



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 9, 2016

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

6:30 p.m. – Public Session

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

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

AGENDA

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

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

PUBLIC COMMUNICATION

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

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

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

CLOSED SESSION

1. **Conference with Legal Counsel** – Existing Litigation Pursuant to Section 54956.9(d) – one case:
 - Los Angeles County Superior Court Case No. BC 576587 [consolidated for all purposes with Case Nos. BS 154389 and BS 159953]
2. **Public Employee Performance Evaluation**, President & CEO

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 Kenneth L. Hunt, who passed away on October 1, 2016. Ken served as a member of the College Board of Trustees from 1977-95. He was a member of the executive board of the College's Regional Arts Council, community improvement association, and commissions and committees serving disabled persons. Ken received an award for negotiations with legislators on behalf of community colleges throughout the state. Ken worked as a professor with the Los Angeles Community College District until his retirement in 1997. After his retirement, he continued to stay active in his church.

Observe a moment of silence in memory of Joanne (Jody) Vescio, who passed away on October 6, 2016. Jody worked at Mt. SAC from 1967 to 1987, initially answering a job posting for a temporary, 6 week position; twenty years later she retired. She began in the BookRac, moved to Business Services, on to Administration where she was secretary to Mr. Gene Kurl, Vice President, and, finally, as secretary for two deans of Natural Sciences, Gil Dominguez and Barbara Crane. In those two decades she laughed, cried, made life-long friends, "rattled a few cages", and genuinely loved her 'temporary' 20-year career at Mt. San Antonio College. She enjoyed life post-retirement to the fullest with her husband of 66 years, Vern Vescio, her 5 kids and their spouses, 9 grandchildren, and 5 great grandchildren.

INTRODUCTIONS AND RECOGNITION

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

Classified Employees (Newly Appointed)

- **Abigail Casian**, English as a Second Language Instructional Support Assistant (ESL)
- **Blanca Juarez**, Student Services Outreach Specialist (High School Outreach)
- **James Milliken**, Driver (Disabled Student Programs & Services)
- **Joel Monroy**, Student Services Outreach Specialist (High School Outreach)
- **James Reed**, Coordinator, Project/Program (Natural Sciences)
- **Tarik Ross**, Student Services Outreach Specialist (High School Outreach)
- **Salote Wailase**, Student Services Outreach Specialist (High School Outreach)

Classified Employee (Promoted)

- **Rondell Schroeder**, Procurement Specialist (Fiscal Services)

Management Employee (Newly Appointed)

- **Jose Martinez-Saldaña**, Director, TRiO Programs (Student Services)
- **Paul Miller**, Sergeant, Police/Public Safety (Public Safety)
- **Robert Toyer**, Sergeant, Police/Public Safety (Public Safety)

- **Recognition:**

Award a Certificate of Service to the following retiring employees:

- **Joseph Carl**, Public Safety Officer (Public Safety), (18 years of service)

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of October 12, 2016 (Pages 1 through 13).

PUBLIC COMMUNICATION

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

REPORTS

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

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

BOARD COMMUNICATION

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

9. President's Report – Bill Scroggins, President & CEO
 - Informational Report – 2016 Scorecard, prepared by Barbara McNeice-Stallard (Page 14).
 - Informational Report – Strong Workforce Program Implementation, prepared by Dr. Irene Malmgren and Jemma Blake-Judd (Page 15).

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.

Consideration of approval is requested for the following:

ADMINISTRATIVE SERVICES:

1. Appropriation Transfers and Budget Revisions Summary (Pages 16 through 19);
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Pages 20 and 21);
3. Agreement with General Dynamics Information Technology for 1098T forms (Pages 22 and 23);
4. Increase to services contract with Sirius Computer Solutions, Inc. (Page 24);

5. Purchase campus master scheduling system from CollegeNET, (RFP No. 3081), and the pre-payment for the initial software and services fee (Page 25);
6. Amendment to agreement with Quality Copy, Inc. (Pages 26 and 27);
7. Renewal agreement with Hot Doggers, Inc. dba Gold Coast Tours (Pages 28 and 29);
8. Continuing Education Building 40 Upgrades – Phase II, General Construction (Re-bid No. 3133), award project to Harik Construction, Inc. (Pages 30 and 31);
9. Approval of agreements to provide professional design and consulting services with H2 Environmental Consulting Services, Inc. for the Athletics Complex East, MDC Engineers for the Deaf and Hard of Hearing Center Remodel, P2S Engineering for the 2015/16 State Scheduled Maintenance – Replace Electrical Equipment, and Alta Environmental for the Annual Emissions Report (Pages 32 and 33);
10. Contract Amendments (Pages 34 through 35):
 - Contract Professional Design and Consulting services – Added Services – The Equity Center – Psomas – Amendment No. 4
 - Contract Professional Design and Consulting services – Added Services – Physical Education Project Environmental Impact Report – Helix Environmental – Amendment No. 1;
11. Contract Amendment for the Wildlife Sanctuary Gas Line Relocation Project (Page 36);
12. Change Order for the Professional and Organizational Development Remodel (Page 37):
 - Contract GDL Best Contractors, Inc. (Utility Contractor) – Change Order No. 4;
13. Completion Notice:
 - Bid No. 3001 Professional & Organizational Development (POD) Remodel, GDL Best Contracting Services, Inc. (Contractor); and
14. Proposed Gifts and Donations to the College:
 - Teri Cullen – dining room table and six chairs, end table, king size bed with frame and headboard, kitchen table and four chairs, valued by donor at \$1,400, to be used in the Theater Department for set performances. This donation consists of furniture featuring period details, providing unique pieces for the Theater Department’s inventory.
 - Robert Holste – 11 artwork pieces – charcoal drawings, 1970’s, 16x18, valued by donor at \$2,000 each - \$22,000 total, to be used in the Art Gallery.

HUMAN RESOURCES:

15. Personnel Transactions (Pages 38 through 54).

INSTRUCTION:

16. Contract Agreement with Kandid Graphics (Page 55);
17. Sabbatical Leave Reports for Academic Years 2014-15 and 2015-16 (Pages 56 and 57);
18. School of Continuing Education Additions and Changes (Pages 58 through 60);
19. Affiliation Agreement with Arcadia Radiology Medical Group (Page 61);
20. Affiliation Agreement with Insight Imaging (Page 62);
21. Child Development Center Acceptance of Los Angeles Universal Preschool/Quality Rating and Improvement System Grant Fund Increase (Page 63);
22. Child Development Center Contract Amendments (Page 64);
23. Center of Excellence 2016-17 Contract with Yosemite Community College District (Page 65);
24. Contract Agreement with Laguna Marriott Resort & Spa for the 2017 Management Retreat (Page 66);
25. Public Art Project by Artist John O'Brien - Concept and Design for the Mt. SAC Veterans Resource Center (Page 67);
26. New, 4-Year Review, Modified Courses, Modified Certificates, and Modified Degrees Effective with the 2017-18 Academic Year (Pages 68 through 70);
27. Contract Amendment with Foundation for California Community Colleges Career Ladders Project (Page 71);
28. 2017 Mt. San Antonio College Institutional Self Evaluation Report in Support of Reaffirmation of Accreditation for Submission to the Accrediting Commission for Community and Junior Colleges (Pages 72 through 74); and
29. Mt. San Antonio College 2016 Scorecard (Pages 75 through 77).

PRESIDENT'S OFFICE:

30. Revised Board of Trustees 2015-16 Regular Meeting Calendar, adding the January 21 Board Study Session (Page 78).

STUDENT SERVICES:

31. Contract with Cal Poly Pomona Foundation, Inc. (Page 79);
32. Contract with Embassy Suites by Hilton San Diego Bay Downtown for the Transfer Bridge Program (Page 80);
33. Contract with Hornblower Cruises and Events (Page 81);

34. Contract renewal with Gridcheck Scheduling System (Page 82); and
35. 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 (Page 83).

ACTION ITEMS

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

1. Year Three of Three-Year Negotiated Agreement Between the Faculty Association and the District for 2014-17 (Pages 84 through 88); and
2. Meet-and-Confer Agreement Between the Confidential Employees and the District for 2016-17 (Pages 89 through 91).

INFORMATION ITEMS

No action will be taken on the item listed. It is being provided to the Board of Trustees for information only.

1. New Administrative Procedure 3710 – Filming and Photography (Pages 92 through 95);
2. Proposed Revisions to Administrative Procedure 5040 – Student Records, Directory Information, and Privacy (Pages 96 through 105); and
3. Proposed Revisions to Administrative Procedure 5071 – Student Leave of Absence (Pages 106 and 107).

ADJOURNMENT

Future Board Meetings

December 14, 2016
January 11, 2017
February 8, 2017
March 8, 2017

Upcoming Events

- November 1 **American Red Cross Blood Drive**, 8:00 a.m.-7:00 p.m., North of Building 6
- November 1-December 3 **Close Values: The Legacy of Carl Benjamin Exhibit**, 4:30-7:30 p.m., Building 1B/Art Gallery
- November 2 Fall Wind Ensemble Concert, 7:30 p.m., Clarke Theater
- November 4-5 **Fall Choral Concert**, 7:30 p.m., Recital Hall
- November 5 **Community Carnival and Open House**, 10:00 a.m.-4:00 p.m., Parking Lot F
- November 9-10 **Registration Begins for 2017 Winter Intersession**
American Red Cross Blood Drive, 9:00 a.m.-7:00 p.m., Building 9C
- November 10 **Jazz Band Fall Concert**, 7:30 p.m., Clarke Theater
- November 11 **Veterans Day (campus closed)**
- November 14 **Dia de los Muertos**, 2:00-7:00 p.m., Building 9C
- November 15 **Volunteer Fair**, 10:00 a.m.-1:00 p.m., North of Building 6
- November 18 **Chamber Winds Ensemble Concert**, 7:30 p.m., Recital Hall
- November 18-19 **19th Annual Puttin' on the Hits**, November 18, 7:30 p.m.; November 19, 7:00 p.m., Clarke Theater
- November 24-27 **Thanksgiving (campus closed)**
- November 29 **Associated Students Holiday Celebration**, 12:00-2:00 p.m., Building 9C
- November 30 **Administrative Offices Holiday Tea**, 9:30-11:00 a.m., Founders Hall
String Orchestra Fall Concert, 7:30 p.m., Recital Hall

Upcoming Athletics Events

- November 4 **Women's Soccer vs. Chaffey College**, 4:00 p.m., Soccer Fields
Men's Soccer vs. Chaffey College, 6:00 p.m., Soccer Fields
- November 4-6 **Women's Basketball Tip-Off Tournament**, Time TBA, Gym
- November 9 **Women's Volleyball vs. East Los Angeles College**, 5:00 p.m., Gym
Wrestling vs. Santa Ana College, 7:30 p.m., Gym

Upcoming Athletics Events (continued)

- November 10 **Baseball (non-traditional) vs. Citrus College**, 6:00 p.m., Baseball Field
- November 11 **Women's Soccer vs. East Los Angeles College**, 4:00 p.m., Soccer Fields
Volleyball vs. Rio Hondo College, 6:00 p.m., Gym
Men's Soccer vs. East Los Angeles College, 6:00 p.m., Soccer Fields
- November 12 **Baseball (non-traditional) vs. Padres**, 11:00 a.m., Baseball Field
- November 18 **Baseball (non-traditional) Intrasquad**, 2:30 p.m., Baseball Field

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

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

November 9, 2016





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 12, 2016

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Chen Haggerty at 6:00 p.m. on Wednesday, October 12, 2016. Trustees Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos, and Student Trustee Santos were present.

STAFF PRESENT

Bill Scroggins, President & CEO; Mike Gregoryk, Vice President, Administrative Services; Joumana McGowan, Associate Vice President, Instruction; Audrey Yamagata-Noji, Vice President, Student Services; and Abe Ali, Vice President, Human Resources were present.

PUBLIC COMMUNICATION REGARDING CLOSED SESSION

- Community member Layla Abou-Taleb commented on Closed Session Item 1.
- Community member Mansfield Collins commented on Closed Session Item 1.

CLOSED SESSION

The Board adjourned to Closed Session at 6:09 p.m. to discuss the following items:

1. **Public Employee Performance Evaluation**, President & CEO

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

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

2. **Conference with Legal Counsel** – Existing Litigation Pursuant to Section 54956.9(d) – one case:

- Los Angeles County Superior Court Case No. BC 576587 [consolidated for all purposes with Case Nos. BS 154389 and BS 159953]

PUBLIC SESSION

The meeting reconvened at 6:47 p.m., and the Pledge of Allegiance was led by Abe Ali.

REPORTING OF ACTION TAKEN IN CLOSED SESSION

None.

MOMENT OF SILENCE

A moment of silence was observed in memory of retired professor **D. Arthur (Art) Boster**, who passed away on September 3, 2016, at the age of 73 years. Art proudly served the College from 1972 until his retirement in 2001. Prior to employment at Mt. SAC, he was a high school agriculture instructor in Fullerton. After his retirement, he was an adjunct professor at Cal Poly Pomona and a substitute teacher at Norco and Chino High School. Art was actively involved with Future Farmers of America and 4-H students across southern California. In 2000, he was honored with the Distinguished Service Award by the Future Farmers of America. He will be missed by many people including his family, friends, teachers, FFA advisors, and FFA and 4-H youth and families throughout California.

INTRODUCTIONS AND RECOGNITION

- The following newly appointed and promoted employees were introduced:

Classified Employees (Newly Appointed)

- **Michelle Ravel**, Administrative Specialist I (Instruction) (absent)
- **David Ritter**, Laboratory Technician, Digital Arts (Commercial and Entertainment Arts) (absent)

Classified Employee (Promoted)

- **Maria Madero Fernandez**, Coordinator, Project/Program (TRiO Program) (present)

Confidential Employee (Newly Appointed)

- **Eugenia Scott**, Human Resources Technician (Human Resources) (present)

Management Employee (Newly Appointed)

- **Kevin Owen**, Assistant Director, Technical Services (Technical Services) (present)

- A Certificate of Service was presented to the following retiring employees:

- **Ronald McGregor**, Custodian (Custodial Services) (18 years of service) (absent)

APPROVAL OF MINUTES

It was moved by Trustee Baca, seconded by Trustee Hall, and passed to approve the minutes of the regular meeting of September 14, 2016.

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

Noes: None

Abstained: Chen

Absent: None

Student Trustee concurred.

The following correction was made to the Minutes of September 28, 2016:

- Add Trustee Jay Chen to the list of trustees present.

It was moved by Trustee Hidalgo, seconded by Trustee Chen, and passed to approve the minutes of the special meeting of September 28, 2016, as corrected.

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

Noes: None

Abstained: Hall

Absent: None

Student Trustee concurred.

PUBLIC COMMUNICATION

- Community member Layla Abou-Taleb commented on Consent Items 6, 7, 8, 10, and 12 and Action Items 2 and 3.
- Community member Mansfield Collins commented on the parking structure, solar farm, athletic complex, Action Item 4 and trustee term limits, satellite campuses, reorganizing the District, demolition of Hilmer Lodge Stadium, Facilities Master Plan, and the Community Facilities Master Plan Committee.
- Student Maria Galvan commented on the Public Hearing, parking structure, bottle water filling stations, and student fees.
- Student Rene Jimenez commented on the Sustainability Committee, reducing the College's carbon footprint, and the solar farm project.
- City attorney's office employee David Mann commented on Response to Comments and Action Items 2 and 3.

REPORTS

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

- **Aneca Nuyda**, President, Associated Students
- **Jeff Archibald**, President, Academic Senate
- **John Lewallen**, President, Classified Senate

- **Eric Kaljumagi**, President, Faculty Association
- **Bill Rawlings**, President, CSEA 262 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

BOARD COMMUNICATION

- A. Trustee Chen Haggerty 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 and promoted employees.
 - They congratulated Ronald McGregor on his retirement.
- C. Student Trustee Betty Santos reported the following:
- Attended the Taste of Pomona;
 - Attended the ASPIRE Welcome Back event;
 - Attended the International student welcome event;
 - Attended Carolyn Keys’ retirement party and she thanked Carolyn for her service and she will be missed;
 - Attended the ACCT Leadership Congress, where she attended diversity committee meetings and attended the caucuses for the Latino and API communities;
 - Looking forward to attending the Fall Leadership Conference in Lake Arrowhead;
 - Brainstorming with area student trustees on state initiatives and what is going on the ballot and how to promote that within the schools; and
 - Looking forward to Wassail.
- D. Trustee Chen reported the following:
- Attended a community leadership retreat to Israel sponsored by the Jewish Federation with other Los Angeles area leaders;
 - Attended the L.A. County Fair Premiere Party;
 - Attended the Labor day family picnic with State Senator Tony Mendoza;
 - Toured the thermal energy storage facility;
 - Attended ACCT Leadership Congress;
 - Looking forward to end of year; and
 - Thanks the Faculty Association for putting him in Puttin’ on the Hits.
- E. Trustee Santos reported the following:
- Attended the Pomona NAACP Truth and Reconciliation Conference;
 - Attended the 48th Assembly District Candidate Forum;
 - Part of organizing a forum on ballot measures important to our community;
 - Looking forward to attending the Latino roundtable on October 25 state ballot measure forum in Pomona;
 - Attended the Community Facility Advisory Committee meeting;
 - Attended a Latino women’s potluck event;
 - Supervisor Solis’s park event at Leg Lake; and
 - Attended coffee with outgoing Assemblyman Roger Hernandez.

F. Trustee Bader reported the following:

- Attended as part of a campus tour with the new Superintendent of the Bonita USD in which Dr. Scroggins led the tour;
- Attended the Community Facility Advisory Committee meeting;
- Moderated a Fashion show in Pomona with models who were cancer survivors;
- Attended Taste of Pomona;
- Looking forward to Wassail; and
- Looking forward to Associated Students Leadership Retreat.

G. Trustee Baca reported the following:

- Looking forward to the Associated Students Leadership Retreat;
- Attended the Walnut Family Festival Parade;
- Spent time at City College of San Francisco while they're going through their accreditation review. He commented that they've done a lot to correct issues;
- Attended a couple of football games, one win and one loss;
- Attended the Taste of Pomona;
- Commented on the engagement of the trustees and employees of the college in the community and encouraged continued engagement; and
- Will be performing in Puttin' on the Hits on Saturday evening.

H. Trustee Hidalgo reported the following:

- Attended the football game against Fullerton College;
- Attended a LACSTA dinner where there was a speaker from San Diego State University speaking on the minority male initiative;
- Participated in the West Covina 5K Pumpkin Run with proceeds going to the West Covina Senior Citizens Center; and
- Will be at the Saturday evening Puttin' on the Hits show.

I. Trustee Hall reported the following:

- Participated in the Walnut Family Festival Parade and thanked Student Trustee Betty Santos who recruited a driver, student Brian Moon;
- Looking forward to riding in the Rowland Heights Buckboard Days Parade; and
- Looking forward to participating in Puttin' on the Hits and encouraged the support of this event.

J. Trustee Chen Haggerty reported the following:

- Attended the International Student Welcome;
- Attended the ACCT Leadership Congress, in which she attended a pre-conference Diversity Committee meeting. She commended Student Trustee Betty Santos for attending. She made two presentations at the conference, one is for Federal Compliance and with CCLC for Federal Compliance, ACES committee

PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed and congratulated newly appointed and promoted employees.
- He congratulated Ronald McGregor on his retirement.
- He is serving on the Executive board of Convergence. This group's goal is the convergence in the health field—health providers, health educators, and the workforce agencies that promote jobs and training in the health professions. This group includes the Inland Empire and the Pomona valley area, which has a heavy concentration of health care providers. He was recruited by Devorah Lieberman, President of University of La Verne.
- He is serving on the Executive Committee of a newly formed initiative called the California Guided Pathways. There is interest in California to have 15-20 colleges to have that model. Through funding from California Futures, there is a non-profit established to work on this project in California.
- Going to the State Academic Senate Plenary next month. He and Jeff are on a panel on AACC Pathways, which is a faculty-led and administratively supported program.
- He introduced Adrienne Price, Director, Grants, to present the Grants Office Report. (Note: The handout may be found on the College website with these minutes.)
- He introduced Jill Dolan, Director, Public Affairs, to present on the November Ballot Propositions.

CONSENT CALENDAR

The following correction was made to the Consent Calendar:

- On the handout for Consent Item #16 – Master Pay Schedule for 2013-14, 2014-15, and 2015-16 – correction to Range 54 on the 2013-14 Schedule, add the classification of **EOPS Outreach Specialist**.

