	19.76	07/01/15-06/30/16
Easter, Chad	Lecturer-Fire Technology	Fire Technology	37.26	07/01/15-06/30/16
Edwards, Joshua	Technical Expert I	Nursing	35.00	08/01/15-06/30/16
Fallon, Brian	Lecturer-Fire Technology	Fire Technology	37.26	07/01/15-06/30/16
Ferrer, Gabriel	Lecturer-Fire Technology	Fire Technology	37.26	07/01/15-06/30/16
Fields, Nakeya	Lic. Clinical Soc. Worker	Student Health Services	41.53	07/01/15-06/30/16
Figueras, Stephanie	Technical Expert II	Nursing	45.00	08/01/15-06/30/16
Ford, Dover	Lecturer-Fire Technology	Fire Technology	37.26	08/18/15-06/30/16
Garcia, Francis Joy	Technical Expert II	Nursing	45.00	08/17/15-06/30/16

**SUBJECT:** Personnel Transactions**DATE:** September 9, 2015**Professional Expert Employees – Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Goforth, Timothy	Lecturer-Fire Technology	Fire Technology	37.26	07/01/15-06/30/16
Gonzales, Rachelle	Aquatics Assistant III	Continuing Education	12.00	07/01/15-08/30/15
Goodson, Kathy	Interpreter V	DSP&S	48.00	07/01/15-06/30/16
Goodson, Kathy	Interpreter V	Human Resources	48.00	08/21/15-06/30/16
Goodson, Kathy	Interpreter V	Humanities & Soc. Sci.	48.00	08/25/15-06/30/16
Ha, Truc	Project Coordinator	Student Services	35.00	07/20/15-12/31/15
Hackmann, Debra	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	08/01/15-06/30/16
Haddad, Salim	Lecturer-Fire Technology	Fire Technology	37.26	07/15/15-06/30/16
Hanes, Dana	Athletic Injury Specialist II	Kinesiology, Ath. & Dance	26.00	08/01/15-06/30/16
Hankerd, Lisa	Health Promotion Spec.	Fire Technology	24.00	07/01/15-06/30/16
Hansen, Erin	Project/Program Aide	Adult Basic Education	19.76	07/01/15-06/30/16
Hargrove, Kyle	Paramedic Specialist	Medical Services	27.00	07/01/15-06/30/16
Hawkins, Jimmy	Interpreter V	DSP&S	48.00	07/01/15-06/30/16
Hazelton, Thomas	Lecturer-Fire Technology	Fire Technology	37.26	07/15/15-06/30/16
Hernandez, Cecilia	Teaching Aide	ESL	13.27	07/01/15-06/30/16
Hernandez, Juan	Athletic Injury Specialist II	Kinesiology, Ath. & Dance	26.00	08/15/15-06/30/16
Hernandez, Priscilla	Teaching Aide	Adult Basic Education	13.27	08/24/15-06/30/16
Howell, Abigail	Teaching Aide	Adult Basic Education	13.27	07/01/15-06/30/16
Hunter, Devin	Aquatics Assistant V	Continuing Education	14.00	07/01/15-08/30/15
Jacobs, Michael	Lecturer-Fire Technology	Fire Technology	37.26	07/01/15-06/30/16
Jimenez, Raul	Event Supervisor II	Technical Services	13.75	07/07/15-06/30/16
Jones, Peyton	Tutorial Specialist I	Paralegal	17.00	08/01/15-06/30/16
Karr, Aimee	Event Supervisor II	Technical Services	13.75	07/01/15-06/30/16
Kenney, Patrick	Paramedic Specialist	Medical Services	27.00	07/01/15-06/30/16
Kim, Stacy	EMT Specialist	Medical Services	21.00	07/01/15-06/30/16
Kim, Stacy	Paramedic Specialist	Medical Services	27.00	07/01/15-06/30/16
Kladouris, Jolene	Tutorial Specialist IV	Tutorial Services	23.22	07/01/15-08/02/15
Kostapapas, Eoanna	Real Time Captioner V	DSP&S	43.00	07/01/15-06/30/16
Kramer, Amy	Technical Expert I	Child Development	35.00	07/01/15-06/30/16
Kreglow, Andrew	Paramedic Specialist	Medical Services	27.00	07/01/15-06/30/16
La Curan, Dana	Paramedic Specialist	Medical Services	27.00	07/01/15-06/30/16
Lamson, Joseph	Aquatics Assistant III	Continuing Education	12.00	07/01/15-08/30/15
Landeros, Katherine	Project Program Aide	Child Development	19.76	07/01/15-06/30/16
Landorf, Richard	Lecturer-Fire Technology	Fire Technology	37.26	07/01/15-06/30/16
Larson, Laura	Interpreter II	DSP&S	30.00	07/01/15-06/30/16
Laveaga, Victor	Lecturer-Fire Technology	Fire Technology	37.26	07/06/15-06/30/16
Lawson, Nicole	Project Expert/Specialist	Radiologic Tech.	25.00	07/01/15-06/30/16
Lazar, Jereme	Lecturer-Fire Technology	Fire Technology	37.26	07/01/15-06/30/16
Leal, Michael	Lecturer-Fire Technology	Fire Technology	37.26	07/01/15-06/30/16
Lee, Woo Jung	Project Coordinator	Research & Inst. Effect.	35.00	07/01/15-06/30/16
Leon, Ingrid	House Manager I	Technical Services	10.75	07/01/15-06/30/16
Lepp, Jodi	Aqua. Sum Swim Prog. Coord.	Kinesiology, Ath. & Dance	24.00	07/01/15-06/30/16
Lepp, Samantha	Aquatics Assistant VII	Continuing Education	16.00	07/01/15-08/30/15
Lepp, Samantha	Aquatics Assistant III	Kinesiology, Ath. & Dance	12.00	07/01/15-06/30/16
Lerma, Francisco	Paramedic Specialist	Medical Services	27.00	07/01/15-06/30/16

**SUBJECT:** Personnel Transactions**DATE:** September 9, 2015**Professional Expert Employees – Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Li, Jinbai	Tutorial Specialist IV	Tutorial Services	23.22	07/01/15-06/30/16
Llanos, Jennifer	Exercise Trainer Asst. II	Kinesiology, Ath. & Dance	10.00	07/01/15-06/30/16
Lopez-Weissbuch, Ashley	Teaching Aide	Adult Basic Education	13.27	07/01/15-07/31/15
Maddox, Joseph	Lifeguard	Continuing Education	9.00	07/01/15-06/30/16
Maddox, Joseph	Aquatics Assistant III	Kinesiology, Ath. & Dance	12.00	07/01/15-06/30/16
Madrigal, Juan	Technical Expert I	Center of Excellence	35.00	07/01/15-12/31/15
Mahler, Ryan	Interpreter I	DSP&S	25.00	07/01/15-06/30/16
Maldonado-Greenlee, Lianne	Project Administrator	Adult Basic Education	60.00	07/01/15-06/30/16
Martens, Robert	Lecturer-Fire Technology	Fire Technology	37.26	07/01/15-06/30/16
Martinez, Eric	Technical Expert II	Continuing Education	45.00	07/01/15-06/30/16
Martinez, Esteban	Aquatics Assistant III	Continuing Education	12.00	07/01/15-08/30/15
Matthews, Lisa	Lecturer	Kinesiology, Ath. & Dance	19.76	07/01/15-06/30/16
Matyas, David	Paramedic Specialist	Medical Services	27.00	07/01/15-06/30/16
Maule, Cheyne	Lecturer-Fire Technology	Fire Technology	37.26	07/06/15-06/30/16
Mayfield, Ronald	Lecturer-Fire Technology	Fire Technology	37.26	07/01/15-06/30/16
Mays, Megan	Aquatics Assistant III	Continuing Education	12.00	07/01/15-08/30/15
McConnell, Edward	Paramedic Specialist	Medical Services	27.00	07/01/15-06/30/16
McDill, Scott	Aquatics Assistant III	Continuing Education	12.00	07/01/15-08/30/15
McDill, Scott	Aquatics Assistant III	Continuing Education	12.00	07/01/15-08/30/15
McIntosh, David	Program Supervisor II	Art Gallery	16.64	07/01/15-06/30/16
McNall, Marilyn	Technical Expert II	Adult Basic Education	45.00	07/01/15-06/30/16
Meza, Michael	Aquatics Assistant II	Continuing Education	11.00	07/01/15-08/30/15
Miller, Luke	Aquatics Assistant IV	Continuing Education	13.00	07/01/15-08/30/15
Mitchell, Veronica	Interpreter I	DSP&S	25.00	07/01/15-06/30/16
Moore, Kristen	Project Coordinator	Center of Excellence	35.00	07/01/15-06/30/16
Morales, Ryan	Aquatics Assistant III	Continuing Education	12.00	07/01/15-08/30/15
Morris, Jabari	Lecturer-Fire Technology	Fire Technology	37.26	07/01/15-06/30/16
Mulvehill, Brian	Paramedic Specialist	Medical Services	27.00	07/01/15-06/30/16
Nusbaum, Michael	Paramedic Specialist	Medical Services	27.00	07/01/15-06/30/16
Palafox, Virginia	Real Time Captioner V	DSP&S	43.00	07/01/15-06/30/16
Picasso, Marco	Aquatics Assistant III	Continuing Education	12.00	07/20/15-08/30/15
Pimentel, Vanessa	Real Time Captioner IV	DSP&S	35.00	07/01/15-06/30/16
Pontious, Micheilne	Project Coordinator	Research & Inst. Effect.	35.00	07/01/15-06/30/16
Portillo, Stephanie	Interpreter I	Human Resources	25.00	08/21/15-06/30/16
Quintana, Sergio	Interpreter I	DSP&S	25.00	07/01/15-06/30/16
Qureshi, Maryam	Event Supervisor II	Technical Services	13.75	07/01/15-06/30/16
Rebensdorf, Chase	Interpreter II	Human Resources	30.00	08/21/15-06/30/16
Reyes, James	Exercise Trainer Asst. II	Kinesiology, Ath. & Dance	10.00	07/01/15-06/30/16
Rhoads, Jason	Interpreter III	DSP&S	35.00	07/01/15-06/30/16
Rider, Shannon	Project Coordinator	Research & Inst. Effect.	35.00	07/01/15-06/30/16
Rieben, Michael	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	07/01/15-06/30/16
Rincon, Priscilla	Paramedic Specialist	Medical Services	27.00	07/01/15-06/30/16
Rodriguez, Giovanni	Project/Program aide	Student Life	19.76	08/11/15-12/22/15
Ruh, Lani	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	07/01/15-06/30/16
Saito, Albert	Program Supervisor II	Technical Services	16.64	07/01/15-06/30/16

**SUBJECT:** Personnel Transactions**DATE:** September 9, 2015**Professional Expert Employees – Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
San Miguel, Adam	Sound Engineer II	Technical Services	20.00	08/01/15-06/30/16
Sanchez, Michael	Technical Expert II	Information Technology	45.00	08/06/15-06/30/16
Sanchez, Saleen	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	08/01/15-06/30/16
Sandoval, Daniel	Theatrical Rigger I	Technical Services	12.50	08/13/15-06/30/16
Scott, Juliana	Lecturer-Fire Technology	Fire Technology	37.26	08/01/15-06/30/16
Seymour, Ronald	Lecturer-Fire Technology	Fire Technology	37.26	07/01/15-06/30/16
Shaffer, Rachel	Interpreter III	DSP&S	35.00	07/01/15-06/30/16
Sherman, Robert	Exercise Trainer Asst. II	Kinesiology, Ath. & Dance	10.00	07/01/15-06/30/16
Sherman, Robert	Fitness Trainer I	Continuing Education	12.48	07/01/15-06/30/16
Sherman, Robert	Fitness Trainer I	Kinesiology, Ath. & Dance	12.48	07/01/15-06/30/16
Sherman, Robert	Health Promotion Spec.	Fire Technology	24.00	07/01/15-06/30/16
Sierra, Patrick	Fitness Trainer I	Continuing Education	12.48	07/01/15-06/30/16
Sierra, Patrick	Exercise Trainer Asst. II	Kinesiology, Ath. & Dance	10.00	07/01/15-06/30/16
Sierra, Patrick	Fitness Trainer I	Kinesiology, Ath. & Dance	12.48	07/01/15-06/30/16
Silva Joseph	Paramedic Specialist	Medical Services	27.00	07/01/15-06/30/16
Siocon, Fernan	Project Manager	Facilities Plan. & Mgmt.	55.00	08/17/15-06/30/16
Skibar, Carlos	Lecturer-Fire Technology	Fire Technology	37.26	07/01/15-06/30/16
Stella, Michael	Computer Training Spec.	DSP&S	14.56	08/24/15-06/30/16
Stine, Robert	Lecturer-Fire Technology	Fire Technology	37.26	07/01/15-06/30/16
Szenczi, Chris	Lecturer-Fire Technology	Fire Technology	37.26	07/01/15-06/30/16
Tabuena, Celina	Sports Publicist	Kinesiology, Ath. & Dance	16.00	08/01/15-06/30/16
Tasedan, Hisano	Athletic Injury Specialist II	Kinesiology, Ath. & Dance	26.00	08/12/15-06/30/16
Thompson, Keith	Lecturer-Fire Technology	Fire Technology	37.26	07/01/15-06/30/16
Todd, Douglas	Project Coordinator	Kinesiology, Ath. & Dance	35.00	08/01/15-06/30/16
Todd, Janet	Project Coordinator	Kinesiology, Ath. & Dance	35.00	07/01/15-06/30/16
Tyra, Marie	Project Administrator	Articulation	60.00	07/01/15-06/30/16
Valderama, Mario	Lecturer-Fire Technology	Kinesiology, Ath. & Dance	37.26	07/01/15-06/30/16
Vega, Gilbert	Exercise Trainer Asst. II	Kinesiology, Ath. & Dance	10.00	07/01/15-06/30/16
Vega, Gilbert	Fitness Trainer I	Kinesiology, Ath. & Dance	12.48	07/01/15-06/30/16
Velotta, Keith	Lecturer-Fire Technology	Fire Technology	37.26	07/01/15-06/30/16
Villa, Alexander	Lecturer-Fire Technology	Fire Technology	37.26	07/01/15-06/30/16
Viloria, Donald	Lecturer-Fire Technology	Fire Technology	37.26	07/01/15-06/30/16
Walter, Kenneth	Sports Publicist	Kinesiology, Ath. & Dance	16.00	07/01/15-06/30/16
Williams, Gloria	Interpreter I	DSP&S	25.00	07/01/15-06/30/16
Yusi, Laarni	Technical Expert I	Nursing	35.00	08/01/15-06/30/16

**SUBJECT:** Personnel Transactions**DATE:** September 9, 2015**Student Employees**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Abedin, Sumaia	Student Assistant I	The Writing Center	9.00	08/24/15-02/21/16
Acosta, Gabriela	Student Assistant III	Agricultural Sciences	10.50	07/01/15-08/23/15
Acosta, William	Student Assistant IV	The Writing Center	11.25	07/01/15-08/21/15
Adams, Katherine	Student Assistant I	Agricultural Sciences	9.00	07/01/15-08/23/15
Aguero, Jesse	Student Assistant V	The Writing Center	12.50	07/01/15-08/21/15
Aguilar, Jesse	Student Assistant IV	Student Services	11.25	08/10/15-08/21/15
Aguilar, Jesse	Student Assistant IV	Student Services	11.25	08/24/15-12/31/15
Altansukh, Oyundari	Student Assistant I	Admissions & Records	9.00	08/24/15-02/21/16
Aluesi, Elisinoa	Student Assistant II	Student Services	9.75	08/06/15-08/21/15
Alvarez, Vanessa	Student Assistant I	Child Development Center	9.00	08/24/15-02/19/16
Anchondo, Arturo	Student Assistant V	Tutorial Services	12.50	07/01/15-08/02/15
Aneke, Eric	Student Assistant III	The Writing Center	10.50	08/24/15-02/21/16
Arteaga, Martin	Student Assistant V	Natural Sciences Division	12.50	08/24/15-09/09/15
Arviza, Irma	Student Assistant IV	Agricultural Sciences	11.25	07/01/15-08/23/15
Ascencio, Juan	Student Assistant III	Agricultural Sciences	10.50	07/01/15-08/23/15
Ascencio, Yvette	Student Assistant II	DSP&S	9.75	08/24/15-02/19/16
Avila, Katie	Student Assistant II	Assessment & Matriculation	9.75	08/24/15-12/22/15
Ayala, Whitney	Student Assistant V	Natural Sciences Division	12.50	08/24/15-02/21/16
Azabache, Samantha	Student Assistant II	The Writing Center	9.75	08/24/15-02/21/16
Baedor, Melannie	Student Assistant V	HCRC	12.50	08/24/15-12/12/15
Bahena, Karen	Student Assistant IV	Bridge Program	11.25	07/01/15-08/23/15
Ballardo, Jennifer	Student Assistant I	ESL	9.00	08/24/15-02/21/16
Barajas, Alex	Student Assistant IV	Bridge Program	11.25	07/01/15-08/23/15
Barcenas, Jesus	Student Assistant IV	Bridge Program	11.25	07/01/15-08/23/15
Barragan, Daniel	Student Assistant I	Technical Services	9.00	08/24/15-12/31/15
Basto, Paula Lyn	Student Assistant I	ESL	9.00	08/24/15-02/21/16
Beltran, Alba	Student Assistant I	ESL	9.00	08/24/15-02/21/16
Berdin, Victoria	Student Assistant III	Career & Transfer Services	10.50	07/01/15-08/22/15
Bernal, Amber	Student Assistant IV	Financial Aid	11.25	07/01/15-08/21/15
Biddle, Charles	Student Assistant II	Admissions & Records	9.75	07/01/15-08/21/15
Biddle, Charles	Student Assistant II	Admissions & Records	9.75	07/01/15-08/21/15
Biddle, Charles	Student Assistant IV	Student Services	11.25	08/10/15-08/21/15
Biddle, Charles	Student Assistant IV	Student Services	11.25	08/24/15-12/31/15
Bisarra, Alexis	Student Assistant II	DSP&S	9.75	08/14/15-08/21/15
Bisarra, Alexis	Student Assistant II	DSP&S	9.75	08/24/15-02/19/16
Bonilla, Sergio	Student Assistant III	Admissions & Records	10.50	08/24/15-02/21/16
Buford, Darnell	Student Assistant II	Admissions & Records	9.75	08/24/15-12/22/15
Bui, Michelle	Student Assistant III	DSP&S	10.50	08/24/15-02/19/16
Burleson, Travis	Student Assistant III	Agricultural Sciences	10.50	07/01/15-08/23/15
Butler-Ponce, Jazzmine	Student Assistant I	Agricultural Sciences	9.00	07/01/15-08/23/15
Campos, Jonathan	Student Assistant I	Agricultural Sciences	9.00	07/01/15-08/23/15