It was moved by Trustee Bader, seconded by Trustee Baca, and passed to approve the following items, as corrected:

1. Appropriation Transfers and Budget Revisions Summary;
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines;
3. Purchase campus master scheduling system from CollegeNET, (RFP No. 3081);
4. Memorandum of Understanding with GovDeals, Inc., an online auction system, to dispose of surplus property;
5. This item was pulled and acted upon separately below;
6. This item was pulled and acted upon separately below;
7. Agreement with Tilden Coil Constructors for Construction Management Services – Athletics Complex East;

8. This item was pulled and acted upon separately below;
9. This item was pulled and acted upon separately below;
10. Approval of agreements to provide professional design and consulting services with H2 Environmental Consulting Services, Inc. for the Athletics Complex East, Psomas for the Athletics Complex East, and Ridge Landscape Architects for the Student Center Temporary Space Project;
11. Rejection of all bids received for Bid No. 3095 – Continuing Education Building 40 Upgrades – Phase II, General Construction:
 - Bid No. 3095 Continuing Education Building 40 Upgrades – Phase II, General Construction;
12. Contract Amendments:
 - Contract Professional Design and Consulting services – Added Services – Solar Photovoltaic Project – Helix Environmental Planning, Inc. – Amendment No. 2
 - Contract Professional Design and Consulting services – Added Services – Solar Photovoltaic Project – P2S Engineering – Amendment No. 1
 - Contract Professional Design and Consulting services – Added Services – Modular Buildings Installation – Steven Fader Architects – Amendment No. 5
 - Contract Professional Design and Consulting services – Added Services – Athletics Complex – HMC Architects – Amendment No. 3
 - Contract Professional Design and Consulting services – Time and Materials Agreements – Solar Photovoltaic Project – Psomas – Amendment No. 1;
13. Change Order for the Athletics Modular Structure:
 - Contract American Modular Systems (General Contractor) – Change Order No. 4;
14. Proposed Gifts and Donations to the College:
 - Dee Falasco – Yamaha upright piano, P2, Serial #R3901366, valued by donor at \$2,000, to be used in the Music Department
 - Adam Taylor – Jacobson Sound Bumps, customized (2), 24-70 Lens Tube (1), 70-200 Lens Tube (1), and Series 9 Filters (4), valued by donor at \$3,000, to be used in the Arts Division, Photography Program
 - Keysight Technologies – Five network performance analyzer test instruments: Wirescope 15S system (1), Wirescope 350 system (1), Wirescope Pro system (1), Agilent Framescope 350 (1), and Agilent Framescope Pro (1), all with accessories and manuals, valued by donor at \$8,900, to be used in Electronics and Computer Technology
 - XL Specialty Insurance Company – 1980 Beechcraft C-23 aircraft salvage, valued by donor at \$2,500, to be used in Aircraft Maintenance;

15. Personnel Transactions;
16. Master Pay Schedule for 2013-14, 2014-15, and 2015-16;
17. New and/or Revised Management Job Classification Descriptions;
18. School of Continuing Education Additions and Changes;
19. This item was pulled and acted upon separately below;
20. In-House Repair Center Agreement with Scott Technologies, Inc.;
21. Contract Agreement with Global Perspective Speakers and Events;
22. Contract Agreement with Volt Athletics;
23. Asian American and Native American Pacific Islander-Serving Institutions Grant: Acceptance of Funds and Approval of Purchases;
24. Child Development Training Consortium Grant: Acceptance of Funds;
25. Student Support Services Grant: Acceptance of Funds and Approval of Purchases;
26. Upward Bound Grant: Acceptance of Funds and Approval of Purchases;
27. 4-Year Review, Modified Courses, and New Certificate Effective with the 2017-18 Academic Year;
28. Community Carnival and Open House Rental;
29. Contract with Cal Poly Pomona Foundation, Inc.;
30. Contract with Strata Information Group for Financial Aid Consulting;
31. Honors Ambassadors Club Fund-raisers for Scholarships;
32. 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; and
33. Contract with Cal Poly Pomona Foundation, Inc. for the Counseling Department's Annual Training.

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

Noes: None

Abstained: None

Absent: Chen

Student Trustee concurred.

CONSENT ITEM #5 – RENEWAL AGREEMENTS FOR ARCHITECTURAL/ENGINEERING SERVICES FOR THE MEASURE RR CONSTRUCTION PROGRAM

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #6 – CONTRACT WITH HELIX ENVIRONMENTAL PLANNING, INC. TO PROVIDE BIOLOGICAL CONSULTING SERVICES FOR THE SOLAR PHOTOVOLTAIC PROJECT

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #8 – MODIFICATION OF AGREEMENT WITH TILDEN COIL CONSTRUCTORS FOR PRECONSTRUCTION SERVICES – ATHLETICS COMPLEX EAST

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #9 – CONTRACT WITH PSOMAS TO PROVIDE PROFESSIONAL CONSULTING SERVICES FOR THE PARKING AND CIRCULATION MASTER PLAN

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #19 – UPDATED ADULT EDUCATION BLOCK GRANT ALLOCATION, AB104, SECTION 39, ARTICLE 9

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

ACTION ITEM #1 – PUBLIC HEARING ON THE MT. SAN ANTONIO COLLEGE 2015 FACILITIES MASTER PLAN UPDATE AND PHYSICAL EDUCATION PROJECTS SUBSEQUENT PROJECT AND PROGRAM FINAL ENVIRONMENTAL IMPACT RPEORT (SCH 2002041161)

A public hearing was held at 9:07 p.m. regarding the Mt. San Antonio College 2015 Facilities Master Plan Update and Physical Education Projects Subsequent Project and Program Final Environmental Impact Report (SCH 2002041161).

No public comments.

The public hearing concluded at 9:08 p.m.

ACTION ITEM #2 – RESOLUTION NO. 16-02 – A RESOLUTION OF THE BOARD OF TRUSTEES OF MT. SAN ANTONIO COLLEGE CERTIFYING THE MT. SAN ANTONIO COLLEGE 2015 FACILITIES MASTER PLAN UPDATE AND PHYSICAL EDUCATION PROJECTS; AND PROGRAM FINAL ENVIRONMENTAL IMPACT REPORT (SCH 2002041161), ADOPTING A STATEMENT OF OVERRIDING CONSIDERATIONS, AND ADOPTING A MITIGATION MONITORING PROGRAM

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

ACTION ITEM #3 – RESOLUTION NO. 16-03 – A RESOLUTION OF THE BOARD OF TRUSTEES OF MT. SAN ANTONIO COLLEGE AUTHORIZING EXEMPTION FROM LOCAL ZONING ORDINANCES FOR THE PHYSICAL EDUCATION PROJECTS, AND AUTHORIZATION OF MEASURE RR BOND FUNDS FOR THE ORDERING OF IMPROVEMENTS TO THE PHYSICAL EDUCATION PROJECTS

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

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

ACTION ITEM #4 – RESOLUTION NO. 16-04 – RESOLUTION TO CONSOLIDATE MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES ELECTIONS WITH STATEWIDE ELECTIONS PER THE CALIFORNIA VOTER PARTICIPATION ACT

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

There was discussion on the two options presented: (1) modifying the current election terms by extending them for one additional year so that the next election cycles would be 2018 and 2020; and (2) modifying the next two trustee election terms from four years to five years by extending the 2017 trustee election term to 2022 and the 2019 election term to 2024.

It was moved by Trustee Santos and seconded by Trustee Hidalgo to amend the main motion to select option 1.

There was further discussion on the amended motion. The amendment passes to include option 1:

WHEREAS, modifying the current election terms by extending them for one additional year so that the next election cycles would be in 2018 and 2020.

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

ACTION ITEM #5 – MEET-AND-CONFER AGREEMENT BETWEEN THE MANAGEMENT EMPLOYEES AND THE DISTRICT FOR 2016-17

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

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

Absent: None
Student Trustee concurred.

ACTION ITEM #6 – YEAR THREE-OF-THREE NEGOTIATED AGREEMENT BETWEEN CSEA, CHAPTER 262 AND THE DISTRICT FOR 2014-17

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

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

ACTION ITEM #7 – EVENT LICENSE AGREEMENT WITH SMG, INC. – CITIZENS BUSINESS BANK ARENA, INCLUDING ADVANCE PAYMENTS

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

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

ACTION ITEM #8 – PROPOSED BOARD POLICY 3225 – INSTITUTIONAL EFFECTIVENESS (NEW)

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

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

DISCUSSION ITEM #1 – MT. SAN ANTONIO COLLEGE'S INVESTMENT STRATEGIES

Andy Fass, Senior Vice President, Public Agency Financial Consultants of Hilltop Securities presented to the Board information on the College's investment strategies and a portfolio update. (Note: The presentation may be found on the College website with these minutes.)

INFORMATION ITEM #1 – REVISIONS TO ADMINISTRATIVE PROCEDURE 5520 – STUDENT DISCIPLINE

This item was presented to the Board for information only.

CLOSED SESSION

The Board adjourned to Closed Session at 10:30 p.m. to discuss the following item:

1. **Public Employee Performance Evaluation**, President & CEO

PUBLIC SESSION

The meeting reconvened at 11:29 p.m.

REPORTING OF ACTION TAKEN IN CLOSED SESSION

None.

ADJOURNMENT

The meeting adjourned at 11:30 p.m.

WTS:CN

2016 Scorecard for Mt. San Antonio College
Barbara McNeice-Stallard
November 9, 2016

Background

The California Student Success Task Force (SSTF) recommended the implementation of a new accountability framework, whose purpose is to provide stakeholders with clear and concise information on key student progress and success metrics in order to improve performance. The framework is known as the Scorecard.

Overview

For the 2016 report, the Mt. SAC Scorecard consists of the following indicators of college effectiveness:

- A. **Completion Rate:** The percentage of first-time students with a minimum of six units earned who, within six years of entry, obtained a degree and/or certificate, or transferred to a four-year institution, or were transfer prepared (student successfully completed 60 UC/CSU transferable units with a GPA \geq 2.0).
- B. **Persistence Rate:** The percentage of first-time students with a minimum of six units earned who enrolled in the first three consecutive primary semester terms anywhere in the California Community College (CCC) system.
- C. **30 Units:** The percentage of students with a minimum of 6 units completed on their first year who, within six years of entry, earned at least 30 units in the California Community College system.
- D. **Remedial Progress Rate:** The percentage of credit students who attempted a course designated at "levels below transfer" in math, English, or ESL.
- E. **Career Technical Education (CTE) Completion Rate:** The percentage of students who attempted a CTE course for the first time and completed more than eight units in the subsequent three years in a single discipline and who, within six years of entry, obtain a degree and/or certificate, or transferred to a four-year institution, or were transfer prepared (student successfully completed 60 UC/CSU transferable units with a GPA \geq 2.0).
- F. **Career Development & College Preparation (CDCP) Completion Rate:** CDCP certificate programs are sequenced courses designed to prepare students for employment or college-level credit coursework. This measures the percentage of students who attempted two or more CDCP courses, with a minimum of four attendance hours in each of those courses within three years and, within six years of entry, obtained CDCP certificate plus a degree and/or certificate, or transferred to a four-year institution, or were transfer prepared (student successfully completed 60 UC/CSU transferable units with a GPA \geq 2.0).

Table 1. Mt. SAC Results vs. Statewide

	2014 (%)	2015 (%)	2016 (%)	Statewide 2016 (%)	
Overall Completion Rate	47.4	47.3	50.7	47.1	
Overall Persistence	77	78.8	80.4	73.4	
Overall 30 Units	67.6	70.1	73.5	67.6	
Overall Remedial Progress Rate	English	50.4	46.1	53.8	45.4
	Mathematics	36.7	31.3	33.8	32.7
	ESL	50.7	42.9	40.9	28.6
Overall CTE	56.6	55.2	60.4	51.4	
Overall CDCP	15.6	12.4	31.7	12.7	

Projected Impact on Mt. SAC

It is essential for the College to review the findings on an ongoing basis to determine the programs and services that are currently offered that advance students' outcomes and what new programs and services could be offered in the future.

Strong Workforce Initiative Implementation at Mt. SAC
Dr. Irene Malmgren and Jemma Blake-Judd
November 9, 2016

In response to the California Community College Chancellors Office's Strong Workforce Task Force recommendations, Strong Workforce Program (SWP) funding was written into the California budget through Assembly Bill 1602. California's community colleges will receive \$200 million annually for both local and regional projects designed to improve career technical education programs by adding new career pathways, increasing the number of skilled workers they produce, increasing faculty numbers, strengthening curriculum, and by improving regional cooperation among colleges, K-12, industry, and other work force groups. In order to meet the criteria for SWP funds, both local and regional planning must be data-driven, focusing on programs where gaps between demand (job openings) and supply (community college completions) are evident.

At Mt. SAC, where \$2.4 million in SWP funds will be awarded annually, students will benefit from our efforts to create new programs, pathways, certificates, and degrees and update existing programs, provide professional development for faculty, and invest in equipment that better prepares them for employment in high demand occupations.

The SWP Funds presentation will cover the following topics:

- Focus for the SWP funds
- Local and Regional plan metrics
- Local and Regional share allocation model
- Key activities in generating local share plans
 - Comprehensive review of Career Technology Education portfolio
 - LMI analysis
 - Outcomes projections
 - Local prioritization (Career Technical Education Advisory Committee)
 - District approval
- Timeline for Local plans
- Annual SWP cycle
- Local projects under consideration at Mt. SAC
- Potential Regional projects involving Mt. SAC

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

DATE: November 9, 2016

CONSENT

SUBJECT: Appropriation Transfers and Budget Revisions Summary

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period 9/20/16 - 10/9/16**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 194,005
Total		\$ 194,005

To:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 2,875
2000	Classified/Other Nonacademic Salaries	73,309
3000	Employee Benefits	25,015
4000	Supplies/Materials	46,137
6000	Capital Outlay	46,669
Total		\$ 194,005

Prepared by: Steven N. Garcia

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #1

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 9, 2016

Restricted General Fund - 17

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 53,011
5000 Other Operating Expenses/Services	344,147
Total	\$ 397,158

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 213,778
3000 Employee Benefits	2,536
4000 Supplies/Materials	128,778
6000 Capital Outlay	52,066
Total	\$ 397,158

Health Services Fund - 39

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 2,200
Total	\$ 2,200

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 2,200
Total	\$ 2,200

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 1,200
Total	\$ 1,200

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 1,200
Total	\$ 1,200

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 9, 2016

BUDGET REVISIONS
For the period 9/20/16 - 10/9/16

Unrestricted General Fund - 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882001 Donation - Arts Division	\$ 30,000
Total	\$ 30,000

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 2,571
6000 Capital Outlay	27,429
Total	\$ 30,000

Child Development Fund - 33

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
865900 General Child Care Program	\$ 874
Total	\$ 874

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 860
3000 Employee Benefits	14
Total	\$ 874

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
889000 Food Services Building - Sodexo Contribution	\$ 425,000
Total	\$ 425,000

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7950 Unassigned Fund Balance	\$ 425,000
Total	\$ 425,000

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 9, 2016

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$194,005), Restricted General Fund (\$397,158), Health Services Fund (\$2,200), and Associated Students Trust Fund (\$1,200) pursuant to the California Code of Regulations, Title 5, Section 58307.

Further authorization is requested to approve the budget revisions and allow expenditures within the Unrestricted General Fund (\$30,000), Child Development Fund (\$874), and Capital Outlay Projects Fund (\$425,000) pursuant to the California Code of Regulations, Title 5, Section 58308.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 9, 2016</u>	CONSENT
SUBJECT:	<u>Independent Contractors</u>	

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Ayala, Emiliano	Student Services - DSPS	Keynote Speaker and Facilitator – Universal Design for Learning (UDL) Symposium	1/13/17	\$2,200
Breadman, Scott	Instruction – Music	Latin Percussionist – Vocal Jazz Concert	12/1/16-2/28/17	\$3,000
Broyles, Becky	Student Services - Student Life/ Associated Students	Performer - Holiday Celebration Performance	11/29/16	\$500
Edwards, Brian	Instruction – Theater	Guitarist – Theater Production of “Anna in the Tropic”	9/29/16-10/23/16	\$500
Reyes, Kyle	Student Services - Student Life	Consultant and Keynote Speaker – Multicultural Leadership Retreat	11/19/16	\$3,200

Prepared by: Steven N. Garcia Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #2

SUBJECT: Independent Contractors

DATE: November 9, 2016

Funding Sources

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

Restricted Fund – Student Services – DSPS, Student Life (Student Equity); Instruction – Music.

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 9, 2016</u>	CONSENT
SUBJECT: <u>Agreement with General Dynamics Information Technology for 1098T Forms</u>	

BACKGROUND

The Taxpayer Relief Act (TRA) of 1997 provides education tax incentives for eligible taxpayers. The Hope Scholarship Credit and Lifetime Learning Credit allows taxpayers to reduce their federal income tax based upon qualified tuition and fees paid, assuming the taxpayer meets the eligibility requirements. The College is required to send a 1098T form to all eligible students detailing the fees they paid to the College.

ANALYSIS AND FISCAL IMPACT

General Dynamics Information Technology (GDIT) provides data management and reporting services to assist higher education institutions in meeting TRA requirements. GDIT will use a data file from Banner to produce a 1098T form for each student. The College has been contracting the base services which include the printing and mailing of the forms to the students, an electronic file that must be sent to the Internal Revenue Service (IRS), and an archive file in case the College needs to re-print the form for a student.

In order to provide better customer service to our College and students, GDIT has restructured its prices with the following additional services:

- Web service access to all current and prior year student records.
- Web advance electronic delivery service that will allow the College to review all information prior to printing.
- Customer Service 800 number support for all current and prior year student records, where students will have the option to call this toll-free number as their first avenue to answer questions, provide tuition and fee information, make corrections, and direct callers to proper sources for tax information and advice.
- The reporting to the IRS, effective with the 2016 year, of a new student Taxpayer Identification Number (TIN) certification checkbox.

The renewal of this contract includes an increase of the setup fee from \$250 to \$400 and an increase of the per student record charge from \$0.70 to \$0.86. The number of 1098T forms fluctuates based on the number of students eligible every year. Student enrollment has increased in fiscal years 2014-15 and 2015-16. It is estimated, that the fees for the 2016 year will be approximately \$11,600.

Prepared by: Steven N. Garcia Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #3

SUBJECT: Agreement with General Dynamics Information Technology for 1098T Forms

DATE: November 9, 2016

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with General Dynamics Information Technology for 1098T forms, as presented.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 9, 2016</u>	CONSENT
SUBJECT: <u>Increase to Services Contract with Sirius Computer Solutions, Inc.</u>	

BACKGROUND

Occasionally, Information Technology (IT) requires the expert services of Sirius Computer Solutions, Inc. to assist with installation or repair of hardware or software that is not currently covered under a maintenance agreement. In June, 2016 the Board approved a services contract for the not to exceed amount of \$10,000 including travel expenses. Sirius is currently assisting IT with the installation and configuration of a new enterprise server. This project will utilize the available funds; so, IT is requesting to increase the contract for the remainder of the fiscal year.

ANALYSIS AND FISCAL IMPACT

The services contract is established for use in case of an emergency or critical technology need. Approval is requested to increase the contract from \$10,000 to \$20,000 including travel expenses, for a total increase of \$10,000. The hourly rate during normal business hours is \$215. The hourly rate for after hours and weekend service is \$260. There is no increase in the hourly rate from the previous contract.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the increase to the contract with Sirius Computer Solutions, Inc., as presented.

Prepared by: Victor A. Belinski Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #4

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

DATE: November 9, 2016

CONSENT

SUBJECT: Purchase of a Campus Master Scheduling System (RFP No. 3081)

BACKGROUND

At its meeting on October 12, 2016, the Board of Trustees approved the purchase of a campus master scheduling system from CollegenET to provide comprehensive calendars for the College website and a single database of all facility usage taking place on campus for both instructional and non-instructional purposes. By interfacing with Banner, the software will also allow us to examine room usage in order to provide scheduling efficiencies.

ANALYSIS AND FISCAL IMPACT

The total first-year costs for the software licenses, implementation, on-site training, and support are \$174,600, plus travel and expenses estimated at approximately \$5,000. In order to begin implementation, CollegenET requires an initial pre-paid fee of \$99,710 for the licensed software and services.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of a campus master scheduling system (RFP No. 3081), and the pre-payment to CollegenET for the initial software and services fee, as presented.

Prepared by: William Eastham/Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

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

DATE: November 9, 2016

CONSENT

SUBJECT: Amendment to Agreement with Quality Copy, Inc.

BACKGROUND

The College has transitioned responsibility for many of the services that were previously contracted by the Mt. SAC Auxiliary Services to agreements negotiated by the College.

One of the contracts that is currently held by the Mt. SAC Auxiliary Services is with Quality Copy, Inc. (QCI). Under this contract QCI provides a facilities management cost-per-copy system of photocopiers, micrographic reader printers, print queue management printing, and a dollar bill changer in the Library and Learning Resource Center. QCI installs, operates, maintains, and services the copiers and printers, and also provides all of the paper and toner for the equipment. There is no cost to the College for these services. Instead, QCI offers a commission to the College, paid quarterly, based on the volume of monthly sales. The commission to the College is 10% of sales up to \$5,000, and 20% of sales above \$5,000. Copy and print charges are 10¢ per black and white copy, and 25¢ per color copy.