**SUBJECT:** Personnel Transactions**DATE:** September 9, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Carlos, Richard	Student Assistant III	Natural Sciences Division	10.50	07/01/15-08/23/15
Carlos, Richard	Student Assistant V	Natural Sciences Division	12.50	08/24/15-09/09/15
Carranza, Franiel	Student Assistant I	Bursar's Office	9.00	08/24/15-12/31/15
Carranza, Franiel Louise	Student Assistant I	Bursar's Office	9.00	07/01/15-08/22/15
Castaneda, Glenda	Student Assistant IV	Bridge Program	11.25	07/01/15-08/23/15
Cervantes, Yoseline	Student Assistant III	DSP&S	10.50	08/24/15-02/19/16
Cetina, Joshua	Student Assistant II	Human Resources	9.75	07/30/15-08/21/15
Chang, Jamie	Student Assistant II	Technical Services	9.75	08/24/15-12/31/15
Chavarin, Stephanie	Student Assistant III	Tutorial Services	10.50	07/01/15-08/02/15
Chavez, Alexandria	Student Assistant I	The Writing Center	9.00	08/24/15-02/21/16
Chen, Howard	Student Assistant III	Information Technology	10.50	08/24/15-02/13/16
Chenet, Keauntra	Student Assistant III	Child Development Center	10.50	07/01/15-08/21/15
Cocuera, Raul	Student Assistant III	Agricultural Sciences	10.50	07/01/15-08/23/15
Contreras, Elizabeth	Student Assistant III	DSP&S	10.50	08/24/15-02/19/16
Corona, Victoria	Student Assistant III	Agricultural Sciences	10.50	07/01/15-08/23/15
Coronado, Leila	Student Assistant V	Tutorial Services	12.50	07/01/15-08/02/15
Cortes, Yesenia	Student Assistant I	Child Development Center	9.00	07/01/15-08/21/15
Cortez, Koreen	Student Assistant II	Admissions & Records	9.75	08/24/15-02/21/16
Couch, Natalie	Student Assistant V	Tech. & Health Division	12.50	07/20/15-08/21/15
Couch, Natalie	Student Assistant V	Tech. & Health Division	12.50	08/24/15-12/11/15
Covarrubias, Susana	Student Assistant II	Assessment Center	9.75	07/01/15-08/23/15
Covarrubias, Susana	Student Assistant II	Assessment Center	9.75	08/24/15-12/22/15
Cruz, Vanessa	Student Assistant I	Technical Services	9.00	08/24/15-12/31/15
Cuellar Jimenez, Carlos	Student Assistant III	Adult Basic Education	10.50	08/24/15-02/19/16
Culross, Leeann	Student Assistant III	Admissions & Records	10.50	08/24/15-02/21/16
Dashiell, Raymone	Student Assistant III	DSP&S	10.50	08/03/15-08/21/15
Dashiell, Raymone	Student Assistant III	DSP&S	10.50	08/24/15-02/19/16
Davis, Tina	Student Assistant I	Horticulture	9.00	07/01/15-08/23/15
De Anda, Laura	Student Assistant IV	Bridge Program	11.25	07/01/15-08/23/15
De Leon, Ariel	Student Assistant III	DSP&S	10.50	07/01/15-08/21/15
De Leon, Ariel	Student Assistant III	DSP&S	10.50	08/24/15-02/19/16
Del Barrio, Maria	Student Assistant I	Bursar's Office	9.00	08/10/15-08/21/15
Del Barrio, Maria	Student Assistant I	Bursar's Office	9.00	08/24/15-12/31/15
Deng, Yuan	Student Assistant I	ESL	9.00	08/24/15-02/21/16
Desilva, Briana	Student Assistant III	Financial Aid	10.50	07/01/15-08/21/15
Desilva, Briana	Student Assistant III	Financial Aid	10.50	07/01/15-08/21/15
Diaz, Arnold	Student Assistant II	Agricultural Sciences	9.75	07/01/15-08/23/15
Diaz, Jessica	Student Assistant II	DSP&S	9.75	08/24/15-02/19/16
Dinh, Ann	Student Assistant I	Child Development Center	9.00	08/24/15-02/19/16
Dinh, Ken	Student Assistant III	DSP&S	10.50	07/20/15-08/21/15
Dinh, Ken	Student Assistant III	DSP&S	10.50	08/24/15-02/19/16
Divens, Dianne	Student Assistant V	Business Division	12.50	08/24/15-02/21/16
Dizon, Alyson	Student Assistant III	DSP&S	10.50	08/14/15-08/21/15
Dizon, Alyson	Student Assistant III	DSP&S	10.50	08/24/15-02/19/16

**SUBJECT:** Personnel Transactions

**DATE:** September 9, 2015

**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Doyle, Sean	Student Assistant IV	The Writing Center	11.25	08/24/15-02/21/16
Duarte, Tony	Student Assistant III	Technical Services	10.50	08/24/15-12/31/15
Dulay, Valerie	Student Assistant I	ESL	9.00	08/24/15-02/21/16
Dunlap, Dorian	Student Assistant I	Agricultural Sciences	9.00	07/01/15-08/23/15
Elmassian, Erin	Student Assistant III	Technical Services	10.50	07/01/15-08/23/15
Elmassian, Erin	Student Assistant III	Technical Services	10.50	08/24/15-02/21/16
Esparza, Steven	Student Assistant II	Admissions & Records	9.75	08/24/15-02/21/16
Espinoza, Victor	Student Assistant III	High School Outreach	10.50	07/01/15-08/23/15
Espinoza, Victor	Student Assistant III	High School Outreach	10.50	08/24/15-02/21/16
Estrada, Karla	Student Assistant I	Child Development Center	9.00	08/24/15-02/19/16
Estrada-serna, Reina	Student Assistant I	Child Development Center	9.00	08/24/15-02/19/16
Estrada-Serna, Reina	Student Assistant I	Child Development Center	9.00	08/24/15-02/19/16
Fallon, Madison	Student Assistant V	Tutorial Services	12.50	07/01/15-08/02/15
Fernandez, Khris	Student Assistant III	Health Center	10.50	08/10/15-08/21/15
Fernandez, Khris	Student Assistant III	Health Center	10.50	08/25/15-02/16/16
Fisher, Nicole	Student Assistant I	The Writing Center	9.00	08/24/15-02/21/16
Flores, Jose	Student Assistant I	Child Development Center	9.00	08/24/15-02/19/16
Flores, Jose	Student Assistant I	Child Development Center	9.00	08/24/15-02/19/16
Flores, Yvette	Student Assistant III	Child Development Center	10.50	08/24/15-02/19/16
Flores, Yvette	Student Assistant III	Child Development Center	10.50	08/24/15-02/19/16
Fortunati, Anthony	Student Assistant IV	Student Services	11.25	08/10/15-08/21/15
Fortunati, Anthony	Student Assistant IV	Student Services	11.25	08/24/15-12/31/15
Franco, Guillermo	Student Assistant IV	Financial Aid	11.25	07/01/15-08/21/15
Frenila, Bianca	Student Assistant I	Child Development Center	9.00	08/24/15-02/19/16
Frenila, Bianca	Student Assistant I	Child Development Center	9.00	08/24/15-02/19/16
Fuentes, Lesley	Student Assistant I	ESL	9.00	09/01/15-02/21/16
Gabriel, Unique	Student Assistant II	Assessment & Matriculation	9.75	08/24/15-12/22/15
Gaeta, Fatima	Student Assistant III	Child Development Center	10.50	08/24/15-02/19/16
Galatiano, Lorraine	Student Assistant III	Information Technology	10.50	08/25/15-02/13/16
Gallardo, Christopher	Student Assistant III	DSP&S	10.50	08/24/15-02/19/16
Garcia Castorena, Athziri	Student Assistant IV	Bridge Program	11.25	07/01/15-08/23/15
Garcia, Jessica	Student Assistant III	DSP&S	10.50	08/24/15-02/19/16
Garcia, Raul	Student Assistant II	Public Safety	9.75	06/22/15-06/30/15
Garcia, Raul	Student Assistant II	Public Safety	9.75	07/01/15-08/02/15
Garcia, Ricardo	Student Assistant II	DSP&S	9.75	08/14/15-08/21/15
Garcia, Ricardo	Student Assistant II	DSP&S	9.75	08/24/15-02/19/16
Gause, Kelsie	Student Assistant I	Child Development Center	9.00	07/01/15-08/23/15
Giannotti, Alexia	Student Assistant III	Animal Science	10.50	07/01/15-08/23/15
Giannotti, Julia	Student Assistant III	Horticulture	10.50	07/01/15-08/23/15
Goff, Michael	Student Assistant V	Adult Basic Education	12.50	08/24/15-02/19/16
Gomez, Alexis	Student Assistant I	Child Development Center	9.00	07/01/15-08/23/15
Gonzales, Ashley	Student Assistant I	Child Development Center	9.00	07/01/15-08/23/15
Gonzales, Ashley	Student Assistant I	Child Development Center	9.00	08/24/15-02/19/16
Gonzales, Ernest	Student Assistant III	Marketing & Communication	10.50	07/01/15-08/21/15
Gonzales, Vincent	Student Assistant II	Business Division	9.75	07/01/15-07/31/15

**SUBJECT:** Personnel Transactions**DATE:** September 9, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Gonzalez, Catalina	Student Assistant II	Assessment Center	9.75	07/01/15-08/23/15
Gonzalez, Catalina	Student Assistant II	Assessment Center	9.75	08/24/15-12/22/15
Gonzalez, Claudia	Student Assistant I	Child Development Center	9.00	07/01/15-08/13/15
Gonzalez, Karely	Student Assistant I	Child Development Center	9.00	07/01/15-08/23/15
Gonzalez, Karely	Student Assistant III	Child Development Center	10.50	08/24/15-02/19/16
Gonzalez, Michael J.	Student Assistant I	Study Abroad	9.00	07/01/15-08/21/15
Gonzalez, Michael R.	Student Assistant V	EOPS/CARE	12.50	07/06/15-08/21/15
Gonzalez, Minerva	Student Assistant II	Counseling	9.75	07/01/15-08/23/15
Gonzalez, Stephania	Student Assistant III	High School Outreach	10.50	07/01/15-08/23/15
Gonzalez, Stephanie	Student Assistant IV	Bridge Program	11.25	07/01/15-08/23/15
Gosland, Dylan	Student Assistant I	Technical Services	9.00	07/01/15-08/23/15
Grajeda, Jeffrey	Student Assistant IV	Bridge Program	11.25	07/01/15-08/23/15
Gray, Liane	Student Assistant II	Continuing Education	9.75	07/01/15-08/23/15
Green, Kristyn	Student Assistant I	Child Development Center	9.00	07/01/15-08/23/15
Green, Kristyn	Student Assistant I	Child Development Center	9.00	08/24/15-02/19/16
Guerra, Elizabeth	Student Assistant I	Tutorial Services	9.00	07/01/15-08/02/15
Guillan, Laura	Student Assistant I	The Writing Center	9.00	08/24/15-02/21/16
Gutierrez, Andrea	Student Assistant V	The Writing Center	12.50	07/01/15-08/21/15
Guzman, Estefania	Student Assistant I	Child Development Center	9.00	07/01/15-08/23/15
Guzman, Estefania	Student Assistant I	Child Development Center	9.00	08/26/15-02/19/16
Guzman, Jasmine	Student Assistant IV	Financial Aid	11.25	07/01/15-08/21/15
Guzman, Marcela	Student Assistant I	Child Development Center	9.00	07/01/15-08/23/15
Hall, Centeria	Student Assistant III	Financial Aid	10.50	07/01/15-08/21/15
Hamilton, Tavita	Student Assistant IV	Student Services	11.25	07/01/15-08/21/15
Hamilton, Tavita	Student Assistant III	High School Outreach	10.50	07/01/15-08/23/15
Hamilton, Tavita	Student Assistant IV	Student Services	11.25	08/24/15-02/19/16
Haro, Victor	Student Assistant I	Continuing Education	9.00	07/01/15-08/23/15
Harris, Ashely	Student Assistant I	Child Development Center	9.00	07/01/15-08/23/15
Harris, Ashely	Student Assistant I	Child Development Center	9.00	08/24/15-02/19/16
Hasenbein, John	Student Assistant III	Tutorial Services	10.50	07/01/15-08/02/15
Haupt, Jaune	Student Assistant II	Counseling	9.75	07/01/15-08/23/15
Hayes, Travis	Student Assistant I	Information Technology	9.00	07/01/15-08/21/15
Hebert, Breanna	Student Assistant I	Continuing Education	9.00	07/01/15-08/23/15
Henderson, Sherika	Student Assistant I	Child Development Center	9.00	07/01/15-08/23/15
Hernandez, Genesis	Student Assistant IV	Financial Aid	11.25	07/06/15-08/21/15
Hernandez, Lidia	Student Assistant IV	Bridge Program	11.25	07/01/15-08/23/15
Hernandez, Lizbet	Student Assistant I	Child Development Center	9.00	07/01/15-08/23/15
Hernandez, Sandra	Student Assistant IV	The Writing Center	11.25	07/01/15-08/21/15
Hernandez, Sarah	Student Assistant III	Learning Assistance Center	10.50	07/01/15-08/02/15
Hickman, Travon	Student Assistant I	Technical Services	9.00	07/01/15-08/23/15
Hickman, Travon	Student Assistant I	Technical Services	9.00	08/24/15-12/31/15
Hilario, Debbie	Student Assistant I	Child Development Center	9.00	08/24/15-02/19/16
Hill, Alexandria	Student Assistant III	Technical Services	10.50	07/01/15-08/23/15
Hill, Jared	Student Assistant III	Technical Services	10.50	07/01/15-08/23/15
Hillman, Michael	Student Assistant I	Earth Sci. & Astro.	9.00	07/01/15-08/23/15

**SUBJECT:** Personnel Transactions

**DATE:** September 9, 2015

**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Hillman, Michael	Student Assistant II	Natural Sciences Division	9.75	07/01/15-08/23/15
Hindy, Sandra	Student Assistant II	Chemistry	9.75	07/01/15-08/21/15
Hindy, Sandra	Student Assistant III	Financial Aid	10.50	07/01/15-08/21/15
Hinrichs, Kelly	Student Assistant III	Tutorial Services	10.50	07/01/15-08/02/15
Hoff, Mary	Student Assistant I	The Writing Center	9.00	08/24/15-02/21/16
Holmes, Anita	Student Assistant II	Assessment Center	9.75	07/01/15-08/23/15
Hornsby, Edward	Student Assistant II	Admissions & Records	9.75	07/01/15-08/21/15
Houston, Malika	Student Assistant III	Aspire Program	10.50	07/20/15-08/21/15
Huang, Linda	Student Assistant I	Child Development Center	9.00	07/01/15-08/23/15
Huang, Linda	Student Assistant III	Child Development Center	10.50	08/24/15-02/19/16
Hurtado, Martin	Student Assistant IV	Bridge Program	11.25	07/01/15-08/23/15
Huynh, Quyen	Student Assistant II	Assessment & Matriculation	9.75	07/01/15-08/23/15
Huynh, Quyen	Student Assistant II	Assessment & Matriculation	9.75	08/24/15-12/22/15
Ibarra, Aimee	Student Assistant II	Admissions & Records	8.75	07/01/15-08/21/15
Iniguez, Michelle	Student Assistant I	Animal Science	9.00	07/01/15-08/23/15
Inouye, Monica	Student Assistant II	Chemistry	9.75	07/01/15-08/21/15
Iskander, Miriam	Student Assistant II	Tutorial Services	9.75	07/01/15-08/02/15
Jayasekera, Jehan	Student Assistant IV	Adult Basic Education	11.25	07/01/15-07/31/15
Jenkins, Keenan	Student Assistant III	Counseling	10.50	07/01/15-08/21/15
Jenkins, Keenan	Student Assistant IV	Student Services	11.25	07/06/15-08/21/15
Jenkins, Keenan	Student Assistant IV	Student Services	11.25	08/24/15-02/19/16
Jeong, Colin	Student Assistant II	The Writing Center	9.75	07/01/15-08/21/15
Jeong, Colin	Student Assistant II	The Writing Center	9.75	08/24/15-02/21/16
Jernagin, Takisha	Student Assistant II	Admissions & Records	9.75	07/01/15-08/21/15
Jernagin, Takisha	Student Assistant II	Admissions & Records	9.75	08/24/15-02/21/16
Jett, Dakota	Student Assistant III	Tutorial Services	10.50	07/01/15-08/02/15
Jimenez, Adriana	Student Assistant I	Welding	9.00	07/01/15-08/22/15
Jimenez, Aliza	Student Assistant III	Technical Services	10.50	07/01/15-08/23/15
Jimenez, Aliza	Student Assistant II	Human Resources	9.75	08/03/15-08/21/15
Jimenez, Aliza	Student Assistant II	Human Resources	9.75	08/24/15-02/21/16
Jimenez, Itsel	Student Assistant V	Child Development Center	12.50	07/01/15-08/23/16
Jimenez, Itsel	Student Assistant V	Child Development Center	12.50	08/24/15-02/19/16
Jocson, Jacinta	Student Assistant V	CSDT	12.50	07/01/15-08/22/15
Johnson, Maria	Student Assistant I	Child Development Center	9.00	07/01/15-02/19/16
Johnson, Shavonn	Student Assistant III	Adult Basic Education	10.50	08/24/15-02/19/16
Jones, Lee	Student Assistant IV	EOPS/CARE	11.25	07/01/15-08/21/15
Jorge, Brenda	Student Assistant I	Child Development Center	9.00	07/01/15-08/23/15
Jorge, Brenda	Student Assistant I	Child Development Center	9.00	08/24/15-02/19/16
Juarez IV, Johnny	Student Assistant IV	Adult Basic Education	11.25	07/01/15-07/31/15
Juarez, Jason	Student Assistant V	Technical Services	12.50	07/01/15-08/23/15
Juarez, Jason	Student Assistant III	Theater	10.50	08/24/15-12/31/15
Juarez, Luis	Student Assistant II	Photography	9.75	08/24/15-12/19/15
Juarez-Uglade, Alejandro	Student Assistant IV	Bridge Program	11.25	07/01/15-08/23/15
Juarez-Uglade, Alejandro	Student Assistant IV	Student Services	11.25	08/10/15-08/21/15
Juarez-Uglade, Alejandro	Student Assistant IV	Student Services	11.25	08/24/15-12/31/15