In July 2014, the original contract was amended to upgrade the equipment located in the Library and Learning Resources Center. There was no increase to the cost per copy. The new contract term was for a 60-month period through June 2019, with automatic 12-month extensions until cancelled.

The Math, Writing Center, and Disabled Student Programs and Services (DSP&S) departments recently requested that equipment be installed in each of their labs in order to provide a print queue management system for the students. This system will provide more flexibility by allowing students to place print jobs in the queue in one location and retrieve them from another location. This request necessitated another amendment to the contract to include these additional locations.

ANALYSIS AND FISCAL IMPACT

QCI has been providing timely and reliable self-serve copy and print services for the past six years. The average response time for emergency service is within four hours on weekdays and six hours Saturdays and Sundays. QCI also provides periodic preventative maintenance on all of its equipment. In addition, QCI utilizes a high quality paper and toner which yields the best copy quality and highest equipment uptime. Therefore, the College is requesting approval to: 1) transfer the contract from the Auxiliary Services to the College; and 2) amend

Prepared by: Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

SUBJECT: Amendment to Agreement with Quality Copy, Inc.

DATE: November 9, 2016

the contract for the installation of a print queue management system in the Math, Writing Center, and DSP&S labs. The Amendment will also allow the College to request that additional equipment be installed at certain locations as it deems necessary. There is no change to the rates listed in the original contract.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the amendment to the agreement with Quality Copy, Inc., as presented.

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

DATE: November 9, 2016

CONSENT

SUBJECT: Renewal Agreement with Hot Doggers, Inc. dba Gold Coast Tours

BACKGROUND

The College utilizes charter buses for transporting students and staff to athletic events, field trips, and Continuing Education programs that extend outside of a 60-mile radius. In November 2014, the College entered into a five-year agreement with Hot Doggers, Inc. dba Gold Coast Tours to provide these services.

ANALYSIS AND FISCAL IMPACT

Year two of the five-year agreement with Gold Coast Tours expires November 30, 2016. The College wishes to extend the agreement for an additional one-year period, December 1, 2016, through November 30, 2017.

Due to an increase in driver hourly wage rates and health insurance costs, Gold Coast Tours has proposed the following rate increases:

	Current Rate	Increase To	Percent Increase
35 Passenger Bus			
5-hour minimum flat rate	\$500.00	\$515.00	3.00%
Rate per hour over minimum	\$88.00	\$89.00	1.14%
Rate per mile (whichever is greater – hourly or mileage)	\$3.40	No increase	0%
48 Passenger Bus			
5-hour minimum flat rate	\$560.00	\$575.00	2.68%
Rate per hour over minimum	\$90.00	\$93.00	3.33%
Rate per mile (whichever is greater – hourly or mileage)	\$3.50	\$3.60	2.86%
Long-Distance or Out-of-State (24 hour periods)	\$950.00	\$975.00	2.63%
56 Passenger Bus			
5-hour minimum flat rate	\$575.00	\$595.00	3.48%
Rate per hour over minimum	\$95.00	\$98.00	3.16%
Rate per mile (whichever is greater – hourly or mileage)	\$3.75	\$3.85	2.86%
Long-Distance or Out-of-State (24 hour periods)	\$975.00	\$995.00	2.05%

Prepared by: Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #7

SUBJECT: Renewal Agreement with Hot Doggers, Inc. dba Gold Coast Tours

DATE: November 9, 2016

The total costs for the 2015-16 fiscal year was \$204,759. Taking the proposed rate increases into account, it is estimated that costs for the 2016-17 fiscal year will be approximately \$210,000. However, the actual costs for these services will vary depending on the number of trips taken during the 2016-17 fiscal year period.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal agreement with Hot Doggers, Inc. dba Gold Coast Tours, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 9, 2016</u>	CONSENT
SUBJECT:	<u>Continuing Education Building 40 Upgrades – Phase II, General Construction (Re-Bid No. 3133)</u>	

BACKGROUND

Phase I of the Continuing Education Building 40 renovation project was approved by the Board of Trustees in December 2015. The Phase I project provided for the renovation of 9,500 square feet of temporary space for classrooms, plus offices and support spaces.

Phase II is a continuation of remodeling this building and includes an additional 7,000 square feet with new full height walls for sound privacy, ceilings, electrical, fire sprinklers, fire alarm, and telecomm and data for offices and classroom space to support the growth in Continuing Education. This project will also include extension of the new heating, ventilation, and air conditioning system; new LED lighting that will increase energy efficiency; and improved technology for all spaces.

On October 12, 2016, the Board of Trustees rejected all bids for Phase II of the Continuing Education Building 40 Upgrades, General Construction (Bid No. 3095). Bids were rejected due to the need for clarification of the low voltage specifications. The low voltage specifications were revised and the project has been rebid.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Sixty-nine contractors were invited to participate in the bid process with twelve contractors attending the job walk. Four bids were received and publicly opened on October 11, 2016. The lowest responsive, responsible bidder is Harik Construction, Inc., located in Glendora, CA. A summary of bids is as follows:

Company/Location	Base Bid Amount
Harik Construction, Inc., Glendora, CA	\$ 997,000
Dalke & Sons Construction, Inc., Riverside, CA	\$ 1,067,680
Power Pro Plus, Rancho Cucamonga, CA	\$ 1,090,045
K.A.R. Construction, Ontario, CA	\$ 1,133,000

Prepared by: Teresa Patterson Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #8

SUBJECT: Continuing Education Building 40 Upgrades – Phase II, General Construction (Re-Bid No. 3133)

DATE: November 9, 2016

Funding Source

Measure RR (Series A) bond funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Continuing Education Building 40 Upgrades – Phase II, General Construction (Re-Bid No. 3133), and awards the project to Harik Construction, Inc., Glendora, CA, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 9, 2016</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Consultant:	H2 Environmental Consulting Services, Inc.	
	Project:	Athletics Complex East	
Item	Description:	Amount	
	Professional environmental consulting services for the asbestos and lead air monitoring for the demolition of the all buildings within the scope of the Athletics Complex East project. Services include project oversight and project documentation.	\$23,350.00	
	Contract Amount:	\$23,350.00	

#2	Consultant:	MDC Engineers	
	Project:	Deaf and Hard of Hearing Center Remodel	
Item	Description:	Amount	
	Professional engineering services for the remodel of space for the Deaf and Hard of Hearing program. This firm was selected for the project because of their previous experience as a sub consultant developing plans and specifications for mechanical and electrical systems for the entire building.	\$48,500.00	
	Contract Amount:	\$48,500.00	

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #9

SUBJECT: Professional Design and Consulting Services

DATE: November 9, 2016

#3	Consultant:	P2S Engineering	
	Project:	2015/16 State Scheduled Maintenance - Replace Electrical Equipment	
Item	Description:	Amount	
	Professional engineering services for the replacement of the electrical equipment at the Student Life building.	\$15,500.00	
	Contract Amount:	\$15,500.00	

#4	Consultant:	Alta Environmental	
	Project:	Annual Emissions Report	
Item	Description:	Amount	
	Professional consulting services to prepare the Annual Emissions Report for 2016, as required by the Southern California Air Quality Management District. Services are provided for a fixed fee.	\$3,750.00	
	Contract Amount:	\$3,750.00	

Funding Sources

Items 1 and 2 – Measure RR Bond (Series A) funds.
 Item 3 – 2015/16 State Scheduled Maintenance Grant.
 Item 4 – Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the professional design and consulting services agreements, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 9, 2016</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services – Added Services</u> <u>(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:

The Equity Center – due to changes to the building layout, additional engineering changes are necessary.

#1	Consultant:	Psomas	No.	4
	Project:	The Equity Center		
Item	Change and Justification:		Amount	
1	Additional professional engineering services due to changes in the building layout affecting civil utilities (sewer, water, and storm drain), walkways, and paving and grading.		\$14,000.00	
2	Surveying services for the development of a design survey for an accessible pathway, and pavement repair due to utility installation.		\$2,500.00	
	Total		\$16,500.00	
	Original Contract Amount		\$34,000.00	
	Net Change by Previous Amendments		\$15,500.00	
	Net Sum Prior to This Amendment		\$49,500.00	
	Amount of Amendment No. 4		\$16,500.00	
	New Contract Sum		\$66,000.00	
	Total Project Budget		\$3,245,043	
	Percentage of this Change to the Total Project Budget		0.51%	

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

SUBJECT: Professional Design and Consulting Services – Added Services
(Contract Amendments)

DATE: November 9, 2016

Athletics Complex - add scope for preparation and submission of a Notice of Lake or Streambed Alteration document to the California Department of Fish and Wildlife.

#2	Consultant:	Helix Environmental	No.	1
	Project:	Physical Education Project Environmental Impact Report		
Item	Change and Justification:		Amount	
	During a field visit to the site, the California Department of Fish and Wildlife expressed concern about the existing extension basin east of the stadium, and requested the submittal of a Notification of Lake or Streambed Alteration document, which would demonstrate how the College has incorporated design features and measures to replace habitat values. This amendment is for the preparation and submittal of this document.		\$7,200.00	
	Total		\$7,200.00	
	Original Contract Amount		\$14,915.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$14,915.00	
	Amount of Amendment No. 1		\$7,200.00	
	New Contract Sum		\$22,115.00	
	Total Project Budget		\$87,795,000.00	
	Percentage of this Change to the Total Project Budget		0.01%	

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the professional design and consulting services – added services (Contract Amendments), as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 9, 2016</u>	CONSENT
SUBJECT:	<u>Wildlife Sanctuary Gas Line Relocation Project (Contract Amendment)</u>	

BACKGROUND

On February and June, 2015 the Board of Trustees approved an agreement with The Gas Company for relocation of a gas line in the Wildlife Sanctuary. The time and material agreement was for an estimated amount as submitted by The Gas Company. Upon completion of the work, a finalized payment request has been received reflecting the actual cost.

ANALYSIS AND FISCAL IMPACT

The following contract amendment is presented for approval:

	Consultant:	The Gas Company	No.	2
	Project:	Wildlife Sanctuary Gas Line Relocation		
Item	Change and Justification:		Amount	
	Increase to reflect actual cost to move 6" gas line following completion of work.		\$5,218.75	
	Total		\$5,218.75	
	Original Contract Amount		\$30,000.00	
	Net Change by Previous Amendments		\$24,115.00	
	Net Sum Prior to This Amendment		\$54,115.00	
	Amount of Amendment No. 2		\$5,218.75	
	New Contract Sum		\$59,333.75	
	Total Project Budget		\$1,505,494.00	
	Percentage of this Change to the Total Project Budget		0.35%	

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the Contract Amendment for the Wildlife Sanctuary Gas Line Relocation project.

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #11

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

DATE: November 9, 2016

CONSENT

SUBJECT: Professional and Organizational Development Remodel (Change Order)

BACKGROUND

This project provides for the renovation of the Professional and Organizational Development offices at the Library building.

ANALYSIS AND FISCAL IMPACT

During the renovation of the building, changes are necessary to provide the College with an operational and complete project, and to provide additional items not included in the original contract. For this change order, the change was required to address punch list items not included in the original scope.

Bid No.	3001	Contractor:	GDL Best Contractors, Inc. (Utility Contractor)	CO No.	4
Item	Change and Justification:		Amount	Time	
1	Addition audiovisual cables in office not included in original scope; reprogram and install new master controls for the wireless lighting system to accommodate early occupancy; and patch and paint walls where white boards were removed.		\$3,772.00	0 days	
	Total		\$3,772.00	0 days	
	Original Contract Amount		\$175,000.00		
	Net Change by Previous Change Orders		\$40,521.00		
	Net Sum Prior to This Change Order		\$215,521.00		
	Amount of Change Order No. 4		\$3,772.00		
	New Contract Sum		\$219,293.00		
	Percentage of Change to Contract, to Date		25.31%		

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Professional and Organizational Development Remodel Change Order, as presented.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #12

SUBJECT: Personnel Transactions

DATE: November 9, 2016

Retirement

Joseph Carl, Public Safety Officer (Public Safety), effective 11/1/16

ACADEMIC EMPLOYMENT

Salary Advancements for Full-time Faculty Column Crossover, 2016-17

Coursework and/or Degree earned

Name: Bowen, Melinda
 Position: Professor, Kinesiology
 Department: Kinesiology, Athletics & Dance
 Column/Step: III-12 Salary: \$106,551.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Previously Column II, Step 11

Name: Lai, Irving
 Position: Professor, Mathematics
 Department: Mathematics, Computer Science
 Column/Step: III-10 Salary: \$99,715.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Previously Column II, Step 9

Name: Uyeki, Elizabeth
 Position: Librarian
 Department: Library & Learning Resources
 Column/Step: III-12 Salary: \$130,296.00/annual
 Job FTE: 1.00/12 months
 Effective: 7/1/16
 Remarks: Previously Column II, Step 11

Name: Wang, Allen
 Position: Professor, Counseling (International Students)
 Department: Counseling
 Column/Step: II-3 Salary: \$82,174.00/annual
 Job FTE: 1.00/11 months
 Effective: 7/1/16
 Remarks: Previously Column I, Step 3

SUBJECT: Personnel Transactions**DATE:** November 9, 2016**Professional Growth Increments, 2016-17**

\$3,454 annually for faculty after completing six semester units of course work

<u>Name</u>	<u>Department</u>	<u>Effective</u>
Engle, Tim	Counseling	7/1/16
Ferguson, Crystal Lane	Communication	8/29/16
Guo, Hong	Library	8/29/16

Salary Advancement for Part-time Faculty Column Crossover, 2016-17

Coursework and/or Degree earned

Name:	Duncan, Heather	
Position:	Adjunct	
Department:	Counseling	
Column/Step:	III-1	Salary: \$79.83/hour
Effective:	11/1/16	
Remarks:	Advancement from Column I, Step 1	

Retirement

Jill Wilkerson, Instructional Specialist, (DSP&S), effective 8/12/17

Additional Assignments

Provider	Area/Department	Service/Agreement	Dates	Amount
Alverson, David	Instruction/Music	Recording Engineer – Jazz Faculty Concerts	11/15/16-6/30/17	\$47.90/hr. Not to exceed \$400
Cahow, Matthew	Instruction/Music	Performer – Wassail Event	12/1/16-12/4/16	\$53.12/hr. Not to exceed \$400
Johnson, Mary	Information Technology	Java Training for IT Programming Staff	02/07/17-04/27/17	\$88.53/hr. Not to exceed \$2,124.72
Koba, Dean	Instruction/Music	Performer – Jazz Faculty Concert	10/15/16	\$44.72/hr. Not to exceed \$150
Thiroux, Katharine	Instruction/Music	Performer – Jazz Faculty Concert	10/15/16	\$44.72/hr. Not to exceed \$150

SUBJECT: Personnel Transactions

DATE: November 9, 2016

MANAGEMENT EMPLOYMENT

Permanent New Hire

Name: Lockhart, Heidi
 Position: Director, Honors Program New: No
 Department: Honors Program
 Range/Step: M-15, Step 4 Salary: \$128,148.00/annual
 Job FTE: 1.00/12 months
 Effective: TBD

Promotion

Name: Banks, Clarence
 Position: Director, Aspire Program New: Yes
 Department: Student Services
 Range/Step: M-09, Step 1 Salary: \$90,468.00/month
 Job FTE: 1.00/12 months
 Effective: 11/10/16
 Remarks: Previously Project/Program Coordinator

Temporary Change of Assignment

Name: Avila, Ruben
 Position: Interim Director, Grounds and Transportation New: No
 Department: Grounds
 Range/Step: M-9, Step 1 + L10 Salary: \$93,634.44/annual
 Job FTE: 1.00/12 months
 Effective: 11/15/16
 End Date: 06/30/17
 Remarks: Formerly Supervisor, Grounds

TEMPORARY EMPLOYMENT

Substitute Employees

Name	Title	Rationale	Department	Pay Rate	Hire Dates
Briones, Joshua	Admin. Spec. III	Vacancy	Research & IE	24.00	10/04/16-06/30/17
Lawson, Zsa Zsa	Kinesiology/Ath. Tech.I	Absence	Kine., Ath. & Dance	19.23	09/12/16-09/26/16
Moron, Yendiz	Admin. Spec. III	Absence	Lib. Learn. Res.	23.70	10/12/16-10/19/16
Navarro, Albert	Grnds. & Hort. Tech-Campus	Absence	Grounds	18.99	10/10/16-01/31/17

SUBJECT: Personnel Transactions**DATE:** November 9, 2016**Hourly Non-Academic Employees**

Name	Title	Department	Pay Rate	Hire Date
Akramian, Naseem	Study Skills Asst. II	The Writing Center	11.50	08/29/16-02/17/16
Bedard, Adrian	Tutor III	Tutorial Services	11.50	10/13/16-06/30/17
Garavito, Christine	Tutor IV	The Writing Center	12.75	08/29/16-02/24/17
Madero, Nathalie	Admin. Aide	Counseling	13.00	10/13/16-02/26/17
Ng, Sanny	Administrative Aide	High School Outreach	13.00	10/13/16-12/21/16

Professional Expert Employees-Extended Assignments

Name	Title	Department	Pay Rate	Hire Date
Aguilera, Lolita	CDC Teacher II	Child Development Ctr.	11.25	07/01/16-06/30/17
Alvarez, Vanessa	ECE Master Teacher I	Child Development Ctr.	13.50	09/08/16-06/30/17
Ayala, Luis	Teaching Aide	Natural Sciences	13.50	08/29/16-12/18/16
Ayala, Whitney	Teaching Aide	Natural Sciences	13.50	08/29/16-12/18/16
Baeza, Veronica	Recruiting Coordinator	Natural Sciences	25.00	08/01/16-06/30/17
Baltodano, Sarah	Program Supervisor II	Continuing Education	16.75	09/27/16-06/30/17
Barraza, Arcelia	Program Aide	Student Life	20.00	09/12/16-12/21/16
Bartiling, Katherine	Interpreter I	Continuing Education	25.00	09/01/16-06/30/17
Benz, Sandra	Registered Vet. Tech	Agricultural Sciences	12.50	08/29/16-06/30/17
Blotzer, Kerry	Tech. Expert II	Nursing	45.00	08/22/16-06/30/17
Bollier, James	Sports Publicist	Kinesiology, Ath. & Dance	16.00	09/12/16-06/30/17
Bowman, Brandin	Project Administrator	Technical Services	60.00	09/09/16-06/30/17
Brown, Amber	Tech. Expert I	Nursing	35.00	08/29/16-06/30/17
Cardiel-Sierra, Angelique	CDC Teacher II	Child Development Ctr.	11.25	07/01/16-06/30/17
Cardoza, Leslie	Ath. Injury Spec. II	Kinesiology, Ath. & Dance	26.00	09/01/16-06/30/17
Castro, Candice	Project/Program Aide	Adult Basic Education	20.00	09/01/16-06/30/17
	Teaching Aide	Adult Basic Education	13.50	09/01/16-06/30/17
Ceña, Alexi	Project/Program Aide	Continuing Education	20.00	09/12/16-06/30/17
Conte, Kelly	Project/Program Aide	Continuing Education	20.00	10/08/16-06/30/17
Cook, Christopher	Lecturer-Fire Tech.	Kinesiology, Ath. & Dance	37.50	09/01/16-06/30/17
Cozart, Bryan	Teaching Aide	Natural Sciences	13.50	08/29/16-12/18/16
Cuellar, Monique	CDC Teacher II	Child Development Ctr.	11.25	07/01/16-06/30/17
De Arco, Sebastian	Teaching Aide	Natural Sciences	13.50	08/29/16-12/18/16
De Leon-Ramos, Melly	Project/Program Aide	Child Development Ctr.	20.00	07/01/16-06/30/17
De Lira, Rebecca	CDC Teacher II	Child Development Ctr.	11.25	07/01/16-06/30/17
Dinh, Ann	CDC Teacher II	Child Development Ctr.	11.25	09/08/16-06/30/17
Drahonovsky, Doris	Tech. Expert II	Nursing	45.00	10/03/16-06/30/17
Drapes, Angela	CDC Associate I	Child Development Ctr.	10.00	09/20/16-06/30/17
Duguil, John	Teaching Aide	Natural Sciences	13.50	08/09/16-12/18/16
Escandon, Christina	Project/Program Aide	Natural Sciences	20.00	08/29/16-12/18/16
Evans, Lewis	Lecturer-Fire Tech.	Public Safety-Fire Tech.	37.50	10/12/16-06/30/17
Ewing, Lynn	Tech. Expert II	Nursing	45.00	10/03/16-06/30/17
Foster, Alea	Tech. Expert II	Nursing	45.00	08/29/16-06/30/17

SUBJECT: Personnel Transactions

DATE: November 9, 2016

Professional Expert Employees-Extended Assignments (continued)

Name	Title	Department	Pay Rate	Hire Date
Franks, Kelly	Ath. Injury Spec. II	Kinesiology, Ath. & Dance	26.00	08/01/16-06/30/17
Fuller, Jessica	Project/Program Aide	Humanities & Soc. Sci.	20.00	08/29/16-06/30/17
Galvan, Felix	Choreographer	Kinesiology, Ath. & Dance	20.00	09/01/16-06/30/17
Gilbreath, Fern	Interpreter IV	Continuing Education	41.00	09/01/16-06/30/17
Gonzales, Jordan	Aquatic Assistant III	Kinesiology, Ath. & Dance	12.00	09/01/16-06/30/17
Gonzalez, Karely	ECE Master Teacher I	Child Development Ctr.	13.50	08/29/16-06/30/17
Graffeo, Nichol	Project Expert/Specialist	Respiratory/Therapy	25.00	08/01/16-06/30/17
Green, Kristyn	ECE Master Teacher I	Child Development Ctr.	13.50	08/29/16-06/30/17
Gutierrez, Elizabeth	Project Expert/Specialist	Technology & Health	25.00	09/08/16-06/30/17
Harris, Ashley	CDC Teacher II	Child Development Ctr.	11.25	07/01/16-06/30/17
Hasenbein, John	Tutorial Spec. I	Tutorial Services	17.00	08/29/16-02/17/17
Hernandez, Joshua	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	09/01/16-06/30/17
Hilario, Debbie	CDC Teacher II	Child Development Ctr.	11.25	07/01/16-06/30/17
Hnatiw, Jerry	Lecturer-Fire Tech.	Public Safety-Fire Tech.	37.50	10/04/16-06/30/17
Huang, Linda	ECE Master Teacher I	Child Development Ctr.	13.50	08/29/16-06/30/17
Huber, Peggy	Interpreter V	Humanities & Soc. Sci.	48.00	08/29/16-06/30/17
Hyatt, Rosalind	Interpreter III	DSP&S	35.00	07/01/16-06/30/17
Kettering, Vanessa	Project Coordinator	Research & IE	35.00	10/19/16-06/30/17
Kovacks, Kenny	Project Expert/Specialist	Technology & Health	25.00	07/01/16-06/30/17
Kwan, Tomoko	Tutorial Spec. I	Tutorial Services	17.00	08/29/16-06/30/17
Lazar, Trevor	Lecturer-Fire Tech.	Public Safety-Fire Tech.	37.50	09/07/16-06/30/17
Lee, Henry	Paramedic Specialist	Medical Services	27.00	10/01/16-06/30/17
Lennear, Claudia	Tutorial Spec. I	Learning Assistance Ctr.	17.00	07/01/16-06/30/17
Luna, Karol	CDC Teacher II	Child Development Ctr.	11.25	09/08/16-06/30/17
Macias, Paige	Teaching Aide	Natural Sciences	13.50	08/29/16-12/18/16
Martin, Crystal	Real Time Captioner III	DSP&S	30.00	08/29/16-06/30/17
Martinez, Diego	Tutorial Spec. IV	Tutorial Services	23.25	08/29/16-06/30/17
Martinez, Sylvia	CDC Teacher II	Child Development Ctr.	11.25	09/08/16-06/30/17
Mass, Jason	Lecturer-Fire Tech.	Public Safety-Fire Tech.	37.50	09/01/16-06/30/17
Momayez, Saba	Tutorial Spec. I	Tutorial Services	17.00	08/29/16-06/30/17
Moreno, Emmanuel	Lecturer-Fire Tech.	Kinesiology, Ath. & Dance	37.50	09/01/16-06/30/17
Moron, Yendiz	Project/Program Aide	Instruction	20.00	08/01/16-06/30/17
Morris, Jabari	Tech. Expert II	Continuing Education	45.00	09/01/16-06/30/17
Nebedum, Adaeze	Project/Program Aide	Natural Sciences	20.00	08/29/16-12/18/16
Noboa, Christian	Paramedic Specialist	Medical Services	27.00	09/30/16-06/30/17
Nunez, Gabriela	CDC Teacher II	Child Development Ctr.	11.25	07/01/16-06/30/17
Olson, Jennifer	Interpreter V	Humanities & Soc. Sci.	48.00	08/29/16-06/30/17
Orona, Gabriel	Project Coordinator	Research & IE	35.00	10/10/16-06/30/17
O'Rourke, Timothy	Project Manager	Kinesiology, Ath. & Dance	55.00	09/01/16-06/30/17
Ortiz, Jose	Event Supervisor II	Kinesiology, Ath. & Dance	13.75	09/01/16-06/30/17
Ossner, Renee	Project/Program Aide	Natural Sciences	20.00	08/25/16-06/30/17
Ozan, Daniel	Project Coordinator	Kinesiology, Ath. & Dance	35.00	09/01/16-06/30/17
Papa, Neil	Tutorial Spec. I	Tutorial Services	17.00	08/29/16-06/30/17

SUBJECT: Personnel Transactions**DATE:** November 9, 2016**Professional Expert Employees-Extended Assignments** (continued)

Name	Title	Department	Pay Rate	Hire Date
Patton, Zachary	Lecturer-Fire Tech.	Kinesiology, Ath. & Dance	37.50	09/16/16-06/30/17
Pearson, James	Lecturer-Fire Tech.	Public Safety-Fire Tech.	37.50	09/13/16-06/30/17
Pena, Oscar	Project/Program Aide	ESL	20.00	07/01/16-06/30/17
Pennington, John	Choreographer	Kinesiology, Ath. & Dance	20.00	09/01/16-06/30/17
Peterson, Craig	Program Supervisor II	Continuing Education	16.75	09/01/16-06/30/17
Polak, Desiree	Tech. Expert I	Nursing	35.00	09/22/16-06/30/17
Potts, Jared	Lecturer-Fire Tech.	Public Safety-Fire Tech.	37.50	09/22/16-06/30/17
Quan, George	Teaching Aide	Natural Sciences	13.50	09/06/16-12/18/16
Quintana, Sergio	Interpreter I	DSP&S	25.00	08/29/16-06/30/17
Quintero, Bryan	Teaching Aide	Natural Sciences	13.50	08/29/16-12/18/16
Quiroz, Gabrielle	Project/Program Aide	Student Life	20.00	09/12/16-12/21/16
Radomski, Agnes	CDC Teacher II	Child Development Ctr.	11.25	10/17/16-06/30/17
Ramirez, Ana	Tech. Expert II	Nursing	45.00	08/29/16-06/30/17
Riley, Janet	Tech. Expert II	Nursing	45.00	08/29/16-06/30/17
Robertson, Sidney	Project Expert/Specialist	Arise	25.00	09/26/16-12/31/16
Rodriguez, Jose	Project Coordinator	Research & IE	35.00	10/15/16-06/30/17
Salce, Bryan	House Manager I	Technical Services	10.75	09/16/16-02/26/17
Samson, Ron	Ath. Injury Spec. II	Kinesiology, Ath. & Dance	26.00	08/01/16-06/30/17
Sandoval, Daniel	Theatrical Rigger I	Technical Services	12.50	08/12/16-06/30/17
Segure, Cindy	CDC Teacher II	Child Development Ctr.	11.25	07/01/16-06/30/17
Silva, Simon	Not-For-Credit-Inst. III	Upward Bound	55.00	09/24/16-02/24/17
Singarajah, Anantha	Teaching Aide	Natural Sciences	13.50	09/06/16-12/18/16
Stanley, Michael	Lecturer-Fire Tech.	Public Safety-Fire Tech.	37.50	09/22/16-06/30/17
Stute, Cathy	Project Coordinator	Research & IE	35.00	09/13/16-06/30/17
Tasedan, Hisano	Ath. Injury Spec. II	Kinesiology, Ath. & Dance	26.00	08/01/16-06/30/17
Tom-Hoon, Rory	Project Coordinator	Adult Basic Education	35.00	07/01/16-06/30/17
Toy, Jacqueline	Tech. Expert II	Nursing	45.00	10/10/16-06/30/17
Trujillo, Ky	Paramedic Specialist	Medical Services	27.00	07/01/16-06/30/17
Valderana, Mario	Lecturer-Fire Tech.	Kinesiology, Ath. & Dance	37.50	09/01/16-06/30/17
Valenzuela, Andrea	Tutorial Spec. I	Tutorial Services	17.00	08/29/16-02/16/17
Van Gerpen, Andre	House Manager II	Technical Services	12.75	07/01/16-06/30/17
VanSant, Jackie	Tech. Expert II	Continuing Education	45.00	09/01/16-06/30/17
Vazquez, Juanita	Interpreter IV	DSP&S	41.00	09/07/16-06/30/17
Vega, Gilbert	Health Prom. Spec.	Public Safety-Fire Tech.	24.00	10/10/16-06/30/17
Vela, Melissa	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	09/01/16-06/30/17
Vidauri, Perla	Teaching Aide	Natural Sciences	13.50	08/29/16-12/18/16
Villa, Alexander	Lecturer-Fire Tech.	Public Safety-Fire Tech.	37.50	10/05/16-06/30/17
Villa, Alfonso	Program Supervisor II	Adult Basic Education	16.75	07/01/16-06/30/17
Virdi, Masako	Tutorial Spec. IV	Tutorial Services	23.25	08/29/16-06/30/17
Wallace, Michael	Teaching Aide	Natural Sciences	13.50	08/29/16-12/18/16
Wolf, Zephram	Student Outreach Spec.	Earth Sciences & Astron.	12.50	09/12/16-02/19/17
Wu, Tony	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	09/01/16-06/30/17
Yates, Sheryl	Tech. Expert I	Nursing	35.00	08/29/16-06/30/17

SUBJECT: Personnel Transactions**DATE:** November 9, 2016**Student Employees**

Name	Title	Department	Pay Rate	Hire Date
Abdemour, Sandra	Student Assistant III	Tutorial Services	11.50	09/19/16-02/17/17
Abedin, Sumaia	Student Assistant I	The Writing Center	10.00	08/29/16-02/17/17
Akers, Daniel	Student Assistant I	Agricultural Sciences	10.00	08/29/16-02/25/17
Albertson, Catalina Rose	Student Assistant III	Tutorial Services	11.50	08/29/16-02/17/17
Aldana, Carlos	Student Assistant V	Tutorial Services	13.00	08/29/16-02/17/17
Aleemuddin, Muneer	Student Assistant I	Biological Sciences	10.00	08/31/16-02/26/17
Aliaga, Pamela	Student Assistant I	The Writing Center	10.00	08/29/16-02/17/17
Allan, Andrew	Student Assistant III	Natural Sciences	11.50	08/22/16-12/22/16
Amezcuca, Liz	Student Assistant IV	Upward Bound	12.25	08/29/16-12/30/16
Aneke, Eric	Student Assistant III	The Writing Center	11.50	08/29/16-02/17/17
Antig, Zachary	Student Assistant III	DSP&S	11.50	09/19/16-02/24/17
Araya, Marina	Student Assistant I	Natural Sciences	10.00	09/26/16-12/20/16
Atchison, Felin	Student Assistant II	DSP&S	10.75	09/19/16-02/24/17
	Student Assistant III	High School Outreach	11.50	10/13/16-12/21/16
Ativalu, Abigail	Student Assistant V	Career & Transfer Svcs.	13.00	10/01/16-12/21/16
	Student Assistant IV	Career & Transfer Svcs.	12.25	08/29/16-12/21/16
August, Ayanna	Student Assistant III	American Sign Language	11.50	08/29/16-12/21/16
Azabache, Samantha	Student Assistant II	The Writing Center	10.75	08/29/16-02/17/17
Baedor, Melanie	Student Assistant V	Health Services	13.00	09/22/16-02/26/17
Bailey, Derek	Student Assistant I	The Writing Center	10.00	08/29/16-02/17/17
Baker, Kerlos	Student Assistant II	Public Safety	10.75	09/22/16-02/26/17
Barbosa, Daniel	Student Assistant I	Counseling	10.00	10/01/16-12/21/16
Basurto, Tracy	Student Assistant I	Technical Services	10.00	09/29/16-02/26/17
Baydoun, Nawal	Student Assistant IV	Tutorial Services	12.25	08/29/16-02/17/17
Baydoun, Rola	Student Assistant II	Tutorial Services	10.75	08/29/16-02/19/17
Bera, Usha	Student Assistant III	The Writing Center	11.50	08/29/16-02/17/17
Bermudez, Desiree	Student Assistant II	Assessment Center	10.75	08/29/16-12/21/16
Bernal, Amber	Student Assistant IV	Financial Aid	12.25	08/29/16-12/23/16
Blas, Rodrigo	Student Assistant III	Adult Basic Education	11.50	08/29/16-02/24/17
Bodie, Shonnardo	Student Assistant III	Kinesiology, Ath. & Dance	11.50	08/29/16-12/21/16
Boileau, Stephen	Student Assistant V	Commercial & Ent. Arts	13.00	09/01/16-12/17/16
Bokelman, Cheyenne	Student Assistant III	Agricultural Sciences	11.50	09/05/16-02/24/17
Bower, Ryan	Student Assistant V	Technical Services	13.00	10/11/16-02/26/17
Bravo, Elizabeth	Student Assistant III	DSP&S	11.50	08/29/16-12/30/16
Briggs, Charles	Student Assistant V	Tutorial Services	13.00	08/29/16-02/17/17
Brow, Laura	Student Assistant V	Tutorial Services	13.00	08/29/16-02/17/17
Bucknor, Desiree	Student Assistant III	Payroll Department	11.50	09/06/16-12/21/16
Buford, Darnell	Student Assistant II	Admissions & Records	10.75	08/29/16-12/21/16
Burns, Kelynnne	Student Assistant III	Tutorial Services	11.50	08/29/16-02/17/17
Caballero, Jessica	Student Assistant IV	Upward Bound	12.25	08/29/16-12/30/16
Cabrera, Jorge II	Student Assistant IV	Upward Bound	12.25	08/29/16-12/30/16

SUBJECT: Personnel Transactions**DATE:** November 9, 2016**Student Employees** (continued)

Name	Title	Department	Pay Rate	Hire Date
Cadena, Mallori	Student Assistant II	Counseling	10.75	10/01/16-12/21/16
Cadle, Zhannell	Student Assistant I	Agricultural Sciences	10.00	08/29/16-02/25/17
Campos, Emilie	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17
Canete, Beatrice	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Cao, Binh	Student Assistant III	Tutorial Services	11.50	09/13/16-02/16/17
Cardoza, Rudy	Student Assistant IV	Tutorial Services	12.25	08/29/16-02/17/17
Carillo, Joseph	Student Assistant II	Adult Basic Education	10.75	10/01/16-02/24/17
Carrillo, Noemi	Student Assistant I	Agricultural Sciences	10.00	08/28/16-02/26/17
Carter, Demetre	Student Assistant I	Kinesiology, Ath. & Dance	10.00	08/29/16-12/21/16
Casas, Laura	Student Assistant II	Aeronautics	10.75	10/13/16-02/24/17
Casian, Abigail	Student Assistant I	ESL	10.00	08/29/16-01/08/17
Cervera, Jayra	Student Assistant IV	Counseling	12.25	08/29/16-12/21/16
Chan, Alyssa	Student Assistant III	Counseling	11.50	10/03/16-12/31/16
Chavez, Alexandria	Student Assistant II	The Writing Center	10.75	08/29/16-02/17/17
Chavez, Steven	Student Assistant IV	Tutorial Services	12.25	08/29/16-02/17/17
Chen, Haoyu	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17
Chen, Zhiwei	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17
Chou, William	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17
Cloutier, Joshua	Student Assistant IV	EOPS	12.25	08/29/16-12/21/16
Conant, Tiffany	Student Assistant II	Counseling	10.75	10/01/16-12/21/16
Cook, Justin	Student Assistant III	Tutorial Services	11.50	09/15/16-02/16/17
Cortez, Danny	Student Assistant II	Public Safety	10.75	08/29/16-02/26/17
Cosanella, Lara	Student Assistant III	Agricultural Sciences	11.50	09/06/16-02/24/17
Cossio, Abdullah	Student Assistant I	Natural Sciences	10.00	09/26/16-12/21/16
Costa, Sirena	Student Assistant V	Cons. Sci. & Des. Tech.	13.00	09/13/16-02/24/17
Crest, Justin	Student Assistant IV	Computer Infor. Systems	12.25	10/10/16-02/24/17
Cross, Lee	Student Assistant V	Commercial & Ent. Arts	13.00	09/01/16-12/17/16
Cui, Jie	Student Assistant III	Learning Assistance Ctr.	11.50	09/07/16-12/16/17
Dabney, Desiree	Student Assistant IV	Student Services	12.25	09/26/16-12/21/16
Dalman, Samantha	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
De La Cruz Cabrera, Melissa	Student Assistant III	High School Outreach	11.50	10/13/16-12/21/16
De La Cruz, Vanessa	Student Assistant III	Tutorial Services	11.50	08/29/16-02/17/17
De Lara, Pablo	Student Assistant III	High School Outreach	11.50	10/13/16-12/21/16
Denver, Dayna	Student Assistant I	Biological Sciences	10.00	10/10/16-12/15/16
DeVaughn, Danielle	Student Assistant V	Student Life	13.00	09/06/16-12/23/16
Dimitrious, Ghada	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Dizon, Courtney	Student Assistant II	DSP&S	10.75	08/29/16-02/24/17
Doyle, Sean	Student Assistant IV	The Writing Center	12.25	08/29/16-02/17/17
Draper, Angela	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Du, Hao	Student Assistant III	Tutorial Services	11.50	08/29/16-02/17/17
	Student Assistant IV	Tutorial Services	12.25	08/29/16-02/17/17
Dulay, Valerie	Student Assistant I	ESL	10.00	08/29/16-01/08/17

SUBJECT: Personnel Transactions

DATE: November 9, 2016

Student Employees (continued)

Name	Title	Department	Pay Rate	Hire Date
Duong, Mike	Student Assistant III	DSP&S	11.50	08/29/16-12/30/16
Duran, Jacqueline	Student Assistant III	The Writing Center	11.50	08/29/16-02/16/17
Ebro, Eliza	Student Assistant I	The Writing Center	10.00	08/29/16-02/17/17
Edwards, Lonnell	Student Assistant III	Research & IE	11.50	08/29/16-12/21/16
Elias, Liana	Student Assistant II	Counseling	10.75	10/01/16-12/21/16
Elvena, Matthew	Student Assistant II	Continuing Education	10.75	09/23/16-12/21/16
Engle, Shantel	Student Assistant I	Natural Sciences	10.00	09/01/16-12/31/16
Enriquez, Joey	Student Assistant III	Natural Sciences	11.50	08/29/16-12/21/16
Escobedo, Xavier	Student Assistant II	Tutorial Services	10.75	08/29/16-02/19/17
Esquivel, Pedro	Student Assistant V	Tutorial Services	13.00	08/29/16-02/11/17
Fan, Jessamine	Student Assistant V	Graphic Design	13.00	10/18/16-02/24/17
Farg, Sandy	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17
Farrar, Brooke	Student Assistant III	Tutorial Services	11.50	08/29/16-02/17/17
Ferman, Kenny	Student Assistant III	Health Services	11.50	08/29/16-12/21/16
Fernandez, Jonathan	Student Assistant III	Tutorial Services	11.50	08/29/16-02/16/17
Figueroa, Mario	Student Assistant V	Tutorial Services	13.00	08/29/16-02/16/17
	Student Assistant V	Natural Sciences	13.00	08/29/16-12/18/16
Flemings, Keshon	Student Assistant III	Kinesiology, Ath. & Dance	11.50	09/07/16-12/23/16
Flores, Hilda	Student Assistant IV	EOPS	12.25	09/05/16-12/16/16
Flores, Joanna	Student Assistant I	Child Development Ctr.	10.00	09/02/16-02/24/17
Flores, Luis	Student Assistant IV	Tutorial Services	12.25	08/29/16-02/16/17
Ford, Miranda	Student Assistant III	DSP&S	11.50	09/19/16-02/24/17
Frazier, Amanda	Student Assistant III	Child Development Ctr.	11.50	08/29/16-12/21/16
Frenandez, Khris	Student Assistant III	Health Services	11.50	08/29/16-12/21/16
Fuentes, Jaqueline	Student Assistant III	Child Development Ctr.	11.50	08/29/16-12/21/16
Fuentes, Lesley	Student Assistant I	ESL	10.00	08/29/16-01/08/17
Garay, Javier	Student Assistant III	Tutorial Services	11.50	08/29/16-02/17/17
Garcia, Jessica	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Garcia, Madeline	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Garcia, Magda	Student Assistant V	Natural Sciences	13.00	09/06/16-12/18/16
Garcia, Sara	Student Assistant III	Career & Transfer Svcs.	11.50	10/03/16-02/24/17
Gardener, Samantha	Student Assistant I	Agricultural Sciences	10.00	08/29/16-02/25/17
Ghaly, Alfred	Student Assistant II	Technology & Health	10.75	08/29/16-02/17/17
Goff, Michael	Student Assistant V	Adult Basic Education	13.00	08/29/16-02/24/17
Gomez, Danielle	Student Assistant V	Business	13.00	09/13/16-02/24/17
Gomez, Florencia	Student Assistant III	High School Outreach	11.50	10/13/16-12/21/16
Gonzales, Michael	Student Assistant I	Agricultural Sciences	10.00	10/03/16-02/25/17
Gonzalez, Perla	Student Assistant IV	Counseling	12.25	08/29/16-12/21/16
Gonzalez, Santiago Jr	Student Assistant III	High School Outreach	11.50	10/13/16-12/21/16
Grajeda, Jeffrey	Student Assistant IV	Bridge Program	12.25	08/29/16-12/21/16
Gramajo, Willy	Student Assistant III	Adult Basic Education	11.50	08/29/16-02/24/17
Guerra, Eduardo	Student Assistant III	Tutorial Services	11.50	08/29/16-02/16/17
Guo, Siyun	Student Assistant III	High School Outreach	11.50	10/13/16-12/21/16