**SUBJECT:** Personnel Transactions**DATE:** September 9, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Kimes, Jerome	Student Assistant IV	Student Services	11.25	07/20/15-08/21/15
Kinard, Ryan	Student Assistant II	Agricultural Sciences	9.75	07/01/15-08/23/15
Kingston, James	Student Assistant II	Tutorial Services	9.75	07/01/15-08/02/15
LaCrue, Juliet	Student Assistant III	Technical Services	10.50	07/01/15-08/23/15
Lam, Vivian	Student Assistant I	Child Development Center	9.00	07/01/15-08/23/15
Landeros, Luis	Student Assistant I	Continuing Education	9.00	07/01/15-08/23/15
Landin, April	Student Assistant III	Tutorial Services	10.50	07/01/15-08/02/15
Lara, Victoria	Student Assistant I	Child Development Center	9.00	07/01/15-08/23/15
Lares, Deane	Student Assistant II	The Writing Center	9.75	07/01/15-08/21/15
Lavaki, Mekemeke	Student Assistant II	Arise Program	9.75	06/22/15-06/30/15
Lavaki, Mekemeke	Student Assistant II	Arise Program	9.75	07/01/15-08/07/15
Lavaki, Mekemeke	Student Assistant IV	Student Services	11.25	07/06/15-08/21/15
Le, Oanh	Student Assistant II	Chemistry	9.75	07/01/15-08/21/15
Le, Yen	Student Assistant II	Technical Services	9.75	07/01/15-08/23/15
Lee, Grace	Student Assistant I	ESL	9.00	07/01/15-08/23/15
Lee, Hoe	Student Assistant II	Tutorial Services	9.75	07/01/15-08/02/15
Lee, Janella	Student Assistant I	The Writing Center	9.00	07/01/15-08/21/15
Lengson, Jillianne	Student Assistant III	DSP&S	10.50	07/01/15-08/21/15
Lennear, Claudia	Student Assistant V	Tutorial Services	12.50	07/01/15-08/02/15
Leon, Diana	Student Assistant I	Technical Services	9.00	07/01/15-08/23/15
Letizlo, Nellie	Student Assistant IV	Financial Aid	11.25	07/01/15-08/21/15
Levin, Cory	Student Assistant II	Business Division	9.75	07/01/15-07/31/15
Lewis, John	Student Assistant IV	The Writing Center	11.25	07/01/15-08/21/15
Li, Jiyang	Student Assistant III	Tutorial Services	10.50	07/01/15-08/02/15
Liu, Jennie	Student Assistant II	Assessment Center	9.75	07/01/15-08/23/15
Lopez, Blanca	Student Assistant III	Animal Science	10.50	07/01/15-08/23/15
Lopez, Hector	Student Assistant II	Chemistry	9.75	07/01/15-08/21/15
Lopez, Mark	Student Assistant III	DSP&S	10.50	07/01/15-08/21/15
Lopez, Michelle	Student Assistant II	Public Safety	9.75	07/01/15-08/02/15
Lopez, Pheriba	Student Assistant III	The Writing Center	10.50	07/01/15-08/21/15
Lopez, Steven	Student Assistant III	Student Services	10.50	07/01/15-07/30/15
Lopez-Hernandez, Roselia	Student Assistant III	DSP&S	10.50	07/01/15-08/21/15
Lu, Alice	Student Assistant V	Tutorial Services	12.50	07/01/15-08/02/15
Luc, Khoi	Student Assistant III	Tutorial Services	10.50	07/01/15-08/02/15
Lujanmonreal, Marco	Student Assistant II	Counseling	9.75	07/01/15-08/23/15
Lutgen, Sydney	Student Assistant III	Continuing Education	10.50	07/01/15-08/23/15
Ma, Jennifer	Student Assistant II	Chemistry	9.75	07/01/15-08/21/15
Macas, Rhianna	Student Assistant III	The Writing Center	10.50	08/24/15-02/21/16
Macias, Paige	Student Assistant III	Tutorial Services	10.50	07/01/15-08/02/15
Macias, Paige	Student Assistant IV	Financial Aid	11.25	07/01/15-08/21/15
Macias, Rhianna	Student Assistant II	Chemistry	9.75	07/01/15-08/21/15
Macias, Rhianna	Student Assistant III	The Writing Center	10.50	07/01/15-08/21/15
Maciel, Arthur	Student Assistant III	Tutorial Services	10.50	07/01/15-08/02/15
Madero, Sally	Student Assistant III	High School Outreach	10.50	07/01/15-08/23/15
Madrigal-Avina, Mauricio	Student Assistant IV	The Writing Center	11.25	07/01/15-08/21/15

**SUBJECT:** Personnel Transactions**DATE:** September 9, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Magallon, Jesus	Student Assistant III	DSP&S	10.50	07/01/15-08/21/15
Magallon, Jose Luis	Student Assistant I	Earth Sci. & Astro.	9.00	07/01/15-08/15/15
Magin, Carlos	Student Assistant II	Chemistry	9.75	07/01/15-08/21/15
Mahan, Meghan	Student Assistant III	DSP&S	10.50	07/01/15-08/21/15
Mansour, Emil	Student Assistant III	Animal Science	10.50	07/01/15-08/23/15
Marahan, Justinne	Student Assistant V	Tutorial Services	12.50	07/01/15-08/02/15
Mares, Octavio	Student Assistant II	Horticulture	9.75	07/01/15-08/23/15
Marker, Lori	Student Assistant I	Animal Science	9.00	07/01/15-08/23/15
Marroquin, Meliza	Student Assistant IV	Bridge Program	11.25	07/01/15-08/23/15
Martinez, Crystal	Student Assistant II	Counseling	9.75	07/01/15-08/23/15
Martinez, Elaine	Student Assistant II	DSP&S	9.75	07/01/15-08/21/15
Martinez, Jasmine	Student Assistant V	Construction Support	12.50	07/01/15-08/01/15
Martinez-Luna, David	Student Assistant III	Bridge Program	10.50	07/01/15-08/23/15
McLaughlin, Sean	Student Assistant III	Horticulture	10.50	07/01/15-08/23/15
Medina-Espinoza, Evann	Student Assistant I	Earth Sci. & Astro.	9.00	07/01/15-08/23/15
Melesio, Jennifer	Student Assistant III	Animal Science	10.50	07/01/15-08/23/15
Mendoza, Elizabeth	Student Assistant III	Horticulture	10.50	07/01/15-08/23/15
Merino, Mika	Student Assistant III	Tutorial Services	10.50	07/01/15-08/02/15
Millard, Kimberly	Student Assistant IV	Learning Assistance Center	11.25	07/01/15-08/21/15
Minero, Vanessa	Student Assistant III	Financial Aid	10.50	07/01/15-08/21/15
Miranda, Jaimie	Student Assistant III	Animal Science	10.50	07/01/15-08/23/15
Montano, Santos	Student Assistant III	Animal Science	10.50	07/01/15-08/23/15
Montes, Daisy	Student Assistant II	Assessment Center	9.75	07/01/15-08/23/15
Montes, David	Student Assistant V	DSP&S	12.50	07/01/15-08/21/15
Moore, Kameron	Student Assistant V	Adult Basic Education	12.50	07/01/15-07/31/15
Moore, Mark	Student Assistant III	Tutorial Services	10.50	07/01/15-08/02/15
Morales, Mallel	Student Assistant II	Public Safety	9.75	07/01/15-08/02/15
Moreno, David	Student Assistant III	Continuing Education	10.50	07/01/15-08/23/15
Morkos, Christina	Student Assistant III	Tutorial Services	10.50	07/01/15-08/02/15
Morrison, Jared	Student Assistant II	Counseling	9.75	07/01/15-08/23/15
Muehlen, Brian	Student Assistant IV	Horticulture	11.25	07/01/15-08/23/15
Munoz, Crystal	Student Assistant III	Adult Basic Education	10.50	07/01/15-07/31/15
Murguia, Emilie	Student Assistant I	The Writing Center	9.00	07/01/15-08/21/15
Murillo Roa, Nancy	Student Assistant III	DSP&S	10.50	07/01/15-08/21/15
Narvaez, Reynold	Student Assistant II	Public Safety	9.75	07/01/15-08/02/15
Ochoa-Rojas, Isamar	Student Assistant II	DSP&S	9.75	07/01/15-08/21/15
Phyo, Wai	Student Assistant III	DSP&S	10.50	07/13/15-08/21/15
Poulu, Shraavan kumar	Student Assistant V	Aircraft Maintenance	12.50	07/01/15-08/23/15
Ramirez, Rocio	Student Assistant II	DSP&S	9.75	07/01/15-08/21/15
Richmond, London	Student Assistant IV	Financial Aid	11.25	07/01/15-08/21/15
Rodriguez, Emilia	Student Assistant IV	Bridge Program	11.25	07/01/15-08/23/15
Sanchez Ayala, Raul	Student Assistant I	Human Resources	9.00	08/24/15-02/21/16
Sanchez Jr., Juan	Student Assistant II	ESL	9.75	08/24/15-02/21/16
Sandoval, Carlos	Student Assistant III	DSP&S	10.50	08/24/15-02/19/16
Sandoval, Kassandra	Student Assistant II	Admissions & Records	9.75	08/24/15-02/21/16

**SUBJECT:** Personnel Transactions**DATE:** September 9, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Sanford, Nicole	Student Assistant III	Fashion	10.50	08/24/15-12/11/15
Sardinas, Luis	Student Assistant III	Architecture	10.50	08/24/15-02/19/16
Schaupp, Matthew	Student Assistant V	Tutorial Services	12.50	07/01/15-08/02/15
Schaupp, Matthew	Student Assistant V	Tutorial Services	12.50	07/01/15-08/02/15
Smith, Elizabeth	Student Assistant I	The Writing Center	9.00	08/24/15-02/21/16
So, Katherine	Student Assistant II	The Writing Center	9.75	07/13/15-08/21/15
So, Katherine	Student Assistant II	The Writing Center	9.75	08/24/15-02/21/16
Soehalim, Joshua	Student Assistant II	Admissions & Records	9.75	08/24/15-02/21/16
Solis, Roberta	Student Assistant I	Bursar's Office	9.00	08/10/15-08/21/15
Solis, Roberta	Student Assistant I	Bursar's Office	9.00	08/24/15-12/31/15
Streams, Mirasol	Student Assistant II	DSP&S	9.75	08/14/15-08/21/15
Streams, Mirasol	Student Assistant II	DSP&S	9.75	08/24/15-02/19/16
Stutchman, Samantha	Student Assistant II	DSP&S	9.75	08/24/15-02/21/16
Tapia, Nicholas	Student Assistant III	Drafting	10.50	08/24/15-02/19/16
Tapia, Nicholas	Student Assistant III	Drafting	10.50	08/24/15-02/19/16
Thai, David	Student Assistant II	DSP&S	9.75	08/14/15-08/21/15
Thai, David	Student Assistant II	DSP&S	9.75	08/24/15-02/19/16
Thomas, Anthony	Student Assistant III	Natural Sciences Division	10.50	07/01/15-08/23/15
Thomas, Thomas	Student Assistant III	Natural Sciences Division	10.50	07/01/15-08/23/15
Torres, Ised	Student Assistant I	Child Development Center	9.00	08/24/15-02/19/16
Trejo, Jonathan	Student Assistant IV	Student Services	11.25	08/06/15-08/21/15
Trejo, Jonathan	Student Assistant IV	Student Services	11.25	08/24/15-02/16/16
Tuia, Harvest	Student Assistant II	Student Services	9.75	07/13/15-08/21/15
Tuivaiave, Jacob	Student Assistant IV	Student Services	11.25	08/25/15-02/19/16
Uiagalelei, Merosa	Student Assistant III	Financial Aid	10.50	08/24/15-12/31/15
Valdez, Rachel	Student Assistant II	Admissions & Records	9.75	08/24/15-02/21/16
Valencia, Matthew	Student Assistant V	Radiologic Technology	12.50	07/20/15-08/21/15
Valencia, Matthew	Student Assistant V	Radiologic Technology	12.50	08/24/15-12/11/15
Valladares, Destina	Student Assistant II	DSP&S	9.75	06/22/15-06/30/15
Valladares, Destina	Student Assistant III	Honors Program	10.50	08/24/15-02/19/16
Valle-Lara, Jesus	Student Assistant II	Chemistry	9.75	07/01/15-08/21/15
Van Winkle, Rachel	Student Assistant III	Fashion	10.50	08/24/15-12/13/15
Vancher, Peter	Student Assistant III	Mathematics & Comp. Sci.	10.50	08/24/15-02/21/16
VanGordon, Dolores	Student Assistant III	DSP&S	10.50	08/24/15-02/19/16
Vargas, Kelly	Student Assistant II	DSP&S	9.75	08/14/15-08/21/15
Vargas, Kelly	Student Assistant II	DSP&S	9.75	08/24/15-02/19/16
Vasquez, Rebecca	Student Assistant II	DSP&S	9.75	08/24/15-02/19/16
Vasquez, Stephanie	Student Assistant II	DSP&S	9.75	08/24/15-02/19/16
Villa, Maria	Student Assistant I	Child Development Center	9.00	08/24/15-02/19/16
Villanueva, Adrian	Student Assistant I	Animation	9.00	08/24/15-02/19/16
Villaverde, Kristelle Marie	Student Assistant III	The Writing Center	10.50	08/24/15-02/21/16
Villeda, Ingris	Student Assistant I	Bursar's Office	9.00	08/11/15-08/21/15
Villeda, Ingris	Student Assistant I	Bursar's Office	9.00	08/24/15-12/31/15
Whitman, Christian	Student Assistant I	ESL	9.00	08/24/15-02/21/16
Wilson, Ariana	Student Assistant I	Student Services	9.00	07/20/15-08/21/15

**SUBJECT:** Personnel Transactions

**DATE:** September 9, 2015

**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Wilson, Deborah	Student Assistant I	Child Development Center	9.00	08/24/15-02/19/16
Wingo, Clifford	Student Assistant III	Tutorial Services	10.50	07/06/15-08/21/15
Wingo, Clifford	Student Assistant III	Tutorial Services	10.50	08/24/15-02/11/16
Witt, Andrew	Student Assistant II	Agricultural Sciences	9.75	07/01/15-08/23/15
Wittenberg, Erin	Student Assistant I	ESL	9.00	08/24/15-02/21/16
Wu, Hannah	Student Assistant III	DSP&S	10.50	08/14/15-08/21/15
Wu, Hannah	Student Assistant III	DSP&S	10.50	08/24/15-02/19/16
Yousef, Hakeem	Student Assistant I	The Writing Center	9.00	08/24/15-02/21/16
Zapata, Alexander	Student Assistant III	Adult Basic Education	10.50	08/24/15-02/19/16
Zensen, Kyra	Student Assistant I	Child Development Center	9.00	08/24/15-02/19/16
Zheng, Zhiren	Student Assistant I	Admissions & Records	9.00	07/01/15-08/22/15

**Student Trustee**

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>PAY RATE</u>	<u>HIRE DATE</u>
Santos, Elizabeth	Student Trustee	President's Office	*400.00	07/01/15-06/30/16

**A.S. President**

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>PAY RATE</u>	<u>HIRE DATE</u>
Jimenez, Rene	A.S. President	Student Life	*400.00	09/01/15-06/30/16

\*Paid on a monthly basis



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

**DATE:** September 9, 2015

**CONSENT**

**SUBJECT:** Agreement with QCERA, Inc. for LeaveSource Enterprise Service

**BACKGROUND**

LeaveSource, a service offered by QCERA, provides a web-hosted software service that assists in the administration of employee leave-of-absence and related tasks. The College has a need for timely and accurate information sharing regarding the leave status of its employees. Recent complex federal and state regulations in this area have created a need for an automated tool which provides accurate timelines for employee, supervisor, Payroll and Human Resources staff notifications.

**ANALYSIS AND FISCAL IMPACT**

QCERA is proposing a one-year agreement for the LeaveSource Enterprise service. The agreement includes a one-time setup fee of \$5,000 and a monthly fee of \$.40 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 QCERA, Inc. for LeaveSource Enterprise service for the period July 1, 2015, to June 30, 2016.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #18

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

**DATE:** September 9, 2015

**CONSENT**

**SUBJECT:** Continuing Education Division Program Additions

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

1. Education for Older Adults

<b>Course Title/Program</b>	<b>Payment</b>
<u>Use of Facility Agreements</u> Steinmetz Park Senior Center 1545 S. Stimson Avenue Hacienda Heights, California 91745  Shadow Oak Park Community Center 2121 Shadow Oak Drive West Covina, California 91790	No Cost

2. Workforce Training: Additional Offerings

<b>Agency (Description of Services)</b>	<b>Expenses</b>	<b>Fee</b>
California Community College Association for Occupational Education 1400 K Street, Suite 212 Sacramento, California 95814  California Community College Employment Training Panel Multiple Employer Contract Collaborative  October 20, 2015	Facility Rental, not to exceed \$1,000	\$0
Contract Education Advisory Group Dinner Meeting  October 21, 2015	Facility Rental, not to exceed \$2,000 \$1,000 deposit required	\$0

Prepared by: Madelyn Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #19

**SUBJECT:** School of Continuing Education Additions and Changes

**DATE:** September 9, 2015

Funding Source

New Contracts – Restricted Funds.

**RECOMMENDATION**

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

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

**DATE:** September 9, 2015

**CONSENT**

**SUBJECT:** Renewal of Affiliation Agreement with Chino Valley Independent Fire  
District Training Center Station 61

**BACKGROUND**

Mt. San Antonio College's Fire Academy requires the use of the Chino Valley Independent Fire District Training Center, located in Chino, California. The training center provides space and structures for skills training in the use of ladders, hoses, breathing apparatus, and all other related fire fighting equipment. A full-time fire academy is conducted twice each year, and each academy provides our students with 560 hours of skills-based training. Authorization is requested to renew our affiliation agreement with Chino Valley Independent Fire District Training Center Station 61.

**ANALYSIS AND FISCAL IMPACT**

The renewal affiliation agreement will encompass four academies at the fee of \$10,000 per academy and represents the same fee as the previous agreement. This agreement shall be effective July 1, 2015, through June 30, 2017.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the renewal of the affiliation agreement with Chino Valley Independent Fire District Training Center Station 61, as presented.

Prepared by: Jemma Blake-Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #20

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>September 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract Approval with American Airports Corporation</u>	

**BACKGROUND**

Mt. San Antonio College's Flight Training Facility requires an additional hangar space to house a new aircraft and aircraft tug donation. This hangar will provide the extra space needed to house the aircraft, the aircraft tug, additional towing equipment, cleaning supplies, and miscellaneous materials. Authorization is requested to enter into a contract with American Airports Corporation.

**ANALYSIS AND FISCAL IMPACT**

Hangar lease fees shall be paid on a monthly basis in the amount of \$691.87. The first month's hangar lease fee will include a security deposit of \$746.00, for a total payment of \$1,437.87. Payment for fees is due on the first of the month and no later than the fifteenth of the month. A 10% late fee shall be incurred if fees are not paid by the fifteenth of each month. Payment for part of any month's rent shall be pro-rated.

There is no residual cost to the District.

**Funding Source**

Income-Generated Funds Supported by Student Fees.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with American Airports Corporation for hangar lease fees, as presented.

Prepared by: Jemma Blake-Judd Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #21

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

**DATE:** September 9, 2015

**CONSENT**

**SUBJECT:** Advance Payment for the Purchase of a Breed 'N' Betsy Super  
Complete Bovine/Equine Package for the Animal Science Program

**BACKGROUND**

The Animal Science Program has documented a need to purchase a Breed 'N' Betsy Super Complete Bovine/Equine Package. This will allow students the opportunity to practice pregnancy diagnosis and artificial breeding on a simulator before using live animals. The cost to purchase the Breed 'N' Betsy is approximately \$25,000. The purchase was approved and funded through the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C Grant and was approved at the June 24, 2015, Board of Trustees meeting. However, the vendor, Breed 'N' Betsy Pty Ltd., is requiring payment in two installments prior to shipping. Authorization is requested to make advancement payments.

**ANALYSIS AND FISCAL IMPACT**

The cost for the simulator will be paid by the Carl D. Perkins Grant, and the payment terms are as follows:

- 50% (or \$12,426) due with the order; and
- 50% (or \$12,426) due prior to shipping.

As the company is located in Australia, there will be additional charges for import taxes and duties that cannot be determined until the equipment goes through U.S. Customs. We have estimated this fee will not exceed \$1,500.

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, as set aside from the State Carl D. Perkins Allocation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the payment terms to Breed 'N' Betsy Pty, Ltd., as presented.

Prepared by: Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #22

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Advance Payment for the Purchase of a Remanufactured Frasca Model 141 Flight Simulator</u>	

**BACKGROUND**

The Aeronautics Program has documented a need to purchase a flight simulator to complete its existing simulator setup. This will make flight training more accessible and affordable to our economically disadvantaged students. Advanced simulation available on the market today will allow the student to gain technical skills and applied knowledge before flying a “real” airplane. The cost to purchase the remanufactured Frasca Model 141 Flight Simulator for the Aeronautics Program is \$65,400 including tax. The purchase is approved and funded through the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C Grant and was approved at the June 24, 2015, Board of Trustees meeting. However, the vendor, Frasca International, Inc., is requiring payment in four installments. Authorization is requested to make these advance payments.

**ANALYSIS AND FISCAL IMPACT**

The cost for the simulator will be paid by the Carl D. Perkins Grant, and the payment terms are as follows:

- 35% (or \$21,000) due with the order;
- 30% (or \$18,000) due 90 days after receipt of order;
- 30% (or \$18,000) due no later than seven days after factory acceptance and prior to shipment;
- 5% (or \$3,000) due no later than seven days after final acceptance, or after the equipment is first used by the customer for training, whichever occurs first; and
- tax is not included in the above breakdown.

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, as set aside from the State Carl D. Perkins Allocation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the payment terms and advance payment to Frasca International, Inc., as presented.

Prepared by: _____	Jennifer Galbraith	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #23

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

**DATE:** September 9, 2015

**CONSENT**

**SUBJECT:** Athletic Special Events Expenditures and Contracts for the 2015-16  
Academic Year

**BACKGROUND**

The Mt. San Antonio College Athletics Special Events (Cross Country Invitational and Relays) require the following items in order to assist in the continual operation of the self-sustaining events. These events have a rich tradition and high level of national and international exposure. This will be the 68<sup>th</sup> running of the Cross Country Invitational and the 57<sup>th</sup> running of the Mt. SAC Relays. The Cross Country Invitational will be held on October 16, 23, and 24, 2015, and the Relays will be held on April 14-16, 2016.

**ANALYSIS AND FISCAL IMPACT**

The Mt. SAC Special Events are funded by a combination of entry fees, gate fees, advertising, parking fees, and booth rentals. In addition, the Mt. SAC Relays receives sponsorships from outside sources such as Brooks, In-N-Out Burger, Gatorade, Robeks, City of Walnut, and Best Western Hotel.

Expenses for these events include:

- promotional supplies as well as meals for volunteer workers and major media outlet representatives, not to exceed \$15,000;
- sanctioning fees, which will allow Mt. SAC to host these events under the auspices of California Interscholastic Federation and USA Track and Field, not to exceed \$1,000;
- Cole Schaefer for ambulance services, not to exceed \$5,000;
- Pacific Palms Resort & Conference Center and Courtyard by Marriott, Baldwin Park to provide facilities for the annual banquets, not to exceed \$15,000 with a non-refundable advance payment (deposit) not to exceed \$1,500;
- Flash Results West for race timing services, not to exceed \$15,000;
- medals and awards, not to exceed \$50,000; and
- VIP expense reimbursement, not to exceed \$8,000.

The notoriety of these events brings in many VIPs whose travel, lodging, and incidental expenses are reimbursed. In addition, a hospitality center will be established for these VIPs, which will include food and non-alcoholic beverages.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #24



**SUBJECT:** Athletic Special Events Expenditures and Contracts for the 2015-16  
Academic Year

**DATE:** September 9, 2015

Funding Source

Unrestricted General Fund - Cross Country Invitational and Relays Accounts.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves these sponsorships, contracts, expenses, and advancement payment, as detailed above.

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

**DATE:** September 9, 2015

**CONSENT**

**SUBJECT:** Faculty Member and Softball Team to Attend Softball Tournament  
at the University of Arizona

**BACKGROUND**

Authorization is requested for Head Coach Ruby Rojas and 19 members of the Mt. San Antonio College's Softball Team to participate in a tournament at the University of Arizona in Tucson, Arizona. This trip will provide an opportunity for our student athletes to compete against some of the top softball teams in the nation as well as exposure to other university coaches for possible recruiting. The visit will also serve as a learning and bonding experience for the team members and coaches. Travel dates of the trip are October 30 through November 1, 2015.

**ANALYSIS AND FISCAL IMPACT**

The estimated cost of the trip is \$5,000, which will be covered through fund-raising activities.

There will be no impact to the College budget.

**Funding Source**

Softball Fund-raising Account (\$5,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves travel for faculty members Ruby Rojas and 19 members of the Softball Team to attend the tournament, as presented.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #25

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Program Fees for Students in the Kinesiology, Athletics, and Dance Division for the 2015-16 Academic Year</u>	

**BACKGROUND**

Students in Mt. SAC’s First Aid/Cardiopulmonary Resuscitation (CPR) and Advanced First Aid CPR/Emergency Response courses (KIN-3 and KIN-5) incur charges associated with their American Red Cross CPR card/certificate. The following is being submitted to the Board of Trustees for review:

<u>Program</u>	<u>Explanation</u>	<u>Cost</u>
First Aid/CPR - KIN-3 and Advanced First Aid CPR/Emergency Response - KIN-5	Students take a written and practical exam during the semester to become certified in specific/various levels of First Aid and CPR. Those who pass are required to carry a certification card/certificate from the American Red Cross. Certification cards vary in price; the average cost is \$27.	Not to exceed \$35

**ANALYSIS AND FISCAL IMPACT**

The estimated fees for students for the 2015-16 academic year are detailed above. The American Red Cross sets the cost, which may change without notice. Fiscal Services will validate the actual fee amount prior to charging students.

**Funding Source**

Student fees.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Kinesiology, Athletics, and Dance Division program fees, as presented.

Prepared by: Joe Jennum Reviewed by: Irene M. Malmgren  
 Recommended by: Bill Scroggins Agenda Item: Consent #26

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

**DATE:** September 9, 2015

**CONSENT**

**SUBJECT:** Asian American and Native American Pacific Islander-Serving  
Institutions Grant: Acceptance of Funds and Approval of Purchases

**BACKGROUND**

Mt. San Antonio College received an award notification for an Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) Grant titled "Arise," funded by the U.S. Department of Education. The purpose of the project is to provide a networked link of services and activities to improve the academic achievement and personal development of Asian American and Native American Pacific Islander students. The five main components of the project are: instructional support, counseling intervention, student development, professional development, and research and evaluation. The project's activities are aimed at addressing the AANAPISI Program's competitive preference priorities of increasing the number and proportion of high-need students who persist in and complete postsecondary education and enabling data-based decision-making.

**ANALYSIS AND FISCAL IMPACT**

This grant award notification is for the fifth year of funding (\$400,000) of a five-year award. The performance period for this grant is October 1, 2011, through September 30, 2016. The budget period for the fifth year of this grant is October 1, 2015, through September 30, 2016.

The funding agency has approved the expenditure of grant funds for the following: faculty, classified, management, and student personnel; employee benefits; instructional and non-instructional supplies and equipment; employee and student travel and professional development; food supplies and/or catering; contracted services; printing/marketing; promotional items; and other grant-related costs.

As part of the grant activities, project staff will conduct student and staff development activities, advisory committee meetings, and other grant-related meetings. Authorization is requested to purchase food and/or catering services and promotional items for these meetings and special events.

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

**Funding Source**

U.S. Department of Education.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the AANAPISI Grant funds and approves the purchases, as presented.

Prepared by: Adrienne J. Price Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins Agenda Item: Consent #27

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Student Support Services Grant: Acceptance of Funds and Approval of Purchases</u>	

**BACKGROUND**

Mt. San Antonio College received an award notification for a grant titled “Student Support Services,” funded by the U.S. Department of Education. The project will serve at least 140 low-income, first-generation, and/or disabled college students per year over a five-year grant period. The ultimate goal is to increase the college retention, graduation, and transfer rates of participants. This goal will be achieved through the delivery of academic and personal counseling, tutoring, guided study groups, basic skills development, financial aid assistance, assessment and intervention activities, financial literacy activities, enrollment assistance, peer advising, professional mentoring, a devoted academic resource center and computer lab, transfer assistance and field trips, career planning, cultural enrichment activities, family support activities, and leadership development.

**ANALYSIS AND FISCAL IMPACT**

This grant award notification is for the first year of funding (\$220,000) of a five-year award. The performance period for this grant is September 1, 2015, through August 31, 2020. The budget period for the first year of this grant is September 1, 2015, through August 31, 2016.

The funding agency has approved the expenditure of grant funds to support the following: counseling, classified, and student personnel; employee benefits; employee and student travel and professional development; instructional and non-instructional supplies and materials; technology; food supplies and/or catering; printing/marketing; promotional items; and other grant-related costs.

As part of the grant activities, project staff will conduct program orientations, recognition ceremonies, university campus tours, and other events. Authorization is requested to purchase food and/or catering services for these meetings, not to exceed \$2,500 per event.

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

**Funding Source**

U.S. Department of Education.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the Student Support Services Grant funds and approves the purchase, as presented.

Prepared by: _____	Adrienne J. Price	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #28

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

**DATE:** September 9, 2015

**CONSENT**

**SUBJECT:** Contract with ENCO Systems, Inc.

**BACKGROUND**

The College's internet radio stations, Mt. Rock Radio and Audio8ball, are now housed in the newly built radio station studio in the Design Technology Center, Building 13. A radio automation software license, DAD, from ENCO, Systems, Inc., is proven to work with the Wheatstone radio console, recently purchased and installed in the new studios. Integration into new software from ENCO Systems, Inc. would be seamless with existing media and metadata. Authorization is requested to enter into a contract with ENCO, System, Inc. for DAD.

ENCO Systems, Inc. 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**

ENCO Systems, Inc. charges \$1,200 per day for the labor of onsite field technical services plus reasonable travel expenses. 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 one day of labor, in the amount not-to-exceed \$3,600. The College will then be billed for the travel expenses when the installation is complete, in the amount not-to-exceed \$2,000.

**Funding Sources**

New Allocation Phase II – Fiscal Year 2014-15 (\$3,600).  
Unrestricted General Fund – Fiscal Year 2015-16 (\$2,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the service agreement with ENCO Systems, Inc., as presented.

Prepared by: Sue Long

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #29

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>September 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract Ratification - Child Development Center Agreement with Sodexo American, LLC Food Services</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

Sodexo America, LLC Food Services will prepare and deliver all CDC children’s breakfast, lunch, and snack meals from July 1, 2015, to June 30, 2016. Funds for these meals are provided by the CACFP on a cost-reimbursement basis (approximately \$125,000 annually), with no cost to the District.

**Funding Source**

Federal Child and Adult Care Food Program and Fund (\$125,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the contract with Sodexo American, LLC, Food Services to provide breakfast, lunch, and snack meals for the children enrolled in the CDC, as presented.

Prepared by: Tamika Addison/Jennifer Galbraith      Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins      Agenda Item: Consent #30

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

**DATE:** September 9, 2015

**CONSENT**

**SUBJECT:** Child Development Center Student Field Trips

**BACKGROUND**

The Mt. San Antonio College Child Development Center (CDC) requests authorization for up to 75 preschool students along with the Child Development Center Director, Tamika Addison, four full-time classified CDC Specialists and 20 parent chaperones to travel by school bus to visit the Cal Poly Pomona Pumpkin Patch in Pomona, Kidspace Children's Museum in Pasadena, and Pretend City in Irvine. The required ratio of five students per adult will be maintained throughout each trip.

The CDC uses the Preschool Pathways to Science curriculum, which emphasizes exploration, investigation, and interaction with nature and the environment. Field trips play a role in curriculum support and are the culmination of educational plans (lesson plans) implemented throughout the year in our preschool classrooms. The interactive nature of the field trips will allow the preschool children to further investigate topics introduced to them during class instruction.

**ANALYSIS AND FISCAL IMPACT**

The anticipated cost of each event is: Admission to Cal Poly Pomona's Pumpkin Patch not to exceed \$230, Kidspace Children's Museum not to exceed \$549, and Pretend City not to exceed \$675. Pretend City requires an advance payment (deposit) of \$50. The pricing covers 75 children and required teachers/chaperones, as per State licensing requirements.

**Funding Source**

Parent Fees Account.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the planned field trips of the Child Development Center's preschool students and advance payment, as presented.

Prepared by: Tamika Addison/Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #31



<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Purchase of 3D Tour and Online Map</u>	

**BACKGROUND**

Mt. San Antonio College is currently updating its website, which has more than 1.4 million visitors a year. During research, prospective and current students expressed that they wanted to have a better way to explore the campus.

Marketing & Communication, Web Services, and Facilities set out to find a solution. After exploring three different vendors that provided maps and virtual tours, the team chose Campus Bird. The company provides a campus map as well as a virtual tour in a way that helps market the campus to prospective students and meets the needs of other stakeholders finding their way across campus or getting to know the College. The campus map would be upgraded to a 3D vector map, which provides a clean, simple, and modern view of the campus. Users will have an easy time exploring the campus, finding their way to buildings and locations across campus. Users can click on a location to view more information, such as building descriptions, pictures, and video. The 3D virtual map can be sorted so users can filter out only what they want to view, such as parking lots or academic buildings. Tours can also be coordinated, walking users through specific areas of interest. In addition, the 3D virtual maps can provide wayfinding guidance so users can get accurate directions to reach their campus destination.

**ANALYSIS AND FISCAL IMPACT**

The cost for the product is \$20,000 for the initial map setup, on-boarding, and training. This includes the creation and integration of the 3D map. The ongoing cost would be \$400 per month, which includes unlimited users and editing, hosting of the map, and dedicated support. The cost is comparable to similar companies.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves a contract with Campus Bird for its campus map and tour product.

Prepared by: Uyen Mai

Recommended by: Bill Scroggins

Agenda Item: Consent #32

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

**DATE:** September 9, 2015

**CONSENT**

**SUBJECT:** Official Mt. SAC Representative on the Adult Education Consortium  
for Fiscal Year 2015-16

**BACKGROUND**

In 2013-14, the State Budget included a two-year \$25 million state-wide adult education planning grant. Assembly Bill (AB) 86 called for the development of local regional consortia comprised of representatives from community college districts, K-12 districts, and other organizations that serve a role in adult education (each consortium was defined by the boundaries of a community college district).

To transition from planning to implementation, the 2015-16 State Budget includes a \$500 million Adult Education Block Grant (AEBG) to be allocated among the regional consortia. AB 104 authorizes a community college district to join the local adult education consortium as a member and states that a member of the consortium shall be represented only by an official designated by the governing board of the member.

**ANALYSIS AND FISCAL IMPACT**

An official representative on the Mt. SAC Adult Education Consortium is necessary to ensure that the District has a full voice in the decision-making process to implement the local adult education plan supported by the AEBG. Madelyn Arballo, Dean of School of Continuing Education, is being recommended to be Mt. SAC's representative on this consortium.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Madelyn Arballo, Dean of School of Continuing Education, to serve as the official District Representative on the Mt. SAC Adult Education Consortium through June 30, 2016.

Recommended by: Bill Scroggins Agenda Item: Consent #33

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Independent Contractors: Note Takers for the Disabled Student Programs and Services</u>	

**BACKGROUND**

Approval of Note Takers as Independent Contractors for the Disabled Student Programs and Services (DSPS) for the Spring 2015 semester and Summer 2015 intersession.

**ANALYSIS AND FISCAL IMPACT**

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

Provider	Amount Not to Exceed
Basulto, David	\$96.00
Bates, Heather	\$96.00
Carlos Ortega, Clara	\$96.00
Dashiell, Donnell	\$96.00
Escalante, Leobardo	\$96.00
Kresan, Grecia	\$96.00
Mardis, Nancy	\$96.00
Medina, Jessica	\$96.00
Palma, Benny	\$96.00
Solis, Roberta	\$96.00
Sui, Debby	\$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.

Prepared by: Grace Hanson Reviewed by: Audrey Yamagata-Noji  
 Recommended by: Bill Scroggins Agenda Item: Consent #34

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

**DATE:** September 9, 2015

**CONSENT**

**SUBJECT:** Contract with UCLA Conference Center in Lake Arrowhead for the  
Annual Associated Students Fall Leadership Conference

**BACKGROUND**

The Associated Students is requesting approval of a contract with the UCLA Conference Center in Lake Arrowhead for its annual leadership conference to be held October 9-11, 2015. Associated Students has hosted a Fall Leadership Conference for more than 50 years. Its purpose is to recruit potential student leaders while encouraging leadership involvement in all areas of the Mt. San Antonio College community. The initial deposit was paid out of the 2014-15 Associated Students budget (\$11,250).

**ANALYSIS AND FISCAL IMPACT**

Specific items related to this contract include lodging and meals. Specific programs, events, and activities are related to leadership training and student development, which include workshops, guest speakers, team-building activities, and a College leadership panel.

Total Contract Fee:	\$25,500
Deposit:	-11,250
President's Office Contribution:	<u>-10,000</u>
Remaining balance:	\$ 4,250

**Funding Source**

Associated Students budget.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with UCLA Conference Center and related expenditures associated with the Associated Students Fall Leadership Conference.

Prepared by: Andrea Sims

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #35

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 9, 2015</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Budget for Fiscal Year 2015-16</u>	

**BACKGROUND**

In accordance with Title 5 of the California Code of Regulations, Section 58300, community college districts must adopt a final budget each year on or before September 15.

The proposed budget includes updated actual information from 2014-15 plus revised revenue and expenditure projections for 2015-16. Most expenditures, such as salaries, fringe benefits, supplies, utilities, contracts, and services, are considered to be ongoing and part of what is called the operational or status-quo budget.

**ANALYSIS AND FISCAL IMPACT**

For a fifth consecutive year, the State Budget was approved on time and includes excellent news for community colleges. The State Budget reflects the Governor’s and State Legislature’s investment to support access, success, and equity. Similar to the past two years, the final State Budget is based on the Governor’s more conservative revenue forecast rather than the more optimistic estimates made by the Legislative Analyst’s Office (LAO). The Governor’s budget approach is to protect the State from the boom-and-bust budgeting cycles.

The most significant revenue increases for community colleges consists of: 1.02% funded Cost-of-Living Adjustment (COLA); 3.00% for Growth/Restoration; \$62.3 million for Full-time Faculty Hiring, \$266.7 million for an increase in the Base Allocation, \$49 million for the Career Development Preparation Program (CDCP) Rate Equalization, \$632 million for Mandate Reimbursements (One-time), \$185 million for Student Success and Student Equity; \$33.7 million for the Extended Opportunity Programs and Services; \$148 million for Scheduled Maintenance and Instructional Equipment; \$94.5 million for the elimination of the apportionment deferrals; \$60 million for Basic Skills and Student Outcomes Transformation Program, \$2.5 million COLA for certain categorical programs, and \$38.7 million for Proposition 39 Energy Projects. These additional revenues, and Mt. SAC’s healthy fund balance (reserves), will enable the College to sustain programs and services for the 2015-16 fiscal year.