SUBJECT: Personnel Transactions**DATE:** November 9, 2016**Student Employees** (continued)

Name	Title	Department	Pay Rate	Hire Date
Gutierrez, Francisco	Student Assistant I	Aeronautics	10.00	10/13/16-02/24/17
Gyras, Bola	Student Assistant III	Tutorial Services	11.50	08/29/16-02/17/17
Hadley, Sidonia	Student Assistant III	Counseling	11.50	09/01/16-12/21/16
Haffner, Elizabeth	Student Assistant III	Agricultural Sciences	11.50	10/20/16-02/24/17
Hafoka, Loupua	Student Assistant IV	Arise	12.25	09/26/16-12/21/16
Halliburton, Ashley A	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17
Harris, Christopher	Student Assistant III	Technology & Health	11.50	09/08/16-12/24/16
Hernandez, Edgar	Student Assistant I	Aeronautics	10.00	10/13/16-02/24/17
Hernandez, Sarah	Student Assistant III	Tutorial Services	11.50	08/29/16-02/17/17
Hernandez, Valentina	Student Assistant II	DSP&S	10.75	08/29/16-02/24/17
Hernandez, Diana	Student Assistant IV	Bridge Program	12.25	08/29/16-12/21/16
Herrera, Clara	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Hilton, Jonathan	Student Assistant III	Technology & Health	11.50	07/01/16-08/18/16
Hinrichs, Kelly	Student Assistant IV	Tutorial Services	12.25	08/29/16-02/17/17
Ho, Krystina	Student Assistant III	DSP&S	11.50	08/29/16-12/30/16
Ho, Tsung Han	Student Assistant II	Admissions & Records	10.75	09/19/16-02/26/17
Hoang, Chi	Student Assistant IV	EOPS	12.25	09/05/16-12/16/16
Horn, Crystal	Student Assistant IV	Business	12.25	09/19/16-12/21/16
Hsu, James	Student Assistant II	DSP&S	10.75	09/19/16-02/24/17
Huang, Terry	Student Assistant III	ACES	11.50	08/29/16-12/21/16
Hunter, Trent	Student Assistant III	Continuing Education	11.50	08/29/16-12/21/16
Huynh, Xuan	Student Assistant IV	EOPS	12.25	09/20/16-12/16/16
Iglesias, Priscilla	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17
Iniguez, Michelle	Student Assistant IV	Agricultural Sciences	12.25	08/29/16-02/25/17
Iskander, Miriam	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17
Jeong, Colin	Student Assistant II	The Writing Center	10.75	08/29/16-02/17/17
Jett, Dakota	Student Assistant III	Tutorial Services	11.50	08/29/16-02/17/17
Jijakli, Mohsen	Student Assistant I	Aeronautics	10.00	10/17/16-02/24/17
Jim, Michael	Student Assistant I	Agricultural Sciences	10.00	08/29/16-02/25/17
Jimenez, Adriana	Student Assistant V	Technology & Health	13.00	11/01/16-12/16/16
Joromat, Eric	Student Assistant I	Animation	10.00	08/29/16-02/24/17
Juarez, Luis	Student Assistant III	Photography	11.50	08/29/16-12/21/16
Kaaki, Sarah	Student Assistant III	High School Outreach	11.50	10/13/16-12/21/16
Kian, Sheela	Student Assistant III	DSP&S	11.50	09/19/16-02/24/17
Kim, Sharon	Student Assistant I	Agricultural Sciences	10.00	08/29/16-02/25/17
Kong, Xiaohong	Student Assistant II	Admissions & Records	10.75	09/19/16-02/26/17
Kramer, Victoria	Student Assistant I	Agricultural Sciences	10.00	08/29/16-02/25/17
Krishnan, Srividya	Student Assistant V	Agricultural Sciences	13.00	10/03/16-02/24/17
Krolik, Hannah	Student Assistant III	Aquatics	11.50	08/24/16-12/18/16
Ku Chi, Nubia	Student Assistant I	ESL	10.00	08/29/16-01/08/17
Laher, Abigail	Student Assistant I	Biological Sciences	10.00	09/06/16-02/26/17
Landeros, Miguel	Student Assistant IV	Tutorial Services	12.25	08/29/16-02/17/17
Lares, Deane	Student Assistant IV	The Writing Center	12.25	08/29/16-02/16/17

SUBJECT: Personnel Transactions**DATE:** November 9, 2016**Student Employees** (continued)

Name	Title	Department	Pay Rate	Hire Date
Lai, Mingchao	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17
Le, Khan	Student Assistant III	Business	11.50	08/29/16-12/21/16
Lee, Grace	Student Assistant I	ESL	10.00	08/29/16-01/08/17
Lee, Hoekyung	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17
Leinz, Caleb	Student Assistant IV	Upward Bound	12.25	08/29/16-12/30/16
Leon Menjivar, Andrea	Student Assistant IV	Financial Aid	12.25	08/29/16-12/23/16
Leon, Amber	Student Assistant I	ESL	10.00	09/01/16-01/08/17
Lewis, John	Student Assistant IV	The Writing Center	12.25	08/29/16-02/16/17
Li, Qixian	Student Assistant V	Natural Sciences	13.00	09/12/16-12/18/16
Lim, Gabriel	Student Assistant III	Natural Sciences	11.50	09/07/16-12/23/16
Lin, Kenny	Student Assistant V	DSP&S	13.00	08/31-16-12/18/16
Liu, Hongmei	Student Assistant III	Tutorial Services	11.50	09/16/16-02/17/17
Lizama, Breanne	Student Assistant III	High School Outreach	11.50	08/29/16-02/17/17
Lopez, Alex	Student Assistant I	Agricultural Sciences	10.00	08/29/16-02/25/17
Lopez, Anthony	Student Assistant III	ACES	11.50	08/29/16-12/21/16
Lopez, Emma	Student Assistant III	Tutorial Services	11.50	08/29/16-02/11/17
Lopez, Mark	Student Assistant III	DSP&S	11.50	08/30/16-12/30/16
Lopez, Monica	Student Assistant III	Business	11.50	08/30/16-02/24/17
Lopez, Naomi	Student Assistant III	Tutorial Services	11.50	08/29/16-02/11/17
Lopez, Raylene	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17
Lopez, Ronald	Student Assistant III	Business	11.50	09/07/16-12/18/16
Lopez, Shirley	Student Assistant IV	Instruction	12.25	09/06/16-02/24/17
Louis, Tamara	Student Assistant V	DSP&S	13.00	08/31-16-12/18/16
Low, Christopher	Student Assistant II	Technology & Health	10.75	08/29/16-02/26/17
Lu, Thuy	Student Assistant II	Admissions & Records	10.75	09/19/16-02/26/17
Lujanmonreal, Marco	Student Assistant II	Technology & Health	10.75	08/29/16-02/17/17
Luo, Tommy	Student Assistant V	Information Technology	13.00	09/13/16-02/26/17
Lyles, Kennadie	Student Assistant III	Career & Transfer Svcs.	11.50	09/21/16-12/21/16
MacDonald, Kelsey	Student Assistant I	Natural Sciences	10.00	09/26/16-12/20/16
Macias, Rhianna	Student Assistant IV	The Writing Center	12.25	08/29/16-02/16/17
Mack, Charon	Student Assistant IV	Marketing & Comm.	12.25	09/01/16-02/19/17
MacMonagle, Jennifer	Student Assistant II	Counseling	10.75	10/01/16-12/21/16
Madero, Cassandra	Student Assistant IV	Upward Bound	12.25	08/29/16-12/31/16
Magalei, Jaive	Student Assistant II	Child Development Ctr.	10.75	09/16/16-12/21/16
Magalei, Maika	Student Assistant II	Admissions & Records	10.75	09/16/16-12/21/16
Magallon, Jesus	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Maldonado, Angelica	Student Assistant I	ESL	10.00	09/01/16-01/08/17
Malhorta, Rajat	Student Assistant IV	Bridge Program	12.25	10/01/16-12/21/16
Manahan, Justinne	Student Assistant V	Tutorial Services	13.00	08/29/16-02/16/17
Manalo, Julia	Student Assistant III	Health Services	11.50	08/29/16-12/21/16
Marcellina, Grace	Student Assistant IV	EOPS	12.25	09/08/16-12/16/16
Mares, Karla	Student Assistant I	Theater	10.00	08/29/16-02/26/17
Mariscal, Mayra	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17

SUBJECT: Personnel Transactions**DATE:** November 9, 2016**Student Employees** (continued)

Name	Title	Department	Pay Rate	Hire Date
Marquez, Gilbert	Student Assistant III	Earth Sci. & Astro.	11.50	09/20/16-12/21/16
Marshall, Alicea	Student Assistant I	Professional Dev.	10.00	08/29/16-12/21/16
Martinez, Janell	Student Assistant IV	Bridge Program	12.25	08/29/16-12/21/16
Martinez-Luna, David	Student Assistant III	Bridge Program	11.50	08/29/16-12/21/16
Mayfield, Crystal	Student Assistant V	Electronics	13.00	09/08/16-02/24/17
Medel, Raymond	Student Assistant I	The Writing Center	10.00	08/29/16-02/17/17
Medina, Danielle	Student Assistant II	DSP&S	10.75	08/29/16-02/24/17
Medina, Odeth	Student Assistant IV	Upward Bound	12.25	08/29/16-12/31/16
Melendez, Rebecca	Student Assistant I	ESL	10.00	09/01/16-02/26/17
Mendoza, Jasmine	Student Assistant III	Bridge Program	11.50	08/29/16-12/21/16
Menedz, Ailyn	Student Assistant III	Student Life	11.50	09/01/16-12/23/16
Meng, Sam	Student Assistant V	Business	13.00	09/08/16-12/18/16
Mertban, Anne	Student Assistant I	ESL	10.00	09/01/16-01/08/17
	Student Assistant IV	Admissions & Records	12.25	09/15/16-02/19/17
Mesko, Abby	Student Assistant IV	EOPS	12.25	09/05/16-12/16/16
Miller, Hannah	Student Assistant III	Tutorial Services	11.50	08/29/16-02/17/17
Miller, Paige	Student Assistant V	Animation	13.00	08/29/16-02/26/17
Miranda, Yelena	Student Assistant III	Student Life	11.50	09/12/16-12/23/16
Mo, William	Student Assistant I	The Writing Center	10.00	08/29/16-02/17/17
Moala, David	Student Assistant II	Assessment Center	10.75	09/16/16-12/21/16
Mody, Paran	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Mojica, Jovany	Student Assistant IV	ACES	12.25	09/26/16-12/21/16
	Student Assistant III	Tutorial Services	11.50	08/29/16-02/17/17
Molera, Gerald	Student Assistant III	ACES	11.50	08/29/16-12/21/16
Moline, Jordan	Student Assistant III	Tutorial Services	11.50	08/29/16-02/16/17
Montiel, Johnny	Student Assistant III	Payroll	11.50	08/29/16-12/21/16
Moore, Mark	Student Assistant III	Tutorial Services	11.50	09/26/16-02/16/17
Morales, Lucky	Student Assistant III	ACES	11.50	09/26/16-02/17/17
Moreno, Sabella	Student Assistant I	The Writing Center	10.00	08/29/16-02/17/17
Morkos, Christina	Student Assistant IV	Tutorial Services	12.25	08/29/16-02/17/17
Morris, Evan	Student Assistant III	DSP&S	11.50	10/03/16-02/24/17
Morrison, Jared	Student Assistant V	Business	13.00	08/29/16-02/26/17
Murguia, Emilie	Student Assistant III	The Writing Center	11.50	08/29/16-02/16/17
Naas, Tanner	Student Assistant I	The Writing Center	10.00	08/29/16-02/17/17
Nadua, Dexter	Student Assistant V	Commercial & Ent. Arts	13.00	09/01/16-12/18/16
Naing, May	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17
Nakata, David	Student Assistant IV	Fine Arts	12.25	09/12/16-02/26/17
Navarro, Jose	Student Assistant II	Biological Sciences	10.75	09/12/16-02/26/17
Nelson, Kelly	Student Assistant V	Graphic Design	13.00	08/29/16-02/24/17
Nelson, Michael	Student Assistant II	Admissions & Records	10.75	10/03/16-02/24/17
Nguyen, Anne	Student Assistant I	The Writing Center	10.00	08/29/16-02/17/17
Nguyen, Helen (Thanh)	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Nguyen, Kenny	Student Assistant V	Tutorial Services	13.00	08/29/16-02/17/17

SUBJECT: Personnel Transactions**DATE:** November 9, 2016**Student Employees** (continued)

Name	Title	Department	Pay Rate	Hire Date
Nguyen, My	Student Assistant V	Natural Sciences	13.00	08/29/16-12/18/16
Nguyen, Tam	Student Assistant IV	Tutorial Services	12.25	08/29/16-02/17/17
Nunez, Destiny	Student Assistant IV	EOPS	12.25	08/29/16-12/21/16
Nuyda, Aneca	Student Assistant V	DSP&S	13.00	08/31-16-12/18/16
Ocegueda, Dania	Student Assistant III	ACES	11.50	09/26/16-02/17/17
Olivares, Irvin	Student Assistant V	Natural Sciences	13.00	08/31-16-12/18/16
Ordunez, Soledad	Student Assistant III	The Writing Center	11.50	08/29/16-02/17/17
Ortez, Jonnatthan	Student Assistant I	Professional Dev.	10.00	08/29/16-12/21/16
Osimowicz, Emma	Student Assistant III	Tutorial Services	11.50	08/29/16-02/17/17
Osuna, Herlen	Student Assistant III	High School Outreach	11.50	10/13/16-12/21/16
Otico, Divine	Student Assistant IV	Counseling	12.25	08/29/16-12/30/16
Pacheco, Ismael	Student Assistant III	Adult Basic Education	11.50	08/29/16-02/24/17
Padilla, Itzel	Student Assistant I	The Writing Center	10.00	08/29/16-02/17/17
Palma-Tejeda, Edith	Student Assistant IV	Bridge Program	12.25	08/29/16-12/21/16
Palmer, Michael	Student Assistant IV	Tutorial Services	12.25	08/29/16-02/17/17
Paniagua, Maricarmen	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17
Park, Su Jin	Student Assistant IV	EOPS	12.25	09/05/16-12/16/16
Pawling, Kyle	Student Assistant III	Agricultural Sciences	11.50	08/29/16-02/25/17
Pena, Kelly	Student Assistant III	Bridge Program	11.50	08/29/16-12/21/16
Perez, Briana	Student Assistant III	High School Outreach	11.50	10/13/16-12/21/16
Perez, Jose	Student Assistant IV	EOPS	12.25	09/05/16-12/16/16
Perez, Joy	Student Assistant III	Tutorial Services	11.50	09/06/16-02/16/17
Perez, Robert	Student Assistant IV	Agricultural Sciences	12.25	08/29/16-02/25/17
Pham, Charlene	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17
Pham, Christopher	Student Assistant IV	Computer Info. Systems	12.25	09/01/16-02/17/17
	Student Assistant II	Tutorial Services	10.75	09/01/16-02/17/17
Phan, Nhung	Student Assistant IV	EOPS	12.25	09/08/16-12/16/16
Piercy, Mary	Student Assistant V	Tutorial Services	13.00	08/29/16-02/17/17
Pla, Lauren	Student Assistant I	DSP&S	10.00	09/01/16-02/24/17
Pogosova, Elena	Student Assistant III	High School Outreach	11.50	10/13/16-12/21/16
Polanco, Jason	Student Assistant I	Kinesiology, Ath. & Dance	10.00	09/01/16-12/17/16
Porter, Charles	Student Assistant II	Agricultural Sciences	10.75	08/29/16-02/25/17
Portis, John	Student Assistant V	Natural Sciences	13.00	08/29/16-12/18/16
Pringle, Kristen	Student Assistant V	The Writing Center	13.00	08/29/16-02/24/17
Prizio, Victoria	Student Assistant IV	Student Health Services	12.25	09/01/16-12/16/16
Quinones, Christian	Student Assistant III	DSP&S	11.50	10/13/16-02/24/17
Quintero, Bryan	Student Assistant III	Tutorial Services	11.50	08/29/16-02/16/17
Quintero, Gabriella	Student Assistant I	ESL	10.00	08/29/16-01/08/17
Qureshi, Maryam	Student Assistant V	Technical Services	13.00	09/01/16-02/26/17
Ramirez, John	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17
Ramirez, Michelle	Student Assistant I	Agricultural Sciences	10.00	08/29/16-02/25/17
Ramos, Jocelyn	Student Assistant I	The Writing Center	10.00	08/29/16-02/17/17
Ramos, Leslie	Student Assistant I	The Writing Center	10.00	08/29/16-02/17/17

SUBJECT: Personnel Transactions**DATE:** November 9, 2016**Student Employees** (continued)

Name	Title	Department	Pay Rate	Hire Date
Rante, Marianne	Student Assistant V	Educational Aid	13.00	09/06/16-02/24/17
Razo, Elizabeth	Student Assistant II	Agricultural Sciences	10.75	08/29/16-02/26/17
Reyes, Maribel	Student Assistant I	Agricultural Sciences	10.00	08/28/16-02/26/17
Reyna, Marvin	Student Assistant V	Tutorial Services	13.00	08/29/16-02/16/17
Richardson, Axel	Student Assistant IV	Radio & Television	12.25	09/15/16-02/26/17
Riebeling, Marisela	Student Assistant I	Agricultural Sciences	10.00	08/29/16-02/25/17
Robledo, Francisco	Student Assistant I	ESL	10.00	09/01/16-02/26/17
Robles, Natalia	Student Assistant II	Admissions & Records	10.75	09/19/16-02/26/17
Robles, Nicholas	Student Assistant I	Earth Sci. & Astro.	10.00	09/06/16-12/18/16
Rocio, Marco	Student Assistant V	Natural Sciences	13.00	08/31/16-02/18/17
Rodriguez Soriano, Vanessa	Student Assistant I	Child Development Ctr.	10.00	09/08/16-12/24/16
Rodriguez, Alexis	Student Assistant II	Adult Basic Education	10.75	09/28/16-02/24/17
Rodriguez, Carolina	Student Assistant IV	Tutorial Services	12.25	08/29/16-02/16/17
Rodriguez, Marco	Student Assistant IV	Fine Arts	12.25	09/15/16-02/28/17
Roeske, Alison	Student Assistant V	The Writing Center	13.00	08/29/16-02/16/17
Rojo, Abraham	Student Assistant III	Student Life	11.50	09/01/16-12/21/16
Rowlette, Becky	Student Assistant III	DSP&S	11.50	08/29/16-12/30/16
Rubio, Nikita	Student Assistant III	Information Technology	11.50	09/15/16-02/26/17
Ruiz, Brian	Student Assistant IV	Facilities, Plan. Mgmt.	12.25	08/29/16-02/26/17
Saenz, Ana	Student Assistant I	Agricultural Sciences	10.00	08/29/16-02/25/17
Salamah, Ala	Student Assistant I	The Writing Center	10.00	08/29/16-02/17/17
Sanchez, Gustavo	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17
Sanchez, Xochitl	Student Assistant II	DSP&S	10.75	08/29/16-02/24/17
Sandoval, Kassandra	Student Assistant III	Bridge Program	11.50	08/29/16-12/21/16
Sandoval, Melissa	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17
Saucedo, Jose	Student Assistant V	Natural Sciences	13.00	08/29/16-12/18/16
Schaupp, Matthew	Student Assistant V	Tutorial Services	13.00	08/29/16-02/17/17
Schexnayder, Kevin	Student Assistant III	Kinesiology, Ath. & Dance	11.50	08/29/16-12/21/16
Schiffman, Rachel	Student Assistant II	Tutorial Services	10.75	10/03/16-02/17/17
Scott, Lindsey	Student Assistant I	Agricultural Sciences	10.00	06/19/16-06/30/16
	Student Assistant I	Agricultural Sciences	10.00	07/01/16-08/28/16
Seumalo, Kataferu	Student Assistant III	Tutorial Services	11.50	08/29/16-12/21/16
Shah, Manali	Student Assistant III	Tutorial Services	11.50	08/29/16-02/16/17
Shamin, Aman	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17
Shamsi, Wajeaha	Student Assistant IV	EOPS	12.25	09/05/16-12/16/16
	Student Assistant IV	Upward Bound	12.25	08/29/16-12/30/16
Shen, Chris	Student Assistant IV	Student Services	12.25	08/29/16-12/30/16
Sherman, Dominic	Student Assistant IV	Financial Aid	12.25	08/29/16-12/23/16
Sifuentes, Sergio	Student Assistant I	Child Development Ctr.	10.00	09/12/16-02/24/17
Silguero, Lerith	Student Assistant III	Tutorial Services	11.50	09/19/16-02/16/17
Siufanua, KJ	Student Assistant II	Arise	10.75	08/29/16-12/21/16
Skeene, Mitchell	Student Assistant I	Aeronautics	10.00	10/19/16-02/24/17