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

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

**DATE:** September 9, 2015

Even with this excellent news, it is important to remember that colleges will face additional stress in the coming years, as PERS and STRS obligations are scheduled to increase rapidly, and the State faces the sunset of Proposition 30 revenues. In addition, there are still concerns with the continuous apportionment deficits due to the highly volatile nature of the liquidation of assets of the redevelopment agencies, property taxes, and enrollment fee revenue shortfalls. Given these circumstances, the College needs to plan carefully to be prepared to meet the challenges ahead. Therefore, our collaborative work to reduce expenditures, improve efficiencies, capture over-cap growth, and use revenue increases wisely must continue in order to maintain Mt. SAC's fiscal health and stability.

The College ended the fiscal year with a \$4,270,665 surplus and a \$34,506,850 fund balance for the 2014-15 fiscal year. This is an increase to the fund balance of \$14,215,699, when compared to the 2014-15 Adopted Budget fund balance of \$16,370,910. The difference is the result of unbudgeted revenues, expenditure savings, and the fund balance of the Revenue-Generated accounts. The most important unbudgeted revenues include \$6,817,701 in 2014-15 Growth, \$1,541,179 in the 2012-13 and 2013-14 Apportionment Deficit Recoveries, and \$1,311,035 in 2014-15 State-Mandated Reimbursement. Expenditure Savings have a net total of \$3,728,822. These are mainly savings in Permanent/Hourly Faculty and Classified positions, increases in expenditures for the New Resources Allocation Phases 1 and 2, and savings in Departments and Institutional Budgets. The Revenue-Generated accounts ended the 2014-15 fiscal year with a designated fund balance of \$3,920,241 that will be carried over to the 2015-16 fiscal year.

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. The 2015-16 proposed budget includes significant revenue increases from the Governor's State Budget, reflecting conservative optimism. Apportionment revenues are included at \$4,724 per Credit FTES and \$2,840 for Noncredit FTES. Enhanced Noncredit Career Development and College Preparation (CDCP) FTES have been equalized to the Credit rate of \$4,724; this is an ongoing increase to the apportionment base of \$5,557,176. The Apportionment revenue also includes a 1.02% cost-of-living adjustment of \$1,473,656, a 2014-15 estimated Growth of \$6,817,701, an increase to Base Allocation of \$6,226,920, and an increase for Full-time Faculty Hiring of \$1,623,706.

Besides the apportionment revenue increases, other ongoing revenues have also been increased. These increases consist of an increase of \$530,000 in Nonresident Tuition to align with actual revenues received in 2014-15, an increase of \$513,208 in Lottery revenues as a result of the rate increase from \$128 to \$140, the FTES increase from 30,494 to 31,546, and an increase of \$50,000 in Interest due to the elimination of the apportionment deferrals. The total Ongoing Revenue increases in the Unrestricted General Fund is \$166,105,962, which is \$22.7 million more than the total revenue budgeted for the 2014-15 Adopted Budget.

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

**DATE:** September 9, 2015

The Ongoing Expenditures include a decrease of \$4,403,119 due to the Board of Trustees approval of the Funding Plan of Other Post-Employment Benefits Other than Pensions (OPEB), and a Change to the Financial Presentation on May 27, 2015. The plan consists of funding on an ongoing basis \$2,500,000 from the Unrestricted General Fund and paying the retirees health premiums from the interest earned in the OPEB Trust. This decrease in expenditures, along with the significant revenue increases in the 2015-16 fiscal year, results in a major decrease of Mt. SAC's ongoing deficit from \$10.7 million in 2014-15 to \$734,000 in 2015-16.

The most notable ongoing expenditure increases are comprised of: \$1,582,754 in annual step-and-column salary progression along with the associated employer-paid contributions, \$307,098 in health and welfare as a result of the 2013-14 Over-Cap Growth, \$1,215,900 in the State Teacher's Retirement System (STRS) employer contribution due to the increase in the rate from 8.88% to 10.73%, \$712,465 for the Reclassification of Managers and Classified staff, \$1,921,626 in Management and Classified Positions, \$1,623,706 for Full-time Faculty Positions, \$1,730,243 in the Class Schedule Increase of 1,594 FTES to earn the growth for 2014-15, and \$1,582,800 in 2015-16 New Resources Allocation Requests.

The ongoing expenditures also include a set-aside budget of \$7,870,620, which encompasses an estimated salary increase of 5.02% for all employee groups, increases in health and welfare, and some other tentative agreement increases. The College has reached agreements with the Faculty Association, CSEA 262, Management, and Confidential and Supervisors, but the agreements have not yet been approved by the Board of Trustees. It is expected that these agreements will be approved by the Board of Trustees on September 9 and October 21, 2015. CSEA 651 is still in the negotiation process.

The total ongoing expenditures for the Unrestricted General Fund are estimated at \$166,839,534, leaving a projected ongoing deficit of \$733,572.

The proposed budget includes a total of \$22,842,778 between a prior year fund balance and new one-time revenues to fund one-time expenditures for the 2015-16 fiscal year. The prior fund balance, which becomes the current year beginning fund balance totals \$6,148,968. The one-time revenues include an increase of \$17,309,011 in 2015-16 State-Mandated Reimbursement and a decrease of \$615,201 in the 2015-16 Apportionment Deficit. The 2015-16 Growth is estimated at \$5,061,412 and is not included in the 2015-16 Adopted Budget as these revenues will change multiple times during the year and the final number will be known in February or March of 2017.

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

**DATE:** September 9, 2015

The proposed budget also includes one-time expenditures, for a total of \$22,842,778, which consists of \$2,248,910 in carryover budgets from 2014-15, \$3,202,297 in carryover budgets for the 2014-15 New Resources Allocation Phases 1 and 2, \$3,426,841 in 2015-16 New Resources Allocation Phase 3, \$2,000,000 for a STRS and PERS Trust set-aside budget (pending Board of Trustees approval), \$104,513 for the Mt. SAC Auxiliary Services Unfunded PERS Liability, \$530,000 to support the International Student Program, \$265,182 in New Positions, \$300,000 to remodel Continuing Education, \$432,666 for Election Costs for two Board Members, \$8,654,506 for the 2015-16 State-Mandated Reimbursement budget placeholder, \$1,824,519 in a cost increase for the 2015-16 course offerings to earn the 2015-16 Growth, and \$256,597 in one-time savings from vacant positions.

The Revenue-Generated accounts in the Unrestricted General Fund ended with a fund balance of \$3,920,241 for the fiscal year 2014-15; this fund balance, along with the 2015-16 estimated revenues of \$3,037,747, are the source of funding for the budgeted expenditures of \$6,957,988. Revenue-Generated Accounts include funds designated for College Programs.

#### Funding Source

Not applicable.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees reviews and adopts the Budget for Fiscal Year 2015-16, per Title 5 requirements (distributed as a separate document).



<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 9, 2015</u>	<b>PUBLIC HEARING AND ACTION</b>
<b>SUBJECT:</b>	<u>Resolution No. 15-01 – Assessment, Design, Installation, and Operation and Maintenance of a Photovoltaic Solar System (West Parcel Solar Project – Request for Qualifications/Request for Proposal No. 3005) (REVISED)</u>	

**BACKGROUND**

On July 8, 2015, the Board of Trustees approved a design-build agreement for the purchase and installation of a ground-mount solar photovoltaic system. This item is being resubmitted for approval of an increase to the allowance and to allow the opportunity for the Board of Trustees to hold a Public Hearing on this matter.

This project is for a design-build agreement for the purchase and installation of a ground-mount solar photovoltaic system which will provide approximately two megawatts of clean power for the campus, and an operation and maintenance agreement for the operation, maintenance, and repair of the system. The new solar field will be located on the property southwest of Grand and Temple Avenues, adjacent to the main campus. This project was originally approved as part of the Mt. San Antonio College Facility Master Plan 2012 (2012 Master Plan) dated February 18, 2013, and received California Environmental Quality Act (CEQA) lead agency clearance by the Board of Trustees' certification of the 2012 Master Plan's Subsequent EIR on December 11, 2013, under Agenda Item No. 18. The project, as currently designed, could have significant effects on the environment; however, all potentially significant effects have been analyzed in the 2012 Master Plan EIR (SCH 2002041161) pursuant to applicable standards and have been avoided or mitigated pursuant to the 2012 Master Plan EIR including mitigation measures that were adopted in the 2012 Mitigation Monitoring Program that are applicable to the project. For these reasons, no additional environmental analysis is required under CEQA.

This design-build and operations and maintenance procurement is authorized by Government Code §§ 4217.10 *et seq.*, and more specifically Government Code §4217.12(a), which authorizes a public agency, such as the College, after holding a regularly scheduled public hearing, public notice of which is given at least two weeks in advance, to enter into energy services contracts if the public entity's governing board finds that its anticipated cost to the College for the energy conservation facilities (as defined in Government Code §4217.11) will be less than its anticipated marginal cost to the College of thermal, electrical, or other energy that would have been consumed in the absence of such purchases and, if a facility ground lease is proposed, that the fair rental value of the real property occupied by the energy conservation facilities will also be offset by the energy savings.

Prepared by:	<u>Gary L. Nellesen/Teresa Patterson</u>	Reviewed by:	<u>Rosa M. Royce/Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Action #3</u>

**SUBJECT:** Resolution No. 15-01 – Assessment, Design, Installation, and Operation  
and Maintenance of a Photovoltaic Solar System (West Parcel Solar  
Project – Request for Qualifications/Request for Proposal No. 3005)  
(REVISED)

**DATE:** September 9, 2015

### **ANALYSIS AND FISCAL IMPACT**

The College has sought proposals for the design, construction, installation, operation, maintenance, and repair of the Photovoltaic Solar System, meeting technical criteria developed by the College's consultant, Newcomb Anderson McCormick (NAM), through a Request for Qualifications and Request for Proposals (RFQ/RFP) issued in April 2015.

The RFQ/RFP was legally advertised, and over 100 solar providers were invited to submit proposals. A mandatory pre-proposal conference was held on April 20, 2015, in which 16 solar providers attended. The College received two proposals by the deadline of May 7, 2015. Proposals were evaluated by the six-member evaluation committee based on financial benefits, technical strengths, implementation approach, the amount of solar photovoltaic experience of each company and the proposed team, and the track record of the proposer in delivering similar projects. Proposals were scored using a common evaluation matrix. The financial benefits of each proposal were analyzed by NAM and added to the committee's scores for the non-financial criteria.

Based on the results of the committee evaluations, both solar providers were invited for interviews with the committee. Upon conclusion of the interviews, the College submitted a Request for a Best and Final Offer (BAFO) for a 2.2 MW system from each solar provider. Responses to the BAFO were received by the deadline, and the financial benefits of the revised proposals under Government Code §4217.16 were analyzed by NAM. Based on the final analysis, staff has identified Borrego Solar Systems, Inc., located in San Diego, California, as best meeting the College's needs and providing the lowest cost for construction, operation, and maintenance to the College for a Photovoltaic Solar System. The costs associated with this procurement are as follows:

Capital Costs	\$5,367,180.00
Allowance for unforeseen soil or underground conditions at the site	\$125,000.00 (increased from \$25,000)
Annual Operation and Maintenance Costs	\$31,668.02 (plus 2% annual escalation)

The above costs include a 20-year Performance Guarantee, which ensures that the Photovoltaic Solar System will achieve the specified energy production, or the energy services contractor will compensate the College for the shortfall. The term of the Annual Operations and Maintenance Agreement will be for a period of five years with the option to renew for one additional five-year term.

**SUBJECT:** Resolution No. 15-01 – Assessment, Design, Installation, and Operation  
and Maintenance of a Photovoltaic Solar System (West Parcel Solar  
Project – Request for Qualifications/Request for Proposal No. 3005)  
(REVISED)

**DATE:** September 9, 2015

All permit and approval conditions imposed by the responsible agencies will be applied to the project by the design-builder, as required by the Design-Build Agreement contained in Attachment C.2 to the RFQ/RFP. Since the responsible agencies are conducting their own CEQA reviews and approvals of the project, any project changes imposed by the responsible agencies as a condition of approval will not create a potentially new significant environmental impact or exacerbate any of the existing significant environmental impacts disclosed in the 2012 Master Plan Subsequent EIR. If any of the responsible agencies do not approve the project, the Design-Build Agreement would be terminated, and the project would not proceed.

#### Funding Sources

Proposition 39 Energy funds.  
Energy Incentives.  
California Energy Commission (CEC) loans.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees (1) open a public hearing and receive comments on the Energy Project and the findings to be made under Government Code §§ 4217.10 *et seq*; (2) close the public hearing; (3) move the item forward for approval and adoption of the attached Resolution No. 15-01 at the September 9, 2015, regular meeting of the Board of Trustees; and (4) authorize the College to negotiate, prepare, and enter into a Design-Build Agreement for the design, procurement, installation, and construction of the system, and a separate ongoing Operations and Maintenance Agreement with Borrego Solar Systems, Inc.

**SUBJECT:** Resolution No. 15-01 – Assessment, Design, Installation, and Operation  
and Maintenance of a Photovoltaic Solar System (West Parcel Solar  
Project – Request for Qualifications/Request for Proposal No. 3005)  
(REVISED)

**DATE:** September 9, 2015

## RESOLUTION NO. 15-01

### MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT Assessment, Design, Installation, and Operation and Maintenance of a Photovoltaic Solar System - Revised

**WHEREAS**, the following revision is submitted for Resolution No. 15-01 for the Assessment, Design, Installation, and Operation and Maintenance of a Photovoltaic Solar System, which was approved by the Board of Trustees on July 8, 2015; and

**WHEREAS**, Government Code sections 4217.10 *et seq.*, and more specifically section 4217.12(a), authorizes a public agency, such as the Mt. San Antonio Community College District (College), after holding a regularly scheduled public hearing, public notice of which is given at least two weeks in advance, to enter into energy services contracts if the public entity's governing board finds that its anticipated cost to the College from the energy conservation facilities (as defined in Government Code section 4217.11) will be less than its anticipated marginal cost to the College of thermal, electrical, or other energy that would have been consumed in the absence of such purchases; and

**WHEREAS**, the College wishes to reduce its energy costs and improve the quality and reliability of the campus electrical service by contracting to produce and implement certain new and upgraded energy systems including related equipment and materials; and

**WHEREAS**, the College has issued a Request for Qualifications and a Request for Proposals for the Assessment, Design, Installation, and Operation and Maintenance of a Photovoltaic Solar System; and

**WHEREAS**, Borrego Solar Systems, Inc. is an energy services consultant and has represented to the College that it can design, procure, install, construct, operate, maintain, and repair certain energy conservation measures and energy conservation facilities, as defined in Government Code section 4217.11 (ECMs), that would result in net energy savings to the College; and

**WHEREAS**, Newcomb Anderson McCormick, in conjunction with P2S Engineering, Inc. provided a comprehensive energy analysis (CEA) and recommended an energy plan to implement certain ECMs in the form of solar panels, monitoring systems, and tracking devices, as identified in the CEA; and

**SUBJECT:** Resolution No. 15-01 – Assessment, Design, Installation, and Operation  
and Maintenance of a Photovoltaic Solar System (West Parcel Solar  
Project – Request for Qualifications/Request for Proposal No. 3005)  
(REVISED)

**DATE:** September 9, 2015

**WHEREAS**, the College desires to enter into a design-build agreement for the design, procurement, installation, construction, and commissioning of the Photovoltaic Solar System (Energy Project) with Borrego Solar Systems, Inc. of San Diego, California (Borrego), for the not-to-exceed amount of \$5,392,180.00, which includes an allowance of \$125,000.00 for unforeseen site conditions, and enter into an Operations and Maintenance Agreement for the operation, maintenance, and repair of the Energy Project with Borrego at annual payments of \$31,668.02, with a 2% annual escalation (collectively the Contracts); and

**WHEREAS**, the College's total cost for the Energy Project is estimated to be in the amount of \$6,951,147.00, and the 25-year total energy savings estimate for the Energy Project is \$15,311,830.00, which results in a 25-year net energy savings estimated at \$8,360,683.00 if the College were to not incur the cost of the Energy Project; and

**WHEREAS**, the cost to the College for electrical power from the ECMs will be less than the anticipated marginal cost to the College of thermal, electrical, or other energy that would have been consumed by the College in the absence of the ECMs; and

**WHEREAS**, on August 26, 2015, the College published a two-week notice of a public hearing at which the College would consider the Energy Project and make findings as required under Government Code Section 4217.16; and

**WHEREAS**, the Board finds that, although the Energy Project could have significant effects on the environment, because all potentially significant effects have been analyzed in the 2012 Master Plan EIR (SCH 2002041161) pursuant to applicable standards and have been avoided or mitigated pursuant to the 2012 Master Plan EIR, including mitigation measures that were adopted in the 2012 Mitigation Monitoring Program that are applicable to the project, no additional environmental analysis is required under CEQA;

**NOW THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Mt. San Antonio Community College District (Board) hereby finds, determines, declares, and resolves as follows:

**Section 1. Recitals.** The Board hereby finds and determines that all the above recitals are true and correct.

**Section 2. Notice of Public Hearing.** This resolution is adopted following a public hearing at a regularly scheduled meeting of the Board for which a minimum of two weeks public notice has been duly given pursuant to Government Code § 4217.12(a).

**SUBJECT:** Resolution No. 15-01 – Assessment, Design, Installation, and Operation  
and Maintenance of a Photovoltaic Solar System (West Parcel Solar  
Project – Request for Qualifications/Request for Proposal No. 3005)  
(REVISED)

**DATE:** September 9, 2015

**Section 3. No EIR Required.** Based upon the Agenda Report and the referenced documents therein, the facts developed at the public hearing, the Contracts, and the administrative record as a whole, there are no substantial changes in the Energy Project, no substantial changes in the circumstances under which the Energy Project is undertaken, and no new significant information of substantial importance exists that would cause a new significant environmental impact or substantially increase the severity of a previously identified significant environmental impact by the Energy Project, and thus, no further environmental impact report or CEQA clearance is required.

**Section 4. Cost Benefit.** Based upon the Agenda Report, the facts developed at the public hearing, the Contracts, and the administrative record as a whole, pursuant to Government Code §4217.12(a)(1), the Board hereby finds that the anticipated cost to the College for electrical energy under the Contracts will be less than the anticipated marginal costs to the College of thermal, electrical, or other energy that would have been consumed by the College in the absence of such purchases under the Contracts.

**Section 5. No Facility Ground Lease.** The College is not entering into a facility ground lease for the Energy Project, and the findings otherwise required in Government Code §4217.12(a)(2) are inapplicable.

**Section 6. Best Interests.** Based upon the Agenda Report, the facts developed at the public hearing, the Contracts, and the administrative record as a whole, it is in the best interests of the College to enter into the Contracts.

**Section 7. Authority to Take All Actions Necessary.** The College President or his designee is authorized to do all things that are necessary to give effect to and comply with the terms and intent of this Resolution including, but not limited to, the finalization and execution of the Contracts with Borrego Solar Systems, Inc. of San Diego, California. The College President may designate and delegate to other College management personnel, as deemed necessary, tasks associated with the negotiating, drafting, and/or preparing the Contracts and any related documents.

**Section 8. Effect.** This Resolution shall take effect immediately upon its passage.

**SUBJECT:** Resolution No. 15-01 – Assessment, Design, Installation, and Operation  
and Maintenance of a Photovoltaic Solar System (West Parcel Solar  
Project – Request for Qualifications/Request for Proposal No. 3005)  
(REVISED)

**DATE:** September 9, 2015

**PASSED and ADOPTED** this 9<sup>th</sup> day of September 2015, by the Board of Trustees of the Mt. San Antonio Community College District of the County of Los Angeles, State of California, by the following vote:

AYES:  
NOES:  
ABSENT:

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

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

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

<b>DATE:</b>	<u>September 9, 2015</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Master Agreement for Construction Management Services with Tilden-Coil Constructors, Inc.</u>	

**BACKGROUND**

In October 2012, the Board of Trustees approved a master agreement for Lease/Leaseback construction services with Tilden-Coil Constructors, Inc. A master agreement contains the parameters from which the successful construction management firm will operate. Included in this master agreement are the definition of the construction management requirements, issues of general conditions, financial considerations, and the process by which reporting will be made to Mt. SAC. Since that time, the College has awarded 21 projects under the master agreement. Fifteen projects have successfully been completed, with the remaining six in process.

In June 2015, the College received word of an appellate court decision that affects the use of the Lease/Leaseback Construction Delivery Method for all California K–14 school districts. While the questions regarding Lease/Leaseback are addressed at the State level, at the advice of counsel, it is in the best interest of Mt. San Antonio College to implement another construction delivery method for its major projects. Accordingly, the College has published an open request for qualifications for construction management services. A master agreement will be awarded to the best qualified construction management team. Individual project assignments will be submitted to the Board of Trustees for approval on a project-by-project basis.

**ANALYSIS AND FISCAL IMPACT**

Government Code Section 4529.10 et. seq. requires that all architectural and engineering services, which includes construction management services, be procured pursuant to a fair, competitive selection process which prohibits governmental agency employees from participating in the selection process when they have a financial or business relationship with any private entity seeking the contract, and the procedure shall require compliance with all laws regarding political contributions, conflicts of interests, or unlawful activities.

Staff developed a competitive process in accordance with Government Code Section 4529.10 et. seq. through a Request for Qualifications in order to select a qualified firm to provide construction management services for the College's large multi-prime projects. Key information about the selection process is as follows:

Prepared by: <u>Gary L. Nellesen/Teresa Patterson</u>	Reviewed by: <u>Rosa M. Royce/Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Action #4</u>



**SUBJECT:** Master Agreement for Construction Management Services with Tilden-Coil Constructors, Inc.

**DATE:** September 9, 2015

Members of the Review Committee who participated in the review of qualifications were:

Gary Nellesen, Director, Facilities Planning and Management  
Gary Gidcumb, Senior Project Manager  
Teresa Patterson, Director, Purchasing

Twelve firms responded to the College's Request for Qualifications and were received and date stamped by the established deadline. All 12 firms were deemed responsive. The qualifications were reviewed independently by the Review Committee and uniformly rated using a common evaluation form. The scores from each evaluator for each firm were totaled and averaged to establish the ranking.

The Review Committee was unanimous in their recommendation to the Campus Master Plan Coordinating Team (CMPCT), which includes the President; the Vice President, Administrative Services; the Vice President, Instruction; and the Vice President, Student Services, for the highest ranked firm, Tilden-Coil Constructors, Inc., located in Riverside, California. Tilden-Coil Constructors, Inc. was subsequently invited to interview with CMPCT, which included a detailed discussion of the scope of services along with the associated fees. After careful consideration by CMPCT, it was unanimous to recommend to the Board that Tilden-Coil Constructors, Inc. be hired as the new construction management firm. The term of this master agreement will expire at the conclusion of the Measure RR projects.

Tilden-Coil Constructors, Inc. has demonstrated competence and qualifications to provide construction management services to the College.

#### Funding Sources

The costs will be budgeted as part of each individual project budget. Projects to be managed under the Master Agreement will be limited to those funded by Measure RR Bond funds, Bond Anticipation Notes, Proposition 39 Energy Efficiency Program, Capital Outlay funds, and the Unrestricted General Fund.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approves a Master Agreement with Tilden-Coil Constructors, Inc. to provide construction management services on a project-by-project basis, as presented.

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

**DATE:** September 9, 2015

**ACTION**

**SUBJECT:** Construction Management Services with Tilden-Coil Constructors, Inc.

**BACKGROUND**

Staff has recently completed an open selection process to identify a qualified Construction Management firm to oversee College construction projects using the multiple prime construction delivery method. In the previous agenda item, the Board considered the award of a master agreement for construction management services to Tilden-Coil Constructors, Inc. The master agreement provides for special awards to be submitted to the Board for each project.

**ANALYSIS AND FISCAL IMPACT**

The Business and Computer Technology project is currently in the Bid and Award phase and will require the support of a qualified construction management firm. Tilden-Coil Constructors, Inc. has submitted a fee proposal for the construction and close-out phases of the project. The fee consists of an overhead and profit component and an actual cost component. The overhead and profit will be calculated as 3.8% of the total cost of construction plus the actual cost of general conditions and general requirements. General conditions and general requirements include on-campus project management, supervision, and administrative support as well as specific time-driven project elements such as temporary fencing, on-site office space, and sanitary facilities. The general requirements and general conditions will be billed at approved hourly rates and actual costs. The project construction costs are currently estimated at \$43,955,343.

**Funding Source**

Measure RR Bond (Series A and C) funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves a contract for construction management services with Tilden-Coil Constructors, Inc., as presented.

Prepared by: Gary L. Nellesen/Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Action #5

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 9, 2015</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Mt. San Antonio College Foundation Agreement</u>	

**BACKGROUND**

The College Agreement with the Mt. San Antonio College Foundation was last approved in June 2008. The Agreement continues in effect until amended by both parties.

**ANALYSIS AND FISCAL IMPACT**

The purpose of the Agreement is to align the current Foundation operating structure with District support as well as a new District position to be funded by the Foundation. The Mt. San Antonio College Foundation Board, with President William Scroggins as a participant, developed updates to the Partnership Agreement. The new document, reviewed at the Foundation Board Retreat on August 13, 2015, and scheduled to be approved by the Foundation Board on October 15, 2015, follows. This new Agreement clarifies the support to be given to the Foundation and the Foundation’s responsibility to support Mt. SAC with student scholarships, campus projects, and capital campaigns.

Edits to the Agreement are under V. Terms and Conditions, 2. Commitment of the College. It changes the language to reflect the current situation—that the College provides funding for two management-level District positions and then names the two positions as the Executive Director of Development and the Director of Development and Alumni Relations. That section also adds that there will now be an additional staff position, a District employee that is funded by the Foundation. Also revised was VI. Alignment of Mutual Interests, 2. It changes the language to state that the President of the Board of Trustees or his/her designee will serve as an ex-officio nonvoting member of the Foundation Board, which has been the practice.

There is no fiscal impact related to these changes. The College and Board of Trustees previously approved the current District staff structure and financial responsibility in 2013.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the proposed agreement between the College and the Mt. SAC Foundation.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>William Lambert</u>
		Agenda Item:	<u>Action #6</u>

**SUBJECT:** Mt. San Antonio College Foundation Agreement

**DATE:** September 9, 2015



Mt. San Antonio College Foundation  
and  
Mt. San Antonio Community College District

**PARTNERSHIP AGREEMENT**  
Revised August 2015

**I. BACKGROUND**

The Mt. San Antonio College Foundation is an independent nonprofit public benefit corporation created for the benefit of Mt. San Antonio College and its students; it is not organized for the private gain of any person, but for educational purposes defined under the Nonprofit Public Benefit Corporation Law.

**II. PURPOSE**

The purpose of this Agreement is to establish a clear, concise understanding of the terms under which the College shall provide and support the Foundation and establish other parameters of the relationship between the College and the Foundation.

**III. PARTIES**

The parties to this Agreement are Mt. San Antonio Community College (College) and the Mt. San Antonio College Foundation (Foundation).

**IV. RECITALS**

The College is a community college in the State of California.

The Foundation is an independent, voluntary nonprofit corporation possessing a 501 (C) (3) federal income tax status.

The Foundation is exempt from the auxiliary organization provisions of the California State Educational Code, Section 72670 et seq., because it was incorporated and in existence prior to September 1, 1980.

**SUBJECT:** Mt. San Antonio College Foundation Agreement

**DATE:** September 9, 2015

The Foundation operates independently from the College with an elected Board of Directors as specified in the Foundation Corporate by-laws.

## **V. TERMS AND CONDITIONS**

### **1. Effective Date**

This Agreement shall become effective when executed by duly authorized representatives of both parties and shall continue until such a time as amended by the parties. This Agreement, once effected, supersedes and voids all other Agreements between the College and Foundation.

### **2. Commitment of the College**

As authorized by the Mt. San Antonio Community College Board of Trustees, and in consideration of the services provided by the Foundation as set forth in Section V.3 below, the College shall:

- a. Provide funding for two management level district positions on the foundation staff, including standard College benefits:
  - 1) Executive Director, Development
  - 2) Director of Development and Alumni Relations
- b. Provide one staff position as district employee funded by Foundation.
- c. Provide the Foundation with suitable office space and furnishings; computers and information technology support including WAN/LAN and internet services; marketing, graphic design and printing services; postage; telephones; necessary maintenance and custodial services, liability and property insurance.
- d. Provide the Foundation with database(s) when appropriate, public information support, and assist in coordinating external/internal fund raising efforts.
- e. Provide a "College Funding Request" annually to the Foundation on or about the 1<sup>st</sup> of May. This document shall identify, prioritize, and offer a rationale for each item requested for funding by the College.
- f. Provide funding for professional auditing services to the Foundation each fall.

**SUBJECT:** Mt. San Antonio College Foundation Agreement

**DATE:** September 9, 2015

### 3. Commitment of the Foundation

As authorized by the Foundation Board of Directors as outlined in the Foundation bylaws, and in consideration of the support and services provided by the College as set forth in Section V.2 above, it shall:

- a. Hold, apply, and prudently expend its income and assets so as to manage and operate the Foundation effectively for the *exclusive* benefit of the College.
- b. Develop and implement annual fund raising and special event goals with strategies for each targeted donor market segment, donor product, or service based upon:
  - 1) The *funding needs* reported by the College in its annual Funding Request; and
  - 2) Agreement between the College and the Foundation regarding those specific funding needs which can be met during the next fiscal year; and
  - 3) An *analysis* of current donor markets and their respective potential for development.
- c. Raise funds from business, corporations, associations, and individuals, and to use the funds raised to support:
  - 1) Student Merit and Financial Aid Scholarships; and
  - 2) College Instructional Equipment; and
  - 3) College Capital Projects; and
  - 4) College Academic Programs; and
  - 5) Special College Projects as needed.
- d. Work in close association with the President's Office for the purpose of planning and coordinating the College/Foundation's internal and external fund and friend raising activities, including planned gifts.
- e. Upon termination of the Partnership Agreement by either party, the Foundation will expend its net assets for the benefit of the College and its students, or transfer those net assets to the College for the benefit of its students.



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

**DATE:** September 9, 2015

**ACTION**

**SUBJECT:** Appeal of Administrative Review

**BACKGROUND**

An applicant, with Applicant ID No. 000086554, filed an appeal of the Administrative Review Into Concerns About Recruitment Process, issued to him on July 20, 2015. The appeal was received July 26, 2015, which is within the timeline proscribed by Administrative Policy 3435 - Discrimination and Harassment Investigations.

**ANALYSIS AND FISCAL IMPACT**

Administrative Policy 3435 - Discrimination and Harassment Investigations states that, "If the complainant is not satisfied with the results of the administrative determination...The Board of Trustees shall review the original complaint, the investigative report, the administrative decision and the appeal...The complainant shall also be notified of his or her right to appeal this decision." This policy provides that, "If the Board of Trustees does not act within 45 days, the administrative determination shall be deemed approved and shall become the final decision of the College in the matter." Therefore, the Board may either uphold the initial determination in this case, reverse the District's determination, or not act on the appeal. If the Board does not act on the appeal, the administrative determination becomes final. The Complainant may appeal the matter to the Chancellor's Office of the California Community Colleges in either case.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees upholds the administrative decision in this matter.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #7



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

**DATE:** September 9, 2015

**ACTION**

**SUBJECT:** Restructuring Executive Compensation and Renewal of Vice President  
Contracts

**BACKGROUND**

Effective January 1, 2015, CalSTRS adopted new regulations (Title 5, California Code of Regulations § 27400 et seq., including, but not limited to, §§ 27400, 27502, and 27600) which no longer allow expense allowances to be treated as compensation for purposes of the CalSTRS Defined Benefit Plan. These regulations authorize employers to restructure compensation in the form of expense allowances into salary prior to January 1, 2016. Vice Presidents (James Czaja, Human Resources; Michael Gregoryk, Administrative Services; Irene Malmgren, Instruction; and Audrey Yamagata-Noji, Student Services) receive a transportation allowance in the amount of \$600 per month (\$7,200 annually), which was treated as compensation for purposes of the CalSTRS Defined Benefit Plan; the President (William Scroggins) receives a transportation allowance in the amount of \$850 per month (\$10,200 annually) and an allowance for a high-speed internet connection at his residence in the amount of \$150 per month (\$1,800 annually), both of which were treated as compensation for purposes of the CalSTRS Defined Benefit Plan. This action proposes to restructure these expense allowances into salary; therefore, transferring \$12,000 from expense allowances to salary for the President and transferring the Vice President's expense allowances into salary, thereby increasing each step in the Vice President Salary Schedule by \$7,200. As a result of this change, the Vice President Salary Schedule shall be revised accordingly, and Vice President contracts shall be renewed for the July 1, 2015, through June 30, 2018, term.

**ANALYSIS AND FISCAL IMPACT**

This change involves reallocating existing resources; however, there will also be an \$853.00 increase in benefits allowances annually.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves this restructuring of executive compensation including the same salary and benefits percentage increase applied through the Management Meet and Confer and the renewal of the contracts for the Vice Presidents, effective July 1, 2015.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #8

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

<b>DATE:</b>	<u>September 9, 2015</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Classification and Compensation Study – Job Descriptions for CSEA, Chapter 262-Represented Employees (Administrative Series)</u>	

**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, 2015.

**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 #9

**SUBJECT:** Classification and Compensation Study – Job Descriptions for Chapter 262-  
Represented Employees (Administrative Series)

**DATE:** September 9, 2015

**Position Classification Descriptions  
CSEA, Chapter 262**

<b>Recommended Title</b>	<b>Proposed Salary Range</b>
Administrative Specialist I	69
Administrative Specialist II	75
Administrative Specialist III	81
Administrative Specialist IV	88

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

**DATE:** September 9, 2015

**ACTION**

**SUBJECT:** Year Two of Three-Year Negotiated Agreement between the District  
and CSEA, Chapter 262 for Fiscal Years 2014-17

**BACKGROUND**

The collaborative bargaining sessions between CSEA, Chapter 262 and the Mt. San Antonio Community College District (District) for a master agreement began on February 25, 2015. The parties met for 12 sessions from February 25, 2015, through July 21, 2015.

**ANALYSIS AND FISCAL IMPACT**

On July 21, 2015, the District and CSEA, Chapter 262 reached a Tentative Agreement on Salaries, resulting in funded COLA plus 4% on the salary schedule, retroactive to July 1, 2015.

A Tentative Agreement was also reached on Health and Welfare, resulting in an annual District contribution of \$10,846, retroactive to July 1, 2015.

The District has analyzed the financial impact of these agreements on the current and subsequent fiscal years and is confident in the District's ability to maintain fiscal solvency. Evidence of this analysis can be viewed on the accompanying projection.

The following pages prove a summary of the items tentatively agreed upon by both parties.

**Funding Sources**

Unrestricted and Restricted General Funds, Child Development Fund, Health Services Fund, Bond Construction funds, Bond Anticipation Notes funds, and Associated Students Trust Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Year Two of the Three-Year Negotiated Agreement between the Mt. San Antonio Community College District and CSEA, Chapter 262 for the period July 1, 2014, through June 30, 2017.

Recommended by: Bill Scroggins Reviewed by: James P. Czaja  
Agenda Item: Action #10

**SUBJECT:** Year Two of Three-Year Negotiated Agreement between the District and CSEA, Chapter 262 for Fiscal Years 2014-17

**DATE:** September 9, 2015

**SUMMARY OF AGREEMENTS**  
**Mt. San Antonio Community College District and CSEA, Chapter 262**

The Mt. San Antonio Community College District and CSEA, Chapter 262 reached a Tentative Agreement for year two of the three-year contract in effect from July 1, 2014, through June 30, 2017, if approved by the Board of Trustees. Highlights of the issues agreed upon are as follows:

**Article 4: Organizational Rights**

Added new language:

- 04.16 Release Time for Executive Board Meetings: The District shall allow three (3) hours of paid release time or compensatory time for up to nine (9) Executive Board Members per month for Executive Board meetings. Upon request of the Vice President of Human Resources, CSEA will verify a member's attendance. CSEA 262 representatives shall notify the District and their immediate managers of their participation and, as soon as available, provide a schedule of dates and times of meetings. If meeting times change, managers will be informed with at least five (5) work days' notice.
- 04.17 Release Time for District Board of Trustees Meetings: The District shall allow three (3) hours of paid release time or compensatory time for one (1) Executive Board Member per month to attend and report at the monthly Board of Trustees meetings.
- 04.21 Protection of Classified Work:
- 04.21.01 The purpose of this section is twofold: first, to define the rights of CSEA 262 to information that protects its rights under California Education Code 88001 and 88003 to represent District employees doing classified work; second, to establish mechanisms to maximize the assignment of work to classified unit member while maintaining appropriate flexibility in the use of short-term hourly employees, student assistants, professional experts, and contracted work.
- 04.21.02 CSEA 262 has the right to regular reports, not less than quarterly and covering the most recent five (5) fiscal years, listing District employees not represented by an exclusive bargaining agent or part of the management or confidential staff. The elements of the report shall include:

**SUBJECT:** Year Two of Three-Year Negotiated Agreement between the District and CSEA, Chapter 262 for Fiscal Years 2014-17

**DATE:** September 9, 2015

Unique ID  
 Name of Employee  
 Original Hire Date  
 Title  
 Fiscal Year  
 Type (Short-Term Hourly, Professional Expert, Student Assistant, or Work Study Student Assistant)  
 Total Hours  
 Hourly Rate  
 Organization Code and Name  
 Description of Special Funding Source, If Applicable

04.21.03 CSEA 262 has the right to the District definition of “classification,” as defined in Education Code 88001(a), for each category of short-term hourly employee.