SUBJECT: Personnel Transactions**DATE:** November 9, 2016**Student Employees** (continued)

Name	Title	Department	Pay Rate	Hire Date
So, Anthony	Student Assistant III	The Writing Center	11.50	08/29/16-02/16/17
Soares, Kailey	Student Assistant IV	Technology & Health	12.25	09/27/16-02/26/17
Soemardy, Ebryanto	Student Assistant III	Tutorial Services	11.50	08/29/16-02/17/17
Soliai, Nathan	Student Assistant III	Student Life	11.50	08/29/16-12/21/16
Solis, Daniel	Student Assistant III	Information Technology	11.50	09/15/16-02/26/17
Solis, Nicole	Student Assistant I	Agricultural Sciences	10.00	08/29/16-02/26/17
Sommers, Nikolai Xavier	Student Assistant III	Tutorial Services	11.50	08/29/16-02/17/17
Soto, Brayan	Student Assistant I	Child Development Ctr.	10.00	10/13/16-02/24/17
Speak, Margaret	Student Assistant IV	Business	12.25	10/10/16-02/24/17
Stegner, Lisa	Student Assistant V	The Writing Center	13.00	08/29/16-02/17/17
Tabuena, Vincent	Student Assistant III	Tutorial Services	11.50	08/29/16-02/16/17
Tadrous, Monika	Student Assistant III	Technology & Health	11.50	08/29/16-02/17/17
Tang, Phat	Student Assistant IV	EOPS	12.25	09/05/16-12/16/16
Tapia Lopez, Saydi	Student Assistant III	Bridge Program	11.50	08/29/16-12/21/16
Tarog, Archeia	Student Assistant IV	Admissions & Records	12.25	09/15/16-02/19/17
Taylor, Ezekiel	Student Assistant III	Admissions & Records	11.50	08/29/16-12/30/16
Taylor, Tianna	Student Assistant II	Counseling	10.75	10/01/16-12/21/16
Tellez, Ashley	Student Assistant I	The Writing Center	10.00	08/29/16-02/17/17
	Student Assistant V	DSP&S	13.00	08/29/16-12/18/16
Thomas, Yasmin	Student Assistant III	High School Outreach	11.50	10/13/16-12/21/16
Tikande, Koto	Student Assistant IV	Upward Bound	12.25	08/29/16-12/30/16
Tram, Peter	Student Assistant III	Tutorial Services	11.50	08/29/16-02/16/17
Tran, Nguyet	Student Assistant IV	EOPS	12.25	09/05/16-12/16/16
Tran, Vu	Student Assistant III	Tutorial Services	11.50	08/29/16-02/17/17
Trujillo-Negrete, Adriana	Student Assistant IV	Counseling	12.25	08/29/16-12/21/16
Tse, Crystal	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17
Tu, Jimmy	Student Assistant IV	Computer Infor. System	12.25	09/08/16-12/24/16
Tuia, Harvest	Student Assistant III	Career & Transfer Svcs.	11.50	08/29/16-12/21/16
Tuivaiave, Jacob	Student Assistant II	Kinesiology, Ath. & Dance	10.75	10/01/16-12/21/16
Turner, Kyle	Student Assistant IV	Fine Arts	12.25	10/03/16-02/27/17
Ueda, Seiji	Student Assistant III	Tutorial Services	11.50	09/19/16-02/16/17
Urcino, Kathy	Student Assistant IV	Upward Bound	12.25	08/29/16-12/30/16
Vainikolo, Atunaisa	Student Assistant III	ACES	11.50	08/29/16-12/21/16
Valdes, Gretchen	Student Assistant III	Technology & Health	11.50	10/03/16-02/24/17
Valdez, Joshua	Student Assistant I	Child Development Ctr.	10.00	09/22/16-12/21/16
Valladares, Dunia	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Van Zutphen, Jenna	Student Assistant III	Agricultural Sciences	11.50	09/06/16-02/24/17
	Student Assistant V	Agricultural Sciences	13.00	08/29/16-02/26/17
Van, Osmond	Student Assistant III	Tutorial Services	11.50	08/29/16-02/17/17
	Student Assistant II	Agricultural Sciences	10.75	08/29/16-02/25/17
Vaquerano, Carolina	Student Assistant II	Tutorial Services	10.75	08/29/16-02/17/17
Vargas, Erica	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Vasquez, Liliana	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17

SUBJECT: Personnel Transactions**DATE:** November 9, 2016**Student Employees** (continued)

Name	Title	Department	Pay Rate	Hire Date
Vazquez-Ceja, Jorge	Student Assistant III	High School Outreach	11.50	10/13/16-12/21/16
	Student Assistant IV	Bridge Program	12.25	08/29/16-12/21/16
Velasco - Garcia, Liliana	Student Assistant IV	Humanities & Social Sci.	12.25	08/29/16-12/21/16
Velasco, Diana	Student Assistant III	The Writing Center	11.50	08/29/16-02/16/17
Veliz, Jonah	Student Assistant II	Tutorial Services	10.75	09/26/16-02/17/17
Veloz, Adrian	Student Assistant IV	Tutorial Services	12.25	08/29/16-02/17/17
Vera, Evelyn	Student Assistant I	The Writing Center	10.00	08/29/16-02/17/17
Verma, Mitu	Student Assistant III	DSP&S	11.50	09/12/16-12/31/16
Villa, Abigail	Student Assistant III	Learning Resource Ctr.	11.50	08/29/16-12/21/16
Villa, Maria	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Villafuerte, Juan Marco	Student Assistant II	Tutorial Services	10.75	10/03/16-02/17/17
Villagarcia, Jessica	Student Assistant I	Biological Sciences	10.00	09/19/16-12/16/16
Villanueva, Adrian	Student Assistant IV	Animation	12.25	08/29/16-02/26/17
Villaverde, Anika	Student Assistant I	The Writing Center	10.00	08/29/16-02/17/17
Villeda, Ingris	Student Assistant I	Fiscal Services	10.00	01/09/17-02/26/17
Vincent, Kameron	Student Assistant III	The Writing Center	11.50	08/29/16-12/21/16
Voong, Koren	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Waintal, Melody	Student Assistant I	Aquatics	10.00	09/01/16-02/26/17
Wallace, Dewayne	Student Assistant IV	Student Services	12.25	08/29/16-12/30/16
Wangsadipura, Amy	Student Assistant V	Humanities & Social Sci.	13.00	08/29/16-02/24/17
White, Michael	Student Assistant V	Graphic Design	13.00	08/29/16-02/24/17
Wilkerson, D'Andre	Student Assistant III	Kinesiology, Ath. & Dance	11.50	08/29/16-12/21/16
Wilkie, David	Student Assistant I	Agricultural Sciences	10.00	08/29/16-02/25/17
Williams, Courtney	Student Assistant V	Agricultural Sciences	13.00	08/27/16-02/25/17
Wolde, Dagnachew	Student Assistant IV	Tutorial Services	12.25	08/29/16-02/19/17
Woolvett, Mackenzie	Student Assistant III	Agricultural Sciences	11.50	09/06/16-02/24/17
	Student Assistant IV	Agricultural Sciences	12.25	08/29/16-02/25/17
Wu, Hannah	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Xue, Kevin	Student Assistant III	Tutorial Services	11.50	09/19/16-02/17/17
Yap, Karmen	Student Assistant II	Admissions & Records	10.75	09/19/16-02/26/17
Yassa, Anthony	Student Assistant III	Bridge Program	11.50	08/29/16-12/21/16
Yeoh, Yan Chun	Student Assistant II	Admissions & Records	10.75	09/19/16-02/26/17
Yoo, Diana	Student Assistant I	The Writing Center	10.00	08/29/16-02/17/17
Zapata, Alexander	Student Assistant V	Adult Basic Education	13.00	09/01/16-02/24/17
Zendejas-Salcedo, Trinidad	Student Assistant IV	Agricultural Sciences	12.25	08/29/16-02/25/17
Zhang, Charlotte	Student Assistant III	Humanities & Social Sci.	11.50	10/17/16-02/24/17
Zubieta, Lorenzo	Student Assistant V	Electronics	13.00	09/13/16-02/24/17
Zuniga, Adrian	Student Assistant III	Air Cond., Water, & Wld.	11.50	08/29/16-12/21/16
	Student Assistant I	Air Cond., Water, & Wld.	10.00	08/29/16-12/21/16

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

DATE: November 9, 2016

CONSENT

SUBJECT: Contract Agreement with Kandid Graphics

BACKGROUND

The next Accreditation visit will be conducted March 6–9, 2017, under the new Accreditation Standards released by the Accrediting Commission for Community and Junior Colleges (ACCJC) in June 2014. The *Institutional Self Evaluation Report in Support of Reaffirmation of Accreditation* draft is being designed and will soon be sent to an off-site vendor for full color printing and binding.

ANALYSIS AND FISCAL IMPACT

Authorization is requested to contract with Kandid Graphics to print approximately 100 full color and bound Self Evaluation Reports at a cost not to exceed \$12,000.

Funding Source

Unrestricted General Fund (\$12,000).

RECOMMENDATION

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

Recommended by: Bill Scroggins Reviewed by: Irene M. Malmgren
Agenda Item: Consent #16

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 9, 2016</u>	CONSENT
SUBJECT:	<u>Sabbatical Leave Reports for Academic Years 2014-15 and 2015-16</u>	

BACKGROUND

The current agreement between the College and the Faculty Association provides that, upon return from a sabbatical leave, the faculty member submits a written report to the Board of Trustees. These reports are processed through the Salary and Leaves Committee.

ANALYSIS AND FISCAL IMPACT

The Salary and Leaves Committee has reviewed a total of four reports submitted by academic employees who were granted sabbatical leaves during the 2014-15 and 2015-16 academic years.

The Committee evaluated the reports upon established criteria to assure they were comprehensive and fulfilled the sabbatical leave agreement. The reports have been accepted for presentation to the Board of Trustees with a recommendation by the Vice President of Instruction for acceptance by the Board. A summary of each report is attached. Reports from the following individuals are being submitted to the Board of Trustees for review:

Joshua Knapp, Ph.D.
Thomas F. Edson

Liesel Reinhart
Jennifer L. Leader, Ph.D.

Upon acceptance by the Board, these reports will be kept on file in the Library for review by interested faculty members.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the sabbatical leave reports, as presented.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Irene M. Malmgren</u>
		Agenda Item:	<u>Consent #17</u>

SUBJECT: Sabbatical Leave Reports for Academic Years 2014-15 and 2015-16

DATE: November 9, 2016

Joshua Knapp, Ph.D., Psychology - This report details the activities of a study sabbatical completed by Professor Knapp during the academic year 2014-15. Professor Knapp completed 24.6 semester units (equivalent) of graduate and professional development courses from California State University, East Bay and San Francisco State University in two related pedagogical areas; online teaching and learning and instructional technologies. A professional development certificate in online teaching and learning was obtained. Additionally, Professor Knapp designed and developed online curriculum, instructional podcasts, animations, videos, a website, and conducted a Flex Day workshop for psychology faculty in the use of technology in the classroom using current best practices in online education and E Learning design and delivery.

Leisel Reinhart, Communication - Professor Reinhart's study/project combination project (Spring 2015) involved doctoral coursework in educational leadership from the University of La Verne as well as work writing, directing, and leading education programming for the nation *it gets better* tour. The study component included courses in organizational behavior and organizational development theory as well as dissertation research focusing on "allyship" in the LGBTQ community. Through this sabbatical Professor Reinhart was able to update course outlines, create new class assignments, and present a professional development workshop to improve our campus LGBTQ climate.

Thomas F. Edson, English, Literature, and Journalism - This sabbatical project (Spring 2015 and Fall 2016) examines the history and theoretical foundations of ecocriticism, reviews and identifies theorizing practices in ecocritical scholarly literature, and evaluates the effectiveness of ecocritical theory in identifying important social and cultural values embedded in the movement to establish wilderness areas and national parks in the United States. The project specifically aims at embedding ecocriticism into cross-disciplinary application with the intention of enhancing and developing essential student learning outcomes.

Jennifer L. Leader, Ph.D., American Language and English - American poetry is a pedagogical "super food": it can be used in the classroom to teach critical thinking, reading comprehension, rhythmic patterns of American speech, and cultural and historical competency. During Spring 2015, Professor Leader researched, designed, and produced an American poetry toolbox for use by interested faculty teaching American Language and pre-1A English courses. The toolbox includes an overview of recent scholarship on pedagogical uses of poetry in English for Academic Purposes classrooms and a corresponding rationale for its use at Mt. SAC. It also includes, at beginning, intermediate, and advanced levels: 1) short historical and literary backgrounds of included poems and poets, 2) explanation of key points of rhythm and theme, 3) sample guiding questions and exercises for previewing, reading, and writing responses to poems, and 4) suggestions for incorporation of the toolbox into an instructor's semester plan of assignments.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 9, 2016</u>	CONSENT
SUBJECT:	<u>School of Continuing Education Additions</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

1. New Contracts

Agency (Description of Services)	Expenses	Fee
<p><u>Contract #1617-005</u> All Americas Group 1951 Olympus Avenue Hacienda Heights, California 91745</p> <p>English and American Culture Camps January 9, 2017 – February 24, 2017</p> <p>Target Audience: Children, Grades 5-12 from China</p> <p>Content: ESL and American culture instruction, campus tours and outdoor group activities</p> <p>Outcomes: Practice and improvement in English language and a better understanding of American culture</p>	<p>Details: Instructors @ \$50/hr: Hayes, Mihaela Madrigal, Yahaira Monges, Debra Mounsey, Olivia Pena, Kathleen Perez, Nelida Rivera, Edith Janet Romero, Vienessa Sunnaa, Andrea Vanegas, Yazmin Wilson, Ruth</p> <p>Supplies - \$50/class</p>	<p>\$800/day</p>

Prepared by: Madelyn A. Arballo Reviewed by: Irene M. Malmgren
 Recommended by: Bill Scroggins Agenda Item: Consent #18

SUBJECT: School of Continuing Education Additions and Changes

DATE: November 9, 2016

<p><u>Contract #1617-004</u> Metropolitan Water District of Southern California – Apprenticeship Program 33752 Newport Road Winchester, California 92596</p> <p>January 3, 2017, – June 30, 2017</p> <ul style="list-style-type: none"> Welding Instruction 	<p>\$12,600</p> <p><u>Details:</u> Instructor: Garcia, Daniel 46 hours @ \$88.53/hour, not to exceed \$4,100</p> <p>Instructor: Eisley, Ben 50 hours @ \$70/hour not to exceed \$3,500</p> <p>Supplies - \$4,000 Miscellaneous - \$1,000</p>	<p>\$24,980</p>
<p><u>Contract #1718-001</u> All Americas Group 1951 Olympus Avenue Hacienda Heights, California 91745</p> <p>English and American Culture Camps June 19, 2017 – August 25, 2017</p> <p>Target Audience: Children, Grades 5-12 from China</p> <p>Content: ESL and American culture instruction, campus tours and outdoor group activities</p> <p>Outcomes: Practice and improvement in English language and a better understanding of American culture</p>	<p><u>Details:</u> Instructors @ \$50/hr: Hayes, Mihaela Madrigal, Yahaira Monges, Debra Mounsey, Olivia Pena, Kathleen Perez, Nelida Rivera, Edith Janet Romero, Vienessa Sunnaa, Andrea Vanegas, Yazmin Wilson, Ruth</p> <p>Supplies - \$50/class</p>	<p>\$800/day</p>

SUBJECT: School of Continuing Education Additions and Changes

DATE: November 9, 2016

2. Curriculum

Course Title/Program	
BSHS SPNS1	High School Spanish for Native Speakers 1
BSHS SPNS2	High School Spanish for Native Speakers 2
DSPS IAEP	Interacting with Emergency Personnel and Authorities

Funding Source

Community Services: Student Registration Fees.

RECOMMENDATION

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

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

DATE: November 9, 2016

CONSENT

SUBJECT: Affiliation Agreement with Arcadia Radiology Medical Group

BACKGROUND

Students enrolled in the Radiologic Technology Program require use of facilities for training. Arcadia Radiology Medical Group located in Arcadia, California, has agreed to accept Radiologic Technology students and will provide our students with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

The new affiliation agreement between Mt. SAC and Arcadia Radiology Medical Group is the standard Mt. SAC agreement. No changes or amendments have been made.

The agreement shall be effective January 9, 2017, through January 8, 2020.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approve the affiliation agreement with Arcadia Radiology Medical Group, as presented.

Prepared by: Jemma Blake-Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #19

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 9, 2016</u>	CONSENT
SUBJECT: <u>Affiliation Agreement with Insight Imaging</u>	

BACKGROUND

Students enrolled in the Radiologic Technology Program require use of facilities for training. Insight Imaging located in Monterey Park, California, has agreed to accept Radiologic Technology students and will provide our students with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

The new affiliation agreement between Mt. SAC and Insight Imaging is the standard Mt. SAC agreement. No changes or amendments have been made.

The agreement shall be effective January 9, 2017, through January 8, 2020.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the affiliation agreement with Insight Imaging, as presented.

Prepared by: Jemma Blake-Judd Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #20

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

DATE: November 9, 2016

CONSENT

SUBJECT: Child Development Center Acceptance of Los Angeles Universal
Preschool/Quality Rating and Improvement System Grant Fund Increase

BACKGROUND

Los Angeles Universal Preschool (LAUP) received funds from the Quality Rating and Improvement System (QRIS) Block Grant authorized by Senate Bill 858 (Chapter 32, Statutes of 2014) for the support of local early learning programs. Part of the block grant-Facilities Development Grant directs funds to improve the outdoor learning environment or playground for participating grantees. The Child Development Center and Laboratory School has been awarded \$125,000, an increase from the initial \$70,000 awarded, which was approved at the August 17, 2016, Board Meeting.

ANALYSIS AND FISCAL IMPACT

Enhancement projects will be carried out with grant funds. Matching funds are not required.

Funding Source

LAUP and California Department of Education - QRIS Block Grant.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the grant funds from LAUP/QRIS Block Grant, as presented.

Prepared by: Tamika Addison/Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #21

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 9, 2016</u>	CONSENT
SUBJECT:	<u>Child Development Center Contract Amendments</u>	

BACKGROUND

At the June 22, 2016, Board Meeting, Mt. San Antonio College’s Child Development Center received authorization to receive contract numbers CCTR-6106 and CSPP-6209. These contracts have been amended to reflect an increase in the maximum reimbursable amount (MRA), the Standard Reimbursement Rate (SRR), and minimum child day enrollment requirements. This change represents a 10% increase and is effective January 1, 2017.

ANALYSIS AND FISCAL IMPACT

For contract number CCTR-6106, the MRA increased from \$586,715 to \$616,852 and the SRR increased from \$38.21 to \$40.12. The minimum child day enrollment requirement increased from 15,355 to 15,375.

For contract number CSPP-6209, the MRA increased from \$299,084 to \$314,447 and the SRR increased from \$38.46 to \$40.38. The minimum child day enrollment requirement increased from 7,776 to 7,787.

The contract periods are from July 1, 2016, through June 30, 2017.

Funding Source

California Department of Education, Early Education Support Division, formerly the Child Development Division.

RECOMMENDATION

It is recommended that the Board of Trustees approves and accepts the contract amendments with the California Department of Education, Early Education Support Division, as presented.

Prepared by: <u>Tamika Addison/Jennifer Galbraith</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #22</u>

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

DATE: November 9, 2016

CONSENT

SUBJECT: Center of Excellence 2016-17 Contract with Yosemite Community
College District

BACKGROUND

The Center of Excellence (COE) is funded by the California Community Colleges Chancellors Office, as part of the “Doing What Matters for Jobs and the Economy” framework. The COE provides technical assistance in the Los Angeles and Orange counties. In partnership with business and industry, COE researches, analyzes, and presents regional labor market information needs customized for community colleges.

ANALYSIS AND FISCAL IMPACT

Yosemite Community College District is contracting with the Los Angeles and Orange County Region’s COE, hosted by Mt. San Antonio College, to provide research analyst support for the Central Valley/Mother Lode Region COE. Data will be collected using multiple sources to support the Regional Labor Market Assessment for the Central California Region. Once data has been collected, visuals such as tables, charts, and graphs will be developed. Analysis of findings will be done post-creation of visuals. The final phase of this project will include proof-reading, formatting the visuals and narrative, and the creation of all appendices.

The contract period will be November 14 through December 30, 2016, at a cost of \$1,500.

Funding Source

Yosemite Community College District Grant.

RECOMMENDATION

It is recommended that the Board of Trustees approves the COE’s contract with Yosemite Community College District as presented.

Prepared by: Lori Sanchez/Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #23

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

DATE: October 7, 2016

CONSENT

SUBJECT: Contract Agreement with Laguna Cliffs Marriott Resort & Spa for the
2017 Management Retreat

BACKGROUND

The Management Professional Development Committee (MPDC), in collaboration with the Professional and Organizational Development Manager, are coordinating a two-day retreat for management personnel. The retreat will focus on leadership, teambuilding, wellness, and strategic planning. These topics were expressed needs from a Fall 2016 Management Professional Development needs survey. The retreat will be held from January 5-6, 2017, at the Laguna Cliffs Marriott Resort & Spa. Attendees will have the option to stay overnight at the hotel or attend the retreat during the day. As a result, 35 rooms are reserved to accommodate those attendees who will stay overnight.

ANALYSIS AND FISCAL IMPACT

The Laguna Cliffs Marriott Resort & Spa offers a package that includes food, overnight stay, parking, audio visual set up, and meeting rooms. Authorization is requested to provide the facility with required advance payment (deposit) of \$5,000, with a total cost not to exceed \$30,000. This does not include team building activities or supplies; therefore, MPDC is in the process of identifying third party vendors and the associated cost to provide supplies and team building activities. Authorization is additionally requested for the purchases of food and supplies, not to exceed \$10,500.

Funding Source

Unrestricted General Fund (\$40,500).

RECOMMENDATION

It is recommended that the Board of Trustees approves contract with Laguna Cliffs Marriott Resort & Spa and additional expenses, as presented.

Prepared by: Stacey Gutierrez

Reviewed by: Irene Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #24

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

DATE: November 9, 2016

CONSENT

SUBJECT: Public Art Project by Artist John O'Brien: Concept and Design for the
Mt. SAC Veterans Resource Center

BACKGROUND

The Mt. SAC Veterans Resource Center provides a variety of services to support our student veterans. As part of the new Veterans Resource Center a Public Art Project by artist John O'Brien will be displayed to honor our veterans.

ANALYSIS AND FISCAL IMPACT

The Public Art Project proposal from John O'Brien is organized in four phases: 1) Design; 2) Site Alignment, Refinement, and Fundraising; 3) Fabrication Oversight; and 4) Installation Guidance and Oversight. The project will also involve John meeting with shareholders and public interfacing. John will prepare documents as appropriate and purchase materials. Expenses for the four-phase project are as follows:

Phase 1 – Design, not to exceed \$7,500 (includes an advance payment deposit not to exceed \$3,750); honoraria for concept, sketches, and model(s) as appropriate, not to exceed \$5,000; and project sample techniques, material acquisition, and material tests, not to exceed \$2,500;

Phase 2 – Meetings and all materials required for refining the project including interfacing with American's with Disabilities Act compliance, safety, and engineering experts, not to exceed \$2,500 (includes an advance payment deposit not to exceed \$1,250);

Phase 3 – Meetings and materials required for overseeing the fabrication process including implementation of design standards and quality control, not to exceed \$5,000 (includes an advance payment deposit not to exceed \$2,500); and

Phase 4 – Meetings and materials required for overseeing the installation process including implementation of design decisions and quality control, not to exceed \$5,000 (includes an advance payment deposit not to exceed \$2,500).

Funding Source

Unrestricted General Fund (\$20,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves funding the concept and design of the phases of the Public Art Project proposal, including advance payment, as presented.

Prepared by: Sue Long Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins Agenda Item: Consent #25

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

DATE: November 9, 2016

CONSENT

SUBJECT: New, 4-Year Review, Modified Courses, Modified Certificates, and
Modified Degrees Effective with the 2017-18 Academic Year

BACKGROUND

The following courses, certificates and degrees have been created or modified to meet Title 5 requirements and to provide additional general education or program options, meet industry requirements, and respond to advisory committee recommendations.

New Courses

Course Title

ARTD 48A

Letterpress Book Arts

CHLD 79

Infant and Toddler Care and Education

4-Year Review

Course Title

AD 4

Issues in Domestic Violence

AD 9

Family Counseling

AGAG 1

Food Production, Land Use, and Politics - A Global Perspective

ARTD 20

Design: Two-Dimensional

ARTS 31

Ceramics: Advanced Studio

BUSA 8

Principles of Accounting - Managerial

CISB 21

Microsoft Excel

CISP 52

Mobile Device Programming

CISP 52L

Mobile Device Programming Laboratory

DSPS 33

Strategies for Success in Math for Students with Disabilities

ELEC 10

Introduction to Mechatronics

ELEC 51

Semiconductor Devices and Circuits

ELEC 81

Laboratory Studies in Electronics Technology

ENGL 1C

Critical Thinking and Writing

ENGL 1CH

Critical Thinking and Writing - Honors

ENGL 75

Vocabulary Building

ENGR 41

Dynamics

HIST 3

World History: Prehistoric to Early Modern

HIST 3H

World History: Prehistoric to Early Modern - Honors

HIST 4

World History: Early Modern to the Present

HIST 4H

World History: Early Modern to the Present – Honors

LIT 47

The Bible As Literature: New Testament

Prepared by: Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #26

SUBJECT: New, 4-Year Review, Modified Courses, Modified Certificates, and Modified Degrees Effective with the 2017-18 Academic Year

DATE: November 9, 2016

MATH 120	Finite Mathematics
MUS 13	Introduction to Music Appreciation
MUS 13H	Introduction to Music Appreciation - Honors
NURS 4	Maternity Nursing
PHOT 10	Basic Digital and Film Photography
R-TV 31	History of Radio DJs
RESD 57B	Special Procedures for Respiratory Care
THTR 14	Stagecraft

Modified Courses

Course Title

AHIS 15	Culture and Art of Pompeii
ARTC 160	Typography
CHLD 66	Early Childhood Development Observation and Assessment
ELEC 54A	Industrial Electronics
PHOT 11A	Intermediate Photography
PHOT 11B	Typography
PHOT 12	Photographic Alternatives
PHOT 14	Commercial Lighting
PHOT 24	Advanced Digital Image Editing for Photographers
PLGL 35B	Law Office Technology
R-TV 32	Photographic Alternatives

Modified Certificates

Children's Program: Administration
 Graphic Design – Level I
 Photography – Level I
 Photography – Level II
 Photography Digital Technician

Modified Degrees

Fine Arts AA
 Photography AS

SUBJECT: New, 4-Year Review, Modified Courses, Modified Certificates, and Modified Degrees Effective with the 2017-18 Academic Year

DATE: November 9, 2016

ANALYSIS AND FISCAL IMPACT

New, four-year review, modified courses, and modified degrees and certificates were developed and approved by their respective College departments and Divisions. Documentation has been reviewed by the Educational Design Committee and approved by the Curriculum and Instruction Council.

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

Funding Source

Not Applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the above curriculum additions and changes effective with the 2017-18 academic year, as presented.

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

DATE: November 9, 2016

CONSENT

SUBJECT: Contract Amendment with the Foundation for California Community
Colleges: Career Ladders Project

BACKGROUND

Mt. San Antonio College currently has a Basic Skills and Student Outcomes Transformation Program grant, funded by the California Community Colleges Chancellor's Office. The College will implement the following high-impact practices to respond to the needs of students placing into basic skills courses: develop an English co-requisite model for students who place into basic skills writing; develop a new accelerated, non-degree-applicable, basic skills writing course; develop an onboarding process for incoming freshmen that clusters students into areas of interest; contextualize basic skills courses around students' identified career clusters; and embed tutors for pilot sections of the English co-requisite model, the English accelerated model, and contextualized learning community cohorts.

As part of the grant activities, authorization is requested to amend a contract with the Foundation for California Community Colleges: Career Ladders Project.

ANALYSIS AND FISCAL IMPACT

The College will amend a subcontract with the Foundation for California Community Colleges: Career Ladders Project, to design, present on, and evaluate professional development on the theory, design, and implementation of contextualized teaching and learning instructional interventions within pathways. This amendment will increase the contract by an amount not to exceed \$1,185, for a new total not to exceed \$7,185.

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

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract amendment with the Foundation for California Community Colleges: Career Ladders Project, as presented.

Prepared by: Adrienne J. Price Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #27

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

DATE: November 9, 2016

CONSENT

SUBJECT: 2017 Mt. San Antonio College Institutional Self Evaluation Report in Support of Reaffirmation of Accreditation for Submission to the Accrediting Commission for Community and Junior Colleges

BACKGROUND

As Mt. SAC is a member of the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges, it must undergo periodic evaluation through Self Evaluation and professional peer review. The main aspect of this obligation is creating a thorough Self Evaluation review, during which the College appraises itself in terms of Commissions Standards, in accord with the stated purposes. The College's last comprehensive Self Evaluation was in 2010; the next peer review is March 6-9, 2017. The Mt. SAC Self Evaluation (*2017 Institutional Self Evaluation Report in Support of Reaffirmation of Accreditation*) consists of the following sections (See http://www.mtsac.edu/accreditation/college_accreditation/2017/index.html):

1. Introduction
2. Data
3. Self Evaluation Process
4. Organizational Information
5. Certification of Continued Institutional Compliance with Eligibility Requirements
6. Certification of Continued Institutional Compliance with Commission Policies
7. Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity
 - a. I.A: Mission
 - b. I.B: Assuring Academic Quality and Institutional Effectiveness
 - c. I.C: Institutional Integrity
8. Standard II: Student Learning Programs and Support Services
 - a. II.A: Instructional Programs
 - b. II.B: Library and Learning Support Services
 - c. II.C: Student Support Services
9. Standard III: Resources
 - a. III.A: Human Resources
 - b. III.B: Physical Resources
 - c. III.C: Technology Resources
 - d. III.D: Financial Resources
10. Standard IV: Leadership and Governance
 - a. IV.A: Decision-Making Roles and Processes
 - b. IV.B: Chief Executive Office
 - c. IV.C: Governing Board

Prepared by: Barbara McNeice-Stallard

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #28

SUBJECT: 2017 Mt. San Antonio College Institutional Self Evaluation Report in support of Reaffirmation of Accreditation for Submission to the Accrediting Commission for Community and Junior Colleges

DATE: November 9, 2016

11. Changes & Plans Arising Out of Self Evaluation Process
12. Quality Focus Essay
13. Acronyms
14. Index of Evidence

The development of this report began in Fall 2013 with the creation of a new, permanent Accreditation Steering Committee (ASC) to guide the progress and the processes related to ongoing ACCJC accreditation. ASC members became experts on accreditation policies and standards and served as a resource to the campus. The function of ASC is as follows:

1. Be an active resource to the campus regarding accreditation issues.
2. Guide the accreditation progress and process for the College.
3. Develop timelines and recommend policies and procedures for accreditation.
4. Coordinate training for faculty, staff, and management with regard to accreditation standards, policies, and procedures.
5. Establish sub-groups (e.g., Work Groups versus Standard Groups) and provide guidelines for effective participation and timely completion of group tasks.
6. Review and provide input on reports for the ACCJC.
7. Recommend appointment of accreditation report editor.

Based on the above, ASC monitored and evaluated the College's accreditation process including providing opportunities for the committee and campus community to be part of the Self Evaluation Writing Teams to represent each constituency group. Major ASC sponsored activities include opening team training, gathering and writing of responses to the accreditation standards, compiling evidence, attending accreditation presentations, and contributing feedback to the draft documents. The ASC reported to the President's Advisory Committee and the Board of Trustees on the progress and provided guidance for the accreditation process.

In Spring and Fall 2016, the campus community reviewed the draft responses to the Commission Standards and provided feedback to the ASC. The Board of Trustees reviewed the Self Evaluation in September 2016 and voted for its approval in November 2016.

The College certifies there was effective participation by the campus community in preparing and reviewing the accuracy of this report and believes the Self Evaluation report accurately reflects the nature and substance of this institution. It is with great pride that the College presents the Board of Trustees with the *Institutional Self Study Report in Support of Reaffirmation of Accreditation*.

SUBJECT: 2017 Mt. San Antonio College Institutional Self Evaluation Report in support of Reaffirmation of Accreditation for Submission to the Accrediting Commission for Community and Junior Colleges

DATE: November 9, 2016

ANALYSIS AND FISCAL IMPACT

Not applicable.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees certify the 2017 Mt. San Antonio College Self Evaluation Report for the College to submit to ACCJC for reaffirmation of accreditation, as presented.

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

DATE: November 9, 2016

CONSENT

SUBJECT: Mt. San Antonio College 2016 Scorecard

BACKGROUND

The Student Success Task Force (SSTF) recommended the implementation of a new accountability framework, whose purpose is to provide stakeholders with clear and concise information on key student progress and success metrics in order to improve performance. The recommendation specified that a scorecard be built on the existing reporting system, the Accountability Reporting for the Community Colleges (ARCC). California State Assembly Bill AB1417 (Pacheco) [Chapter 581, Statutes of 2004] established the ARCC program that requires the California Community Colleges Board of Governors to present an annual report to the Legislature and Governor on the evaluation of community college performance in meeting statewide educational outcome priorities. To satisfy the request of the SSTF, the ARCC Advisory Workgroup, which guided the development of the initial accountability system in 2005, was reconvened. The workgroup was represented by individuals from various community college organizations and stakeholder groups as well as researchers with technical expertise in performance measures. This technical workgroup reviewed the existing framework and designed the new scorecard. In its commitment to increase transfer and degree and certificate attainment, the California Community Colleges Board of Governors established a more user-friendly performance measurement system that tracks student success at all California community colleges. This Student Success Scorecard has data in both static and dynamic formats that report out by gender, age, and ethnicity by all California community colleges to determine if colleges are narrowing achievement gaps.

For the 2016 report, the Mt. SAC Scorecard consists of the following indicators of college effectiveness:

- A. Completion Rate (previously called Student Progress & Achievement Rate): The percentage of first-time students with a minimum of six units earned who attempted any math or English in the first three years and achieved any of the following outcomes within six years of entry: obtained a degree, certificate, or transferred to a four-year institution, or were transfer prepared (i.e., successfully completed 60 UC/CSU transferable units with a grade point average of 2.0 or higher). (Prepared=75.7% Underprepared=48.1%, Overall Mt. SAC=50.7%)
- B. Persistence Rate: The percentage of first-time students with a minimum of six units earned who attempted any math or English in the first three years and achieved the following measure of progress (or momentum point): enrolled in the first three consecutive primary semester terms anywhere in the California Community College (CCC) system. Persistence

Prepared by: Barbara McNeice-Stallard

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #29

SUBJECT: Mt. San Antonio College 2016 Scorecard

DATE: November 9, 2016

Rate is reported for the overall cohort, as well as by lowest level of attempted math or English. (Prepared=79.8% Underprepared=80.5% Overall Mt. SAC=80.4%)

- C. Thirty Units: The percentage of first-time students with a minimum of six units earned who attempted any math or English in the first three years and achieved the following measure of progress (or milestone) within six years of entry: earned at least 30 units in the CCC system. (Prepared=76.7% Underprepared=73.1% Overall Mt. SAC=73.5%)
- D. Remedial Progress Rate: The percentage of credit students who attempted a course designated at “levels below transfer” in:
1. Math and successfully completed a college-level course in math within six years;
 2. English and successfully completed a college-level course in English within six years;
 3. ESL (Mt. SAC’s Credit American Language) and successfully completed the ESL sequence or a college-level English course within six years. (Mt. SAC: Math=33.8%, English=53.8%, ESL=40.9%)
- E. Career Technical Education (CTE) Completion Rate: The percentage of students who attempted a CTE course for the first time and completed more than eight units in the subsequent three years in a single discipline (two-digit vocational TOP code where at least one of the courses is occupational SAM B or C) and who achieved any of the following outcomes within six years of entry:
1. Earned any AA/AS or credit Certificate (Chancellor’s Office approved);
 2. Transferred to a four-year institution (students shown to have enrolled at any four-year institution of higher education after enrolling at a CCC);
 3. Achieved “Transfer Prepared” (i.e., student successfully completed 60 UC/CSU transferable units with a GPA \geq 2.0). (Mt. SAC=60.4%)
- F. Career Development & College Preparation (CDCP) Completion Rate: The percentage of students who attempted two or more CDCP courses, with a minimum of four attendance hours in each of those courses, within three years. The following outcomes within six years of entry:
1. CDCP Certificate(s);
 2. Earned AA/AS or Certificates (Chancellor’s Office approved);
 3. Transferred to a four-year institution (students shown to have enrolled at any four-year institution of higher education after enrolling at a CCC);
 4. Achieved “Transfer Prepared” (student successfully completed 60 UC/CSU transferable units with a GPA \geq 2.0). (Mt. SAC=31.7%)

For the static electronic report: <http://scorecard.cccco.edu/scorecard.aspx>

For the dynamic electronic report:

http://datamart.cccco.edu/Outcomes/Student_Success_Scorecard.aspx

SUBJECT: Mt. San Antonio College 2016 Scorecard

DATE: November 9, 2016

ANALYSIS AND FISCAL IMPACT

Although Mt. SAC demonstrates success in most of the above indicators, it is essential for the College to review the findings on an ongoing basis to determine the programs and services that are currently offered that advance students' outcomes and what new programs and services could be offered in the future. A number of campus-wide initiatives/groups are engaged in evaluating program effectiveness (e.g., Basic Skills Initiative and Planning for Institutional Effectiveness). The new Student Equity Plan will also contribute toward the College's improvement over time. A breakdown of the data by gender, age, and ethnicity was used extensively by the Student Equity Committee as a major component of the section on Campus-Based Research for the College's 2015 Student Equity Report.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Mt. San Antonio College 2016 Scorecard, as presented.



MT. SAN ANTONIO COLLEGE

BOARD OF TRUSTEES

2016-17 REGULAR AND SPECIAL MEETING CALENDAR

The Mt. San Antonio College Board of Trustees normally meets the second Wednesday of each month at 1100 North Grand Avenue, Walnut, CA, in Founders Hall. The closed session portion of the meeting begins at 6:00 p.m., with the public session beginning at 6:30 p.m. The special meeting is scheduled to begin at 8:30 a.m. and conclude at 5:00 p.m., and the venue is to be determined.

Special meetings may be called, as needed.

The Board will meet on the following dates during 2016-17:

- July 13, 2016
- August 17, 2016
- September 14, 2016
- October 12, 2016
- November 9, 2016
- December 14, 2016
- January 11, 2017
- January 21, 2016 (Special Meeting)**
- February 8, 2017
- March 8, 2017
- April 12, 2017
- May 10, 2017
- June 28, 2017

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

DATE: November 9, 2016

CONSENT

SUBJECT: Contract with Cal Poly Pomona Foundation, Inc.

BACKGROUND

The Bridge Program is requesting authorization of a contract with Cal Poly Pomona Foundation Inc. for a Bridge Program Staff Planning day in order to plan and develop activities related to the provisions of the Student Success and Support Program Plan (SSSP) services to program students including targeted recruitment, on-boarding (e.g., communication/messaging, orientation), and implementation of activities and events. Staff from other Student Services areas, such as High School Outreach, Aspire, REACH, and Dream programs will be invited to participate in this planning day. Approximately 15 staff will attend. It is scheduled to take place at the Kellogg West Conference Center on December 14 and 15, 2016.

ANALYSIS AND FISCAL IMPACT

The contract covers parking, continental breakfast, lunch, refreshments, and use of a meeting room at the Kellogg West Conference Center. The total amount of the contract is not to exceed \$2,200. Payment is due by November 14, 2016.

Funding Source

Restricted Fund – Student Success and Support Program.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Cal Poly Pomona Foundation, Inc., as presented.

Prepared by: Francisco Dorame

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #31

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

DATE: November 9, 2016

CONSENT

SUBJECT: Contract with Embassy Suites by Hilton San Diego Bay Downtown for the Transfer Bridge Program

BACKGROUND

The Bridge Program is requesting authorization of a contract with Embassy Suites by Hilton San Diego Bay Downtown for a Student Transfer Experience trip to be held from December 16-18, 2016, in San Diego. This trip is part of the approved Student Equity Transfer Goal activities and is designed to improve the transfer rate of underrepresented students to universities and to help them gain knowledge on transfer admission requirements. Approximately 50 students and 10 staff from Bridge, ACES, Arise, Aspire, Dream, and REACH programs will attend.

ANALYSIS AND FISCAL IMPACT

The contract covers lodging, breakfast, and use of a meeting room. The total amount of the contract is not to exceed \$11,898.42.

Total estimate contract fee	\$11,898.42
Deposit due upon return of signed contract	\$5,449.21
Remaining estimated balance due 72 hours prior to arrival	\$6449.21

Funding Source

Restricted Fund – Student Equity.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Embassy Suites by Hilton San Diego Bay Downtown, as presented.

Prepared by: Francisco Dorame

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #32

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

DATE: November 9, 2016

CONSENT

SUBJECT: Contract with Hornblower Cruises and Events

BACKGROUND

The ACES Program is requesting authorization of a contract with Hornblower Cruises and Events for a Student Transfer Experience field trip to be held on December 16-18, 2016, in San Diego. This trip is part of the approved Student Equity Transfer Goal activities and is designed to improve the transfer rate of underrepresented students to universities and to help them gain knowledge on transfer and admission requirements. Approximately 50 students and 10 staff from Bridge, ACES, Arise, Aspire, Dream, and REACH programs will attend.

ANALYSIS AND FISCAL IMPACT

The contract covers a 2-hour narrated yacht cruise for 60 people with information about 50 San Diego landmarks, a look at marine animals, seabirds, and an introduction to local environmental efforts. The total amount of the contract is not to exceed \$1,500.

Total estimate contract fee	\$1,500
Deposit due upon return of signed contract	\$750
Final balance is due on 12/07/2016 - 10 days prior to sailing	\$750

Funding Source

Restricted Fund - Student Equity.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Hornblower Cruises and Events, as presented.

Prepared by: Francisco Dorame

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #33

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

DATE: November 9, 2016

CONSENT

SUBJECT: Contract Renewal with Gridcheck Scheduling System

BACKGROUND

The Disabled Student Program and Services' (DSP&S) Deaf and Hard of Hearing (DHH) unit is charged with providing federally mandated services to DHH students. DSPS staff schedules well over 30,000 hours of interpreting and captioning services annually. This is expected to continue as the number of DHH students increase and they become more active in campus life. The scheduling has been done through Network Interpreting Services software, called Gridcheck, for the past 5 years. The Gridcheck software meets the program's needs for scheduling, tracking attendance, and generating accurate time sheets. Board of Trustees approval is necessary to renew the contract with Gridcheck Scheduling System.

ANALYSIS AND FISCAL IMPACT

Gridcheck has not increased their monthly rates since the contract was initiated in 2011. Fees are calculated per scheduled, countable, billable interpreting, and captioning hours as counted within the Gridcheck system. Usage is billed at the beginning of every month for the previous month's countable time and payable 45 days later. Based on past service hours and our projections for future semesters it is estimated that the monthly cost would be \$500 - \$600 per month on average. The contract renewal is for a period of five years from January 1, 2017, to December 31, 2021.

The current monthly pricing schedule is as follows:

0 - 1000 hours = @.30 / per billable hour
1001 – 3000 hours = @.15 / per billable hour
3001 hours + = @.10 / per billable hour

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract renewal with Gridcheck Scheduling System, as presented.

Prepared by: Don Potter

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #34

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

DATE: November 9, 2016

CONSENT

SUBJECT: Independent Contractors: Note Takers for the Disabled Student
Programs and Services

BACKGROUND

Approval of Note Takers as Independent Contractors for the Disabled Student Programs and Services (DSP&S) for the Fall 2016 semester.

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:

Providers	Not to Exceed
Burdett, Rita	\$96
Caraway, Savannah	\$96
Garcia, Jessica	\$96
Hernandez-Thorne, Rianna	\$96
King, Tauilelagi	\$96
Lim, Dong	\$96
Marias Kim, Brenda	\$96
Matthews, Marissa	\$96

Providers	Not to Exceed
Mazzio, Shaun	\$96
Oh, Hyun Kyung	\$96
Parker, Emily	\$96
Ruiz, Alexis	\$96
Santiago, Nikka	\$96
Spicer, Cameron	\$96
Vader, Seth	\$96

Funding Sources

Restricted Categorical 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 #35

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

DATE: November 9, 2016

ACTION

SUBJECT: Year Three of Three-Year Negotiated Agreement Between the Faculty Association and the District for 2014-17

BACKGROUND

The current negotiated agreement between the Faculty Association and the Mt. San Antonio Community College District (District) calls for Reopener Negotiations for year three of the Agreement. The parties have negotiated year three of the 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.

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

Funding Source

Unrestricted and Restricted General funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Year Three of Three-Year Agreement between the Faculty Association and the District for 2014-17, effective July 1, 2016.

Recommended by: Bill Scroggins Reviewed by: Jennifer Galbraith
Agenda Item: Action #1

SUBJECT: Year Three of Three-Year Negotiated Agreement Between the Faculty Association and the District for 2014-17

DATE: November 9, 2016

SUMMARY OF AGREEMENTS

Mt. San Antonio Community College District and the Faculty Association

The Mt. San Antonio Community College District and the Faculty Association reached a Tentative Agreement for year three of the three year contract in effect from July 1, 2016 through June 30, 2017, if approved by the Board of Trustees. Highlights of the issues agreed upon are as follows:

Article 7.B. – Adjunct Faculty Office Hours

Increased the adjunct office hour pay rate (for one hour per week in the fall and spring terms) from \$25 to \$27.

Article 8.B. – Contract Employee Benefits (District Contribution)

Increased the District contribution for full-time faculty health benefits from \$11,821.00/year to \$11,921.00/year. This is a \$100.00 ongoing increase.

Article 8.F.1. – Health and Welfare (Adjunct Faculty)

Changed the amount provided eighthly to adjunct faculty with health insurance to \$390. While this does not alter the total health care pool, the faculty in the pool will receive a larger guaranteed sum.

Article 10.M.3. and 10.M.4 – Department Chair Election Procedure and Intersession Procedures

Clarified that a department chair who receives a rating of “4 – Performance does not meet the standard” is ineligible to run in the next department chair election. However, they may run in future elections. Also extends the deadline for a department chair to decide whether they wish to work as chair during summer to the start of the fifteenth week.

Article 10.O – Workload (Faculty Stipends/Reassigned Time)

Created an annual pool of 50 LHE to provide temporary reassigned time to professors who are engaged in exceptional levels of service that support the College, but whom are not otherwise receiving an adjustment in workload to reflect that effort. Assigned time from this pool is awarded to faculty to perform projects that require faculty expertise, such as Faculty Inquiry Groups, new program creation). These projects must exceed one’s regular Service Hours to the College and must be temporary in nature (ongoing reassignments are covered in Appendix E). Applications for this pool may be submitted by full-time or adjunct professors and will be evaluated by a new Exceptional Service Committee composed of two faculty and two managers with final approval by the appropriate College Vice-president.

SUBJECT: Year Three of Three-Year Negotiated Agreement Between the Faculty Association and the District for 2014-17

DATE: November 9, 2016

Article 13 – Distance Learning

Clarified the need for distance learning classes to provide regular and effective contact. Authorizes the Distance Learning Committee to conduct a pilot review of a randomly selected sample (drawn by lot in the presence of District and FA representatives) of twenty-five distance learning sections so as to check for regular and effective contact. The committee will only check for regular and effective contact with students. However, if such contact is determined not to be adequate, a special evaluation may be called by the immediate manager.

Article 15 – Lab Parity

Clarified the lab parity process. Although the process itself did not change, the new contractual language should reduce confusion regarding how to obtain and retain parity for appropriate lab courses.

Article 16.B. and 16.C. – Leaves of Absence (Reporting and Personal Necessity)

Agreed to changes regarding missed work assignments. When a professor must miss his/her work assignment, he/she must either notify the District at least 30 minutes prior to the absence or send a written document explaining his/her inability to do so.

Article 16.E. and 16.F. – Leaves of Absence (Parental and Maternity)

Provided full-time faculty—and those otherwise covered under the Family Medical Leave Act (FMLA)—to enjoy thirty consecutive calendar days of FMLA leave without the loss of salary or deduction from accumulated sick leave if that leave is used to welcome a new child or care for a spouse, child, or parent with a serious health condition. Additional FMLA leave is possible as unpaid or sick leave. In addition, up to thirty days of sick leave (with some restrictions) may be used for parental leave to welcome a new child within the child's first year of joining the family.

Article 18 – Student Evaluations

Made online student evaluations the default choice for all professors other than probationary. It is up to the professor to select when the evaluations will be turned on and off, so a short time window and evaluations done “online” via computers during a physical class is an option. When student evaluations receive less than a 50% response rate, the professor shall have the option to conduct in-class student evaluations to replace the original (online) evaluations. Also provides professors with the option to have paper evaluations but if they do so, a file of scanned student comments must be submitted along with a tally of the ratings.

SUBJECT: Year Three of Three-Year Negotiated Agreement Between the Faculty Association and the District for 2014-17

DATE: November 9, 2016

Article 18.F. – Department Chair Expectancies and Appendix B – Department Chair Remuneration

Created a new salary schedule for department chairs that is \$8,000 above that of regular faculty and a new salary schedule for department co-chairs that is \$4,000 above that of regular faculty. These new salary schedules should comply with STRS regulations. Every department chair gains at least 1 LHE in reassigned time, with the former stipends above \$8,000 converted to additional LHE. These amounts were further increased, with the total increased value of this salary schedule over \$50,000 per year as compared to 2015-16. Winter intersession must be worked with an allocation of at least 1 LHE from the department's pool. Summer intersession, if authorized, will be paid 1 LHE.

Article 20 – Grievance Procedure

Significantly revised the Grievance Procedure in Article 20:

- Faculty will now have thirty working days (up from ten) to begin a level 1 grievance.
- The level 1 administrative response will now be given at the meeting.
- Level 2 will now be a conciliation process rather than a mediation process. The difference is that conciliators may propose suggestions and will create a conciliation recommendation for the parties to consider.
- Faculty will now have five working days (down from ten) to begin a level 4 (President-level) grievance.
- The level 4 grievance is now specified as an appeals step, not an additional mediation.
- The process by which we select an arbitrator for a level 5 grievance has been changed so that we no longer have to annually mutually agree to a list.

Appendix E – Reassigned Time for Special Assignments

Made the following changes to Appendix E: Reassigned Time for Special Assignments:

- Adjunct Faculty Coordinators – 3, 5, 7, or 9 LHE;
- Departments with 40 or more adjunct faculty may submit a request to receive an adjunct faculty coordinator position compensated at 3 LHE plus 2 LHE for every ten adjunct faculty above 40 up to a maximum of 9 LHE;
- Director, Alcohol and Drug Counseling Program – from 6 to 4 LHE;
- Director, Paramedic Program (renamed from Director, Emergency Medical Services) – from 15 to 16 LHE;
- Director, EMT Program – from 0 to 4 LHE;
- EMT Clinical Coordinator – from 6 to 4 LHE;
- Global Opportunities Coordinator – from 12 to 0 LHE, but additional language added to Appendix E as follows:

SUBJECT: Year Three of Three-Year Negotiated Agreement Between the Faculty Association and the District for 2014-17

DATE: November 9, 2016

- “Study Abroad Consortium - If professors are accepted to teach in the Study Abroad Consortium overseen by Citrus College, they shall be paid for 15 LHE (regular salary) for a fall or spring (full semester) program or the appropriate LHE for a winter or summer (intersession) program.”
- Learning Lab Coordinator – from 12 to 0 LHE;
- Paramedic Clinical Coordinator – from 6 to 8 LHE;
- Program Director, Radiologic Technology – from 6 to 12 LHE.

Appendix H – Evaluation Forms

Revised of the following evaluation forms so as to better align the forms with the expectancies listed in Article 18: H.1.a., H.2.a., H.2.b., H.2.c., H.2.d., H.2.e., H.2.f., H.4.a., H.5.a., and H.8.

ANALYSIS OF FACULTY NEGOTIATION INCREASES From the Unrestricted and Restricted General Fund

The overall increase for the above negotiated faculty items is \$170,632.00. This does not include any increased cost for the FMLA leave as that is not possible to estimate and will be determined as the leave is taken.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 9, 2016</u>	ACTION
SUBJECT:	<u>Meet-and-Confer Agreement Between the Confidential Employees and the District for 2016-17</u>	

BACKGROUND

As a result of the Meet-and-Confer process with the Confidential Employees and the Mt. San Antonio College District (District), an agreement was reached on the attached items.

ANALYSIS AND FISCAL IMPACT

The cost of providing these agreements is \$19,191.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Meet-and-Confer Agreement reached between the Confidential Employees and the District for 2016-17.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Abe Ali</u>
		Agenda Item:	<u>Action #2</u>

SUBJECT: Meet-and-Confer Agreement Between the Confidential Employees and the District for 2014-17

DATE: November 9, 2016

Meet-and-Confer Agreement Between the Confidential Employees and the District for 2016-17

Unless separately agreed, in writing, by the College and the Confidential Employee Group; working conditions are defined by the exclusive bargaining agreement with CSEA, Chapter 262, including any negotiated changes. Current salary, benefits, and vacation accrual are separately agreed upon between the College and the Confidential Employee Group.

Salaries

Salary increase of 1% on the salary schedule, retroactive to July 1, 2016.

Health and Welfare

The College's annual Health and Welfare benefit contribution for each eligible full-time Confidential employee shall increase as follows, retroactive to July 1, 2016:

2016-17 Fiscal Year - \$10,404.80

The opt-out amount is \$10,404.80 per fiscal year for Confidential Group members who opt-out of a major medical health plan.

Voluntary Lateral Transfer Process

Incorporated the existing Voluntary Lateral Process, to included future Confidential employee recruitments and modified the existing language to include the following:

If the incumbents reply in writing that they are not interested in the Voluntary Lateral Transfer, the process can move forward before the minimum seven (7) working days.

Confidential Family Leave

Confidential Family Leave – A Confidential employee on Confidential Family Leave for the purposes of the birth of a son or daughter or the placement of a son or daughter with them through adoption or foster care, or to care for an immediate family member who has a serious health condition is entitled to have twenty work days of Confidential Family Leave within a 12 month period without loss of salary or deduction from accumulated sick leave. Immediate family member shall include the following for both the employee and/or spouse/registered domestic partner: spouse/domestic partner, parent, child, grandchild, sibling, step-parent, step-child, step-grandchild, and step-sibling. Such leave shall require verification per FMLA definitions of serious illnesses.

SUBJECT: Meet-and-Confer Agreement Between the Confidential Employees and the District for 2014-17

DATE: November 9, 2016

Pay Grade Compensation

With the approval of the appropriate Vice President or President, those employees who are routinely and consistently performing their job duties outside the workplace will be placed into a higher pay grade. Confidential employees will be placed into this pay graded calculated as a 2% increase to base pay per pay grade, retroactive to July 1, 2016.

Telecommuting

Telecommuting to allow an employee to work off campus for all or part of their regular workweek on a temporary basis, and must be mutually agreed upon by the employee and his/her immediate manager.

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>November 9, 2016</u>	INFORMATION
SUBJECT: <u>New Administrative Procedure 3710 – Filming and Photography</u>	

BACKGROUND

Mt. San Antonio College (Mt. SAC) is continuing the process of updating and aligning the College’s Board Policies with the recommended policies developed through the College’s legal counsel, Liebert Cassidy Whitmore, in conjunction with the Community College League of California (CCLC). Mt. SAC is a member of the Board Policy and Administrative Regulation Subscription Service coordinated by the CCLC. The College has utilized the shared governance process to review new Administrative Procedure 3710. The review includes input from President’s Cabinet and President’s Advisory Council.

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information new Administrative Procedure 3710 – Filming and Photography.

SUBJECT: New Administrative Procedure 3710 – Filming and Photography

DATE: November 9, 2016

Chapter 3 - General Institution

AP 3710 Filming and Photography (NEW)

References:

Education Code §§38131 and 78907; Civil Code §3344(a): Porat v. Lincoln Towers Community Association, No. 04 CIV. 3199 (LAP), 2005 WL 646093 (S.D.N.Y. Mar. 21, 2005) aff'd, 464 F.3d 274 (2d Cir. 2006); Perry Education Association v. Perry Local Educators' Association, 460 U.S. 37 (1983); AP 6700; BP 6530

Because of issues of privacy, security, potential disruption of campus activities, and implied endorsement, the following guidelines have been established to clarify the rights and responsibilities of College guests, students, faculty, and staff relating to campus photography, filming, videography, and audio recording.

For simplicity, all references to film or filming in this policy are meant to include all forms of film, photography, video, live streaming, digital imaging, and audio recording. If you are unable to find the answers you need in the guidelines below, please contact the Office of Marketing and Communication.

As used in this Administrative Procedure, the term public areas refers to the areas generally available to students and the community. The College reserves the right to designate areas as non-public as necessary to prevent the substantial disruption of the orderly operation of the College. Areas of the College that are non-public specifically include campus offices, classrooms, warehouses, maintenance yards, and locker rooms. The term "public" in this Administrative Procedure thus coincides with the term "limited public forum" as defined in Administrative Procedure 3900 - Freedom of Expression.

A. General Provisions

On-campus filming must be consistent with College policy and its mission; it must also not interfere with College operations, including but not limited to, educational operations and previously scheduled College events. In addition, filming must not create a security, health, or safety risk to members of the College community.

B. Commercial Filming

Express permission is required for non-news and commercial filming on the College's campus. Requests for filming on the College's campus for commercial use should be submitted in writing to Event Services at least 14 days prior to the desired date of the start of filming. For commercial filming, proof of insurance is required. Execution of a separate Campus Use

SUBJECT: New Administrative Procedure 3710 – Filming and Photography

DATE: November 9, 2016

Agreement is also required. Fees may be charged for all commercial filming. See Administrative Procedure 6700 – Campus Events and Use of Campus Facilities.

C. Academic Filming

Filming on the College campus or in College-owned or operated facilities for academic purposes is limited to College students, faculty, staff, and others attending the College's academic, extracurricular, and College-sponsored programs, including student-run newspapers and publications, and other programs that occur on the College's campus for which photography, videography, or audio recording is part of the program. With prior approval of the instructor of record, College students may engage in filming if their project is to fulfill academic credit; is the requirement of a class project; if they are members of the College's newspapers, journals, or other publications, or of radio stations, streaming audio, or other media broadcasting. College students not adhering to these provisions are subject to discipline as described in Board Policy 5500 – Standards of Conduct and Administrative Procedure 5520 – Student Discipline Procedures.

D. Internal College Projects

Divisions, departments, and other established units of the College are permitted to film for the purpose of film production related to the division, department, or unit. The filming must be not be disruptive or violate the privacy rights of individuals and must be done in accordance with College policy.

E. The following guidelines are applicable to ALL filming on campus:

1. Except for personal filming (defined as non-news and non-commercial filming in public areas for personal use or as a private record of a public event), permission from Event Services is required to film in indoor spaces, including the library, classrooms, laboratories, and dining facilities. The College accommodates reasonable requests, but reserves the right to deny permission when the request runs contrary to College policies, especially those that ensure student privacy. If applicable, faculty members and administrators with responsibility for the space, such as labs or classrooms, must also provide approval. In particular, consent from classroom instructors must be obtained prior to the use of electronic listening or recording devices, with the exception of reasonable auxiliary aids and academic adjustments for students with disabilities. This paragraph does not apply to:
 - a. Filming of Board of Trustee meetings and any other meetings governed by the Brown Act;
 - b. Video recordings made in the College television studio or in the College remote production truck by College personnel or authorized students;
 - c. Still photography in campus studios (i.e., photography classes, Marketing photo studio);

SUBJECT: New Administrative Procedure 3710 – Filming and Photography

DATE: November 9, 2016

- d. Still photography for marketing purposes coordinated through Marketing and Communication or Web Services with permission from faculty members and/or administrators responsible for the space;
 - e. Audio recordings in support of academic research or in direct support of College programs (i.e., oral histories, off-air recordings by radio students);
 - f. Video recordings in direct support of College programs (i.e., game films for athletic teams, students practicing for a tournament or performance);
 - g. News media recordings in public areas (AP 4600 elaborates on the role of College news media); and
 - h. Filming as authorized in Board Policy 6530 – Closed Circuit Television Surveillance Systems.
2. Filming must not be disruptive and must be done in accordance with College policy