04.21.04 CSEA 262 has the right to the District definition of “classification,” as defined in Education Code 88001(a), for each category of student assistant, not to include work study student assistants, as defined in Education Code 88003.

04.21.05 CSEA 262 has the right to meet and confer with the District regarding short-term hourly employees, student assistants, or professional experts whose duties may fall outside of permissible service, as defined in Education Code 88001(a) and 88003.

04.21.06 CSEA 262 has the right to recommend to the District specific categories of classified employees that meet the flexible work needs of the District while reducing the use of short-term hourly employees, student assistants, and professional experts. The District and CSEA 262 will collaborate on guidelines that describe each of these categories and best practices for their use. Those categories include, but are not limited to the following:

04.21.06.1 Pools of classified unit members who may be assigned to units to meet the variable needs of the District within specified job categories.

04.21.06.2 Temporary increase in hours of less than full-time unit members in the job categories in need of short term work.

04.21.06.3 Creation of new job classifications at an assistive level where excessive use of student assistants is evident.

**SUBJECT:** Year Two of Three-Year Negotiated Agreement between the District and CSEA, Chapter 262 for Fiscal Years 2014-17

**DATE:** September 9, 2015

- 04.21.06.4 Pools of substitute employees where patterns of vacancies are evident.
- 04.21.07 In reviewing the data provided as described in 04.19.02 and exercising the right specified in 04.19.06, CSEA 262 has the right meet and confer with the District when:
  - 04.21.07.1 The use of short term hourly employees in a given classification regularly exceeds 1000 annual hours of service.
  - 04.21.07.2 The use of short term hourly employees in a given classification in a given area of assignment regularly exceeds 20 hours per week over a period of at least six continuous months.
  - 04.21.07.3 The use of student assistants in a given area of assignment regularly exceeds 20 hours per week over a period of at least ten continuous months.
- 04.21.08 CSEA 262 has the right to request a copy of the Short-Term Temporary Employment Form and the Professional Expert Request Form for Board of Trustee hiring actions. Requests shall be in writing and shall include a justification for the request that is pertinent and specific to each individual hiring action. The period to receive such forms shall be between the submission and publication deadlines for agenda items.
- 04.21.09 CSEA 262 has the right to request a summary of the assistive work done by student assistants in a given classification in a given area of assignment. Requests shall be in writing and shall include a justification for the request that is pertinent and specific to each such classification and assignment. The District may refuse such requests for inadequate justification or excessive numbers of requests.
- 04.21.10 CSEA 262 has the right to meet and confer with the District on the following options where needed contracted or additional work is included in job descriptions of existing classifications:
  - 04.21.10.1 At the option of the unit member in that job classification, provide an overtime assignment.
  - 04.21.10.2 Offer additional hours to less than full-time unit members or extend the term of ten- or eleven-month unit members in that job classification. Both CSEA 262 and the District understand that, if the work is temporary, such lack of work may lead to a reduction-in-force.

**SUBJECT:** Year Two of Three-Year Negotiated Agreement between the District and CSEA, Chapter 262 for Fiscal Years 2014-17

**DATE:** September 9, 2015

- 04.21.10.3 Add a part-time permanent position in that job classification; the fixed term of such positions may be as short as six months. Both CSEA 262 and the District understand that, if the work is temporary, such lack of work may lead to a reduction-in-force.
- 04.21.11 CSEA 262 has the right to meet and confer with the District on the following options where needed contracted work is not included in job descriptions of existing classifications and is not continuing work:
  - 04.21.11.1 Create a new job classification that meets the needs of the District. Existing CSEA 262 unit members may serve as substitutes in that position during the active search to fill the position. Both CSEA 262 and the District understand that, if the work is temporary, such lack of work may lead to a reduction-in-force.
  - 04.21.11.2 Pursuant to Article 3, revise an existing job classification to meet the needs of the District.
- 04.21.12 CSEA 262 and the District agree to collaborate during the twelve months following the ratification of this article to implement each of its provisions.

### **Article 8: Salaries**

Revised language for PERS clarification purposes:

08.05 Longevity: The District provides longevity pay, which is calculated as a percentage of the unit member's base monthly salary or additional flat rate per month and becomes effective on the unit member's longevity date, as follows:

after 10 years	3.5% above base salary
after 15 years	an additional 5.0% (compounded as 8.68% above base salary)
after 20 years	an additional 3.5% (compounded as 12.48% above base salary)
after 25 years	an additional 3.5% (compounded as 16.42% above base salary)
after 30 years	an additional 3.5% (compounded as 20.49% above base salary)



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**Article 8: Salaries**

08.01 Unit members will be paid in accordance with Appendices A and B.

2014-15 Contract Year – 1% or funded COLA, whichever is greater, on salary schedule

2015-16 Contract Year – Funded COLA (1.02%) + 4%, on salary schedule

2016-17 Contract Year – To be negotiated through reopeners

**Article 9: Health and Welfare Benefits**

09.03 District Contribution:

09.03.1 The annual District contribution for each eligible full-time unit member shall be as follows:

2014-15 Contract Year: \$10,429

2015-16 Contract Year: \$10,846

2016-17 Contract Year: To be negotiated through reopeners

09.03.5 Opting Out: Unit members eligible for health benefits, who can prove other comparable group health care coverage, may elect to opt out of the District's medical plan. Any such unit member shall be paid a maximum of \$7,141 per year; this contribution must be used to purchase dental, vision, and life insurance. Any excess District contribution may be used for any purpose and shall be taxable to the employee. Once health benefits are declined, no change may be made during the benefit year unless authorized under CalPERS approved exceptions to open enrollment period elections. Any unit member who declines coverage must provide proof of continuing health coverage under a comparable group health plan each year.

**Article 10: Hours of Work and Related Matters**

Clarified language:

10.01 Work Schedules:

10.01.4.3 Alternative schedules may be established upon request of an employee and subject to the approval of the immediate manager. Such schedules may include but are not limited to 4/10, 9/80, etc. Hours of absence due to sick, vacation, holidays (including floating holidays), and bereavement shall be deducted consistent with the unit member's assigned work

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day. Unit members who work less than a full-time (100%) assignment shall deduct hours prorated proportional to their assignment.

10.05 Overtime:

10.05.3 Except as otherwise provided herein, all overtime hours as defined in this section shall be compensated at a rate of pay equal to time and one-half (1-1/2) the regular rate of pay of the unit members for all work approved. Overtime is defined to include any time worked in excess of forty (40) hours in any calendar week, or in excess of eight (8) hours on any one (1) day or on any one (1) shift. Full-time employees working an alternative work schedule will be paid overtime for all hours worked in excess of the required workday or a workweek of forty (40) hours.

10.07 Shift Differential:

10.07.1 Unit members assigned to a five (5) day workweek, other than Monday through Friday, shall receive an additional three percent (3%) of their base salary, including longevity pay. Unit members regularly assigned to a night work schedule where one-half (1/2) or more of their weekly hours are assigned from 11:00 p.m. to 7:00 a.m. shall receive an additional five percent (5%) of their base salary, including longevity pay. Those employees regularly assigned to a night work schedule commencing any time after 12:00 noon and where one-half (1/2) or more of their total weekly hours are assigned after 4:00 p.m. shall receive an additional three percent (3%) of their base salary, including longevity pay.

Added new language on the summer schedule:

10.13 Summer Schedule and Summer Schedule Leave: This article establishes a Summer Schedule which commences each year on the Sunday after commencement and extends for a period of eight (8) weeks. The Summer Schedule will be implemented as follows:

10.13.1 The work week shall be defined as Monday through Thursday.

10.13.1.1 The work week for Public Safety Officers shall be an exception, but this Article shall apply in all other regards.

10.13.1.2 Other departments may be exempt from the schedule by mutual agreement.

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- 10.13.2 The work day shall be defined as ten (10) hours per day.
  - 10.13.2.1 Under this schedule, forty (40) hours per week of compensation apply for full-time permanent employees. As such, this agreement does not reduce CalPERS retirement credit.
  - 10.13.2.2 Those unit members assigned to a position of less than one hundred percent (100%) shall work their regular number of hours per week.
- 10.13.3 Outside agencies utilizing a campus facility that is not supported by the central plant will be required to fund the total cost of usage, including District personnel.
- 10.13.4 The District may grant unit members' requests for time off unless doing so interferes with the operations of the department or College. Time off requests shall be submitted in writing to and approved in advance by the unit members' immediate manager. If no written response is received within five (5) working days, the request will be considered approved.
- 10.13.5 Unit members may request, of their immediate supervisor, an alternative or flexible schedule. If the manager and the unit member are unable to mutually agree, the manager or unit member shall notify the President/CEO. The President/CEO shall then schedule a meeting with CSEA as soon as practicable to negotiate a mutually agreeable schedule.
- 10.13.6 Overtime assignments shall be made consistent with the provisions outlined in Article 10: Hours of Work and Related Matters.
- 10.13.7 The unit member's lunch period will be scheduled in accordance with the provisions of the Collective Bargaining Agreement outlined in Article 10: Hours of Work and Related Matters, which allows a minimum of one-half (1/2) hour uninterrupted lunch period and two (2) 20-minute rest periods.
- 10.13.8 The District will communicate the implementation of the Summer Schedule internally and externally via various modes of communication, i.e., District listserves, website, and memos, which will be jointly developed by the District and CSEA 262.
- 10.13.9 Unit members will return to the regular work schedule they were previously assigned at the conclusion of the Summer Schedule.

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- 10.13.10 Summer Schedule Leave for 100% assigned unit members: During the eight (8) week period specified above, the ten (10) hour days will consist of nine (9) work hours and one (1) hour of paid or unpaid leave.
- 10.13.11 For 100% assigned unit members working the entire eight (8) weeks of the Summer Schedule, the total paid or unpaid leave is thirty-two (32) hours.
- 10.13.11.1 The District shall provide sixteen (16) hours of paid leave not otherwise available in the contract to be separately reported as Summer Schedule Leave. Summer Schedule Leave is available only during the eight (8) weeks of the Summer Schedule and may not be rolled over.
- 10.13.11.2 The remaining sixteen (16) hours are to be allocated from vacation time, floating holiday time, compensatory time or unpaid leave, as defined in the Collective Bargaining Agreement.
- 10.13.11.2.1 Floating Holiday time, which, for this purpose, may be used on an hour-by-hour basis. Floating Holidays taken during the Summer Schedule are worth ten (10) hours each. If a Floating Holiday is not used in its entirety, its value reduces back to eight (8) hours. Refer to Appendix "I" for partial use of incremental floating holiday time.
- 10.13.11.2.2 With prior District approval, a unit member may request unpaid leave (dock time) for any or all of the fifteen (15) hours in lieu of taking compensatory time or paid leave.
- 10.13.12 For those 100% assigned unit members regularly assigned during only a portion of the Summer Schedule, the total of paid or unpaid leave is equal to one (1) hour for each assigned day. For these unit members, District provided Summer Schedule Leave will be one-half (1/2) of this calculated number of paid leave hours. For example, a 100% assigned unit member who only works the first two weeks of the Summer Schedule would need eight (8) hours of paid or unpaid leave of which four (4) would be District provided Summer Schedule Leave and the remaining four (4) hours would be the responsibility of the unit member using any options under 10.13.11.2.

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10.13.13 With management approval, as per Article 10.01.4.2, an employee may work 10 hours a day. In such cases, the employee would neither receive District provided Summer Schedule Leave nor be required to take paid or unpaid leave.

10.13.14 This section shall expire August 6, 2016. The Summer Schedule for 2015 will be from Sunday, June 14 through Saturday, August 8, 2015. The Summer Schedule for 2016 will be from Sunday, June 12 through Saturday, August 6, 2016.

### **Article 11: Holidays**

Added new language:

#### 11.02 Scheduled Holidays:

11.02.1 Fourth of July: When the July Fourth holiday falls on a Saturday, the holiday shall be observed on the Friday before the holiday. When the July Fourth holiday falls on a Sunday, the holiday shall be observed on the Monday following the holiday. In these two situations the historic holiday of July 4<sup>th</sup> will also be compensated at the holiday pay rate as specified in 11.04.2. If the holiday is being observed on a Friday and the College is following an alternative work schedule during the summer, and is closed on Fridays, the July Fourth holiday would result in a floating holiday. If used during the alternative summer schedule, the July Fourth floating holiday shall be considered to be ten (10) hours. The floating holiday may be used incrementally, but not less than one hour, pro-rated for less than 100% employees. At the end of the alternative summer schedule, remaining floating holiday time will be converted back to an eight (8) hour per day equivalent.

11.02.2 Calendar Coordination: The District agrees to convene a meeting early each fall semester of all parties having an interest in the annual District Calendar, specifically the Academic Calendar and the CSEA 262 and 651 Work Calendars. The purpose of this meeting shall be to exchange information and discuss issues related to both the Academic Calendar and the Work Calendars.

11.02.3 Winter Intersession: In circumstances in which the first day of instruction of winter intersession is preceded by a weekday holiday, the District and CSEA 262 will mutually agree to designate job classifications and assignments essential to preparation for the beginning of winter intersession and thus will be called in to work on that holiday. Those unit

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members so designated shall be compensated as specified in Article 11.04.2.

- 11.02.4 Holiday Work Assignments: When the observed holiday is not the historic holiday, no employee shall be required to work both days. Assignments to work on the holiday will be on a seniority or rotation basis, mutually agreed to by the District and CSEA.

Clarified language:

11.04 Holiday Eligibility:

- 11.04.3 Unit members employed full-time, one-hundred percent (100%), shall be granted holidays at the rate of eight (8) hours per holiday. Part-time unit members shall be granted holidays with pay on a prorated basis equivalent to a full-time, one-hundred percent (100%) assignment.

**Article 12: Vacation**

Revised language to allow employees to be eligible to use vacation during their probation period:

12.02 Vacation Eligibility:

- 12.02.2 Probationary unit members shall be eligible to accrue and use vacation during their initial six (6) months of employment. However, vacation shall not be deemed earned until completion of the initial six (6) months of employment. Upon separation of employment, the District shall deduct from a probationary unit member's final pay the full amount of salary which was paid for any unearned days of vacation taken. (E.C. Section 88197)

- 12.03 Vacation Accrual: Vacation time shall be earned and accrued in hours based on the unit member's longevity date on a monthly basis according to the following schedule.

0 months through 5 years	8	hours (Refer to 12.02.2) (12 days)
Beginning 6 years through 8 years	10.67	hours (16 days)
Beginning 9 years through 13 years	13.34	hours (20 days)
Beginning 14 years through 19 years	14.67	hours (22 days)
Beginning 20 years and on	16	hours (24 days)

- 12.03.1 Unit members who work less than twelve (12) months shall accrue vacation hours based on the equivalent number of months in paid status.

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- 12.03.3 The maximum number of hours a unit member may accrue at any time shall be equal to twice the number of hours the unit member earns in any one fiscal year as provided in Section 12.03 of this Article. To ensure that the unit member does not exceed the maximum allowed accrual, the unit member will meet with the manager to discuss a mutually agreeable time for the unit member's vacation. If a mutually agreeable time causes the unit member's vacation maximum to be exceeded, the manager and the employee will document a plan to bring the vacation hours below the maximum by the end of the fiscal year, with the unit member continuing to accrue vacation until the plan is implemented. The documented plan will be sent to the Payroll Department and a copy to the Chapter President. This article does not supersede Article 12.03.4.
- 12.03.4 Should a unit member's vacation hours reach beyond the maximum allowed accrual, the excess hours shall accrue as sick leave not to exceed forty-eight (48) hours per fiscal year.
- 12.03.5 The District will provide a report to the Chapter President on a monthly basis identifying unit members who are within two (2) months of reaching their maximum accrual of vacation.

12.07 Separation or Termination of Employment:

- 12.07.01 Unit members shall receive a lump-sum payment for all unused earned and accrued vacation hours at the time of separation from service. The lump sum payment shall not exceed twice the number of hours the unit member earns in any one fiscal year.

**Article 13: Leaves of Absence and Related Matters**

Revised catastrophic leave language to allow for more flexibility:

13.10 Catastrophic Leave:

13.10.1 General Provisions:

- 13.10.1.2 Unit members who apply for and receive catastrophic leave credits shall remain in "paid status" and continue to receive their salary, medical benefits, and all other benefits during the catastrophic leave period.
- 13.10.1.3 CSEA leadership shall send campus-wide requests to all unit members for donations to the Catastrophic Leave Bank.

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13.10.1.4 Catastrophic Leave must be requested and shall be granted in increments of up to 480 hours, (60) work days, prorated for those working less than a full-time (100%) assignment.

13.10.1.6 The District shall create a Catastrophic Leave Committee (Committee.) The Committee shall consist of a five (5) member panel that will review all unit member applications for catastrophic leave. The Committee shall consist of two (2) representatives appointed by the President of CSEA, Chapter 262 and two (2) representatives appointed by the Vice President of Human Resources or designee, and one (1) other member as mutually agreed by the District and CSEA 262. A quorum will be met if there is one (1) designee from each of the above named groups is present for a total of three (3) committee members.

This Committee shall meet and conduct a program review at least once per fiscal year. The review will include, but is not limited to, the following:

- Bank balance;
- Donation and approval process;
- Catastrophic leave activity;
- Committee membership appointments;
- Applicable Federal and State mandates.

The results of the review will be reported back to the Vice President of Human Resources and the President of CSEA, Chapter 262.

13.10.2 Definitions:

13.10.2.1 The Catastrophic Leave Bank (Bank) is the repository for donated eligible leave credits. Payroll will maintain a current balance of leave credits in the Catastrophic Leave Bank.

13.10.2.2 “Eligible leave credits” mean vacation leave and sick leave accrued by the donating employee.



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13.10.2.3 For purposes of catastrophic leave, “family member” is defined in Article 13.01 Bereavement Leave.

13.10.2.4 A “Catastrophic Illness” or “Injury” means an illness or injury that is expected to incapacitate the unit member for an extended period of time, or that incapacitates a member of the unit member’s family which requires the unit member to take time off from work for an extended period of time to care for that family member, and taking extended time off creates a financial hardship for the unit member because he/she has exhausted all of his/her sick leave and other paid time off.

13.10.3 Eligibility for Catastrophic Leave:

13.10.3.1 Unit members, including those still on probation, who have been employed by the District for a minimum of six (6) months shall be eligible for catastrophic leave when all other eligibility requirements are met.

13.10.3.2 Unit members who are receiving worker’s compensation benefits (i.e. 60 days Industrial Accident/Illness Leave or Total Temporary Disability) are not eligible for catastrophic leave.

13.10.3.3 Unit members shall be eligible for catastrophic leave when they have suffered a catastrophic illness or injury as stated in 13.10.2.4.

13.10.3.4 Unit members shall be eligible for catastrophic leave so long as there is sufficient leave credits in the Catastrophic Leave Bank.

13.10.3.5 Unit members shall be eligible for catastrophic leave once they have exhausted all fully paid leave credits (sick leave, vacation, comp time, floating holidays, etc.). During the period of catastrophic leave, any accrued paid leave will be used when earned and will not count against the number of granted days of catastrophic leave.

13.10.3.6 The unit member must return to work before being eligible for a subsequent catastrophic leave grant.

13.10.3.7 No criteria other than that which is listed in Section 13.10.3 above shall be used to determine eligibility.

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13.10.4 Donation Process:

13.10.4.1 Any District employee may donate eligible leave credits to the Bank by completing the Catastrophic Leave Donation Request form.

13.10.4.2 Donors must donate a minimum of eight (8) hours of eligible leave credits to the Catastrophic Leave Bank.

13.10.4.2.1 Donors may designate donated leave credits for a specific unit member who has been approved for catastrophic leave.

13.10.4.2.2 Any donated leave credits designated for a specific unit member, if not used in their entirety, shall subsequently become available for future catastrophic leave recipients. Donations are irrevocable and no portion shall be returned.

13.10.4.3 The donor shall forward the Catastrophic Leave Donation Request form to Payroll to verify the unit member has sufficient leave to make the donation. Once verified, Payroll shall deduct the donated leave credits from the unit member's leave balance.

13.10.4.4 If the unit member is not able to make the donation, Payroll shall return the form to the unit member within ten (10) working days, providing the specific reason why the unit member was not able to make the donation.

13.10.5 Application Process:

13.10.5.1 Unit members requesting catastrophic leave shall complete the Catastrophic Leave Application form. When a unit member is unable to complete the Catastrophic Leave Application form, a designee (spouse, registered domestic partner, CSEA Chapter President, etc.) may complete the form. The unit member or designee shall include a signed and dated statement from a licensed physician verifying that a serious illness or injury will require prolonged treatment of either the unit member or a family member.

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- 13.10.5.2 The applicant or designee shall then submit the Catastrophic Leave Application form and any included documentation to Human Resources a minimum of ten (10) working days prior to the start date of the requested leave when possible or as soon as possible if circumstances prevent earlier submission.
- 13.10.5.3 Human Resources will confirm with Payroll the date when the unit member requesting catastrophic leave will exhaust all fully paid leave credits (sick leave, vacation, comp time, floating holidays, etc.).
- 13.10.5.4 Human Resources shall check the application for completeness, and, if complete, date and time stamp the application, which will signify the official receipt of the application.
- 13.10.5.5 If the application form is incomplete, within five (5) working days, Human Resources shall speak directly with the applicant or designee to explain what information is missing and direct the applicant or designee to provide the necessary information to complete the application.
- 13.10.5.6 Once the Catastrophic Leave Application form is deemed complete, within five (5) working days, Human Resources shall contact the Committee members to schedule a review date and time of the application. If an urgent request is received, the Committee shall meet immediately to review and process the application.

13.10.6 Application Review Process:

- 13.10.6.1 The Committee shall review each completed application for Catastrophic Leave.
- 13.10.6.2 The Committee shall determine whether an applicant meets the eligibility requirements.
- 13.10.6.3 The Committee shall make the determination as to whether the medical evidence provided is sufficient and shall request further information if needed.
- 13.10.6.4 The Committee shall approve or deny the application after the review.

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13.10.6.5 Human Resources shall notify the applicant or designee of the Committee's decision within five (5) working days.

#### **Article 14: Transfers and Related Matters**

Added new language for voluntary transfers for employees that may be experiencing employment issues:

##### 14.04 Voluntary Lateral Transfers:

14.04.4 This subsection addresses circumstances for which a voluntary transfer may address an issue that has not been resolved through other means specified within this agreement. Either the President/CEO of the District or the President of CSEA 262 may propose that such a situation exists that might best be remedied under this subsection. Such a proposal shall be in writing and specify only the affected employee and a brief description of the situation. Within ten (10) working days of the receipt of this request, the parties, or their designees, shall meet to consider the option of a mutually beneficial voluntary transfer of the employee. The period of consideration shall not exceed sixty (60) days during which both parties agree to expeditious dialog. Any existing or pending disciplinary action shall be suspended during this process. Both parties commit to confidentiality of all involved. Nothing disclosed during this process shall be used in a disciplinary process and no entry into the affected employee's personnel file shall be made. All existing Board Policies and Procedures and statutory and regulatory requirements will be followed. If both parties and the affected employee agree to a voluntary transfer, that action will be subject to approval by the Board of Trustees at the next regularly scheduled Board meeting. A voluntary transfer under this subsection does not require a vacant position and may be either a lateral transfer or a transfer into a position for which the affected employee meets minimum job qualifications as specified in the current job description. A transfer under this subsection will require an evaluation within six months after which the regular intervals of evaluation will resume.

#### **Article 16: Evaluations**

Revised language to clarify the person responsible for employees' evaluations:

##### 16.01 Performance Evaluations:

.1 Evaluations shall be performed by the evaluator, who is a manager designated by the District, and shall only focus on the employee's job performance.

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- .3 Evaluators should engage in ongoing communication with the unit member regarding performance issues.
- .8 Upon request, CSEA 262 will be provided with a list of the employee-evaluator relationships of its members.

16.02 Performance Evaluation Meeting:

- .1 Employees will be given a minimum of two (2) working days' notice prior to any scheduled evaluation meeting with the evaluator.
- .2 Employees will be provided with a copy of their completed evaluation a minimum of two (2) working days prior to the evaluation meeting. This provides the employee an opportunity to review the evaluation and identify any areas of concern, which may then be discussed with the evaluator during the performance evaluation meeting.
- .3 The employee and evaluator shall sign one (1) copy of the performance evaluation form at the end of their meeting. The employee's signature acknowledges receipt of the evaluation. Signing the performance evaluation form does not constitute the employee's agreement with the performance evaluation. The evaluator shall provide the employee with a copy of the evaluation.
- .4 Evaluators shall forward the completed performance evaluation form to Human Resources within five (5) working days of the evaluation meeting.

16.03 Negative Performance Evaluations:

- .1 Performance criteria marked as "needs improvement" on the evaluation shall include specific recommendations for improvements, a timeline in which to improve, and provisions for assisting the employee in implementing any recommendations made. The evaluator may create a performance improvement plan for an employee to address performance deficiencies. This performance improvement plan shall be created by the unit manager and the Vice President, Human Resources, or their Human Resources designee, prior to issuance to the unit member.

**Article 24: Discipline**

Created a new Article that includes language on creating a task force to establish a guide for the disciplinary process:

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- 24.01 The District and CSEA Chapter 262 hereby create a task force to establish a Guide to Good Practices in Pre-Disciplinary and Disciplinary Processes in accordance with the principles of progressive discipline and the application of this Agreement, Board Policies, Administrative Procedures, Education Code, Government Code, other applicable statutes, and case law. The Guide will specifically address definitions of terms and processes, the procedures to be used for Skelly hearings and Evidentiary hearings, and processes for mutual agreement for non-binding arbitration.
- 24.02 A unit member shall be entitled to representation during any pre-disciplinary or disciplinary meeting.

**Appendix G: Holidays for Classified Employees – CSEA 262**

<b>HOLIDAY</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
Independence Day	Friday, July 4 <sup>1</sup>	Friday, July 3 <sup>2</sup>	Monday, July 4
Labor Day	Monday, September 1	Monday, September 7	Monday, September 5
Veteran's Day	Tuesday, November 11	Wednesday, November 11	Friday, November 11
Thanksgiving Day	Thursday, November 27	Thursday, November 26	Thursday, November 24
Day After Thanksgiving	Friday, November 28	Friday, November 27	Friday, November 25
Winter Recess	Tuesday, December 23	Wednesday, December 23	Thursday, December 22
Winter Recess	Wednesday, December 24	Thursday, December 24	Friday, December 23
Winter Recess	Thursday, December 25	Friday, December 25	Monday, December 26
Winter Recess	Friday, December 26	Monday, December 28	Tuesday, December 27
Winter Recess	Monday, December 29	Tuesday, December 29	Wednesday, December 28
Winter Recess	Tuesday, December 30	Wednesday, December 30	Thursday, December 29
Winter Recess	Wednesday, December 31	Thursday, December 31	Friday, December 30
Winter Recess	Thursday, January 1	Friday, January 1	Monday, January 2
Martin Luther King, Jr. Day	Monday, January 19	Monday, January 18	Monday, January 16
Lincoln's Birthday	Friday, February 13	Friday, February 12	Friday, February 17
Washington's Birthday	Monday, February 16	Monday, February 15	Monday, February 20
Cesar Chavez Day	Monday, March 30	Thursday, March 31	Friday, March 31
Memorial Day	Monday, May 25	Monday, May 30	Monday, May 29
Floating Holiday	7.1.14-6.30.15	7.1.15-6.30.16	7.1.16-6.30.17
	Two	Two	Two

<sup>1</sup>Independence Day observed Thursday, July 3, 2014, per 2014 4/10 Summer Work Schedule MOU.

<sup>2</sup>Independence Day holiday will be observed as a floating holiday, per Article 11: Holidays, Section 11.2, 4<sup>th</sup> of July holiday is designated as Saturday.

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**ANALYSIS OF CSEA, CHAPTER 262 INCREASES**  
**Unrestricted General Fund, Restricted General Fund, Child Development Fund, Health Services Fund, Bond Construction Funds, Bond Anticipation Notes Fund, and Associated Students Trust Fund**

Article	Analysis	Amount
<b>8 Salaries</b> 08.01 2015-16 Contract Year: funded COLA + 4% on the salary schedule.	5.02% ongoing increase	\$1,713,193
<b>9 Health and Welfare Benefits</b> 09.03 District Contribution: 2015-16 Contract Year: \$10,846, effective July 1, 2015  09.03.5 Opt Out	District Contribution ongoing increase from \$10,429 to \$10,846  Increased opt out of \$7,141	\$160,355
<b>Total</b>		<b>\$1,873,548</b>

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

**DATE:** September 9, 2015

**ACTION**

**SUBJECT:** Meet-and-Confer Agreement between the District and the Confidential and Supervisory Employees for Fiscal Year 2015-16

**BACKGROUND**

As a result of the Meet-and-Confer process with the District and the Confidential and Supervisory Employees, an agreement was reached regarding the following:

Salaries

2015-16 Fiscal Year: COLA + 4%  
2016-17 Fiscal Year: To be discussed

Health and Welfare Benefits

The annual District contribution for each eligible full-time member shall be as follows:

2015-16 Fiscal Year: \$10,304.80  
2016-17 Fiscal Year: To be discussed

The opt-out amount is \$10,304.80 per fiscal year for unit members who opt out of a major medical health plan. The District contribution and opt-out amount include an additional \$396.30 amount over the 2014-15 contribution.

Supervisory Salary Schedule Step Addition

Add 6th step to the Salary Schedule (for Supervisors). This proposal was brought forward in 2013 and was denied, but would be given consideration when the Managers' request for a 6th step is approved. The Managers have recently received approval for a 6th step on their salary schedule.

Professional Development

An annual allocation of \$15,000.00 will be provided for Staff Development for Confidentials and Supervisors. There are a total of 30 Confidential and Supervisory employees. If approved, each staff member will be allocated \$500.00. The Staff Development fund will be monitored by the Confidential and Supervisory leadership. It is also requested that Confidentials/ Supervisors be authorized to transfer to other members a portion of or all of

Reviewed by: James P. Czaja  
Recommended by: Bill Scroggins Agenda Item: Action #11



**SUBJECT:** Meet-and-Confer Agreement between the District and the Confidential and Supervisory Employees for Fiscal Year 2015-16

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their allocation, if the need arises. Confidentials/Supervisors will abide by the College's Administrative Procedure pertaining to Conference and Travel and obtain the appropriate approvals.

### Catastrophic Leave Program

Creation of a Catastrophic Leave Program for the Confidentials/Supervisors group will be instituted. The Program will be voluntary, but will require participants to donate eight hours annually. Leadership representatives of the Confidentials/Supervisors group and a representative from Human Resources will oversee the administration/development of the Program. The present Catastrophic Leave Program, agreed to by the District and CSEA 262, does not allow Confidential or Supervisor employees to benefit from the Program. If approved, Confidential/Supervisor representatives will meet with the Vice President of Human Resources, or its designee, to develop, implement, and administer the Program in Fiscal Year 2015-16.

### Time-Off Requests

The District may grant requests for time off by Confidentials/Supervisors unless doing so interferes with the operations of the Department or College; with the exception of requests for time off that qualify under the provisions of federal or state protected leave(s). Time-off requests shall be submitted in writing or electronically and approved in advance (with no limit to advance notice) and within two weeks by the Confidential employee's or Supervisor employee's immediate manager.

## **ANALYSIS AND FISCAL IMPACT**

The cost of providing these agreements is \$195,937.

### Funding Sources

Unrestricted and Restricted General Funds.

## **RECOMMENDATION**

It is recommended that the Board of Trustees approves the Meet-and-Confer Agreement reached between the District and the Confidential and Supervisory employees for Fiscal Year 2015-16.

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

<b>DATE:</b>	September 9, 2015	<b>ACTION</b>
<b>SUBJECT:</b>	Meet-and-Confer Agreement between the District and Management Employees for Fiscal Year 2015-16	

**BACKGROUND**

As a result of the Meet-and-Confer process with the District and Management Employees, an agreement was reached regarding the following:

Salaries

2015-16 Fiscal Year:	COLA + 4%
2016-17 Fiscal Year:	To be discussed

Health and Welfare Benefits

The annual District contribution for each eligible full-time member shall be as follows:

2015-16 Fiscal Year:	\$7,675.40
2016-17 Fiscal Year:	To be discussed

The opt-out amount is \$7,161.40 per fiscal year for unit members who opt out of a major medical health plan. The District contribution includes an additional \$514.00 amount over the 2014-15 contribution, and the opt-out amount has no change from the 2014-15 opt-out amount.

Professional Development

Management employees may use \$4,000.00 annually to pay for tuition reimbursement, licensures, and/or certifications. The newly created Management Professional Development Committee will handle the processing and approving of this professional development in addition to the management of professional development activities for management and its budget.

The District will provide a maximum amount of \$30,000.00 annually to support a two-day Management Retreat.

Recommended by:	Bill Scroggins	Reviewed by:	James P. Czaja
		Agenda Item:	Action #12

**SUBJECT:** Meet-and-Confer Agreement between the Management Employees  
and the District for 2015-16

**DATE:** September 9, 2015

Parity Clause

Upon completion of the collective bargaining process with either CSEA group or Faculty Association, the Management Steering Committee will be given the opportunity to meet and confer with the College President to discuss options for equitable dispensation.

**ANALYSIS AND FISCAL IMPACT**

The cost of providing these agreements is \$785,882.00.

Funding Sources

Unrestricted and Restricted General Funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Meet-and-Confer Agreement reached between the District and Management employees for Fiscal Year 2015-16.

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

**DATE:** September 9, 2015

**ACTION**

**SUBJECT:** Year Two of Three-Year Negotiated Agreement between the District  
and the Faculty Association for Fiscal Years 2014-17 [PLACEHOLDER]

**BACKGROUND**

The current negotiated agreement between the District and the Faculty Association calls for reopener negotiations for year two. The parties have negotiated year two of a three-year contract. The Association brought the tentative agreements before its membership and achieved ratification.

**ANALYSIS AND FISCAL IMPACT**

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

A summary of the Agreements will be provided as a separate document.

**Funding Source**

Unrestricted and Restricted General Funds.

**RECOMMENDATION**

A recommendation will be presented to the Board of Trustees at its regular meeting on September 9, 2015.

Prepared by: Jennifer Galbraith

Reviewed by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #13

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b>	<u>September 9, 2015</u> <b>ACTION</b>
<b>SUBJECT:</b>	<u>Purchase of Audio-Visual Control Systems and Equipment (Bid No. 3029)</u> <u>[PLACEHOLDER]</u>

**BACKGROUND**

Construction work for the Student Success Center Building is nearing completion. Following College standard practices, the acquisition of audio-visual control systems and equipment has been deferred until late in the construction schedule to provide maximum flexibility for changes required during construction and to ensure that obsolete equipment is not included in the system design. The design for these systems has been reviewed by the Technical Services staff, and the College has issued a bid for the acquisition of the necessary equipment.

**ANALYSIS AND FISCAL IMPACT**

Due to time constraints in meeting the Board submittal deadline, a recommendation and summary will be presented to the Board of Trustees at its regular meeting on September 9, 2015.

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

A recommendation will be presented to the Board of Trustees at its regular meeting on September 9, 2015.

Prepared by: Teresa Patterson/William Eastham      Reviewed by: Rosa M. Royce/Michael D. Gregoryk  
Recommended by: Bill Scroggins      Agenda Item: Action #14

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

**DATE:** September 9, 2015

**ACTION**

**SUBJECT:** Purchase of Street Sweeper (Bid No. 3051) [PLACEHOLDER]

**BACKGROUND**

This purchase will replace the College's current street sweeper, which is aging and in very poor condition. The sweeper is utilized to maintain all of the parking lots and walkways on campus and has become costly to repair; it is at a point where it is unsafe for our staff and students.

**ANALYSIS AND FISCAL IMPACT**

Due to time constraints in meeting the Board submittal deadline, a recommendation and summary will be presented to the Board of Trustees at its regular meeting on September 9, 2015.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

A recommendation will be presented to the Board of Trustees at its regular meeting on September 9, 2015.

Prepared by: Gary L. Nellesen/Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Action #15

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>September 9, 2015</u>	<b>DISCUSSION</b>
<b>SUBJECT:</b> <u>Proposed Revisions to Board Policy 2730 – Health Benefits</u>	

**BACKGROUND**

Policies and procedures related to Health Benefits have been updated to include current practice.

**ANALYSIS AND FISCAL IMPACT**

After careful review and deliberation, and utilizing the College’s shared governance process, revisions to Board Policy (BP) 2730 have been suggested.

The proposed language has been reviewed by the President’s Cabinet and the President’s Advisory Council.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives for first reading and discussion proposed revisions to BP 2730 – Health Benefits.

**SUBJECT:** Proposed Revisions to Board Policy 2730 – Health Benefits

**DATE:** September 9, 2015

## Chapter 2 – Board of Trustees

### BP 2730 Health Benefits

#### References:

Government Code Section ~~53205~~22750, et seq., PEMHCA

#### Current Board of Trustee Members

A program of health and welfare benefits including dental, vision, and life insurance, with premiums paid by the College, shall be provided to members of the Board of Trustees while serving in office.

#### Retired and Former Board of Trustee Members

Former Board of Trustee members are not eligible to participate in College health insurance programs, even on a self-pay basis, unless they retire from Board service and qualify as an annuitant under Government Code Section 22760, subdivision (c), by:

~~In accordance with Government Code Section 53205, the above benefits shall be continued for each member of the Board of Trustees, including one dependent of record at time of termination of service:~~

(1) Having an effective retirement date within 120 days of separation from Board Service; and ~~Board member who took office prior to December 31, 1995, and who has a minimum of five years of Board service. The Board member and dependent must have been participant in an approved College plan at the time of termination.~~

(2) Receiving a retirement allowance from a retirement system provided by the College. ~~Board members taking office after January 1, 1996, shall contribute four percent of their gross monthly salary toward the College's retiree medical benefit program. Board members shall have College-paid health and welfare benefits continued for the member only; must render a minimum of ten years of service to the College prior to termination of service from the College; and must be a participant in an approved College medical plan at the time of termination of service.~~

Adopted: March 24, 2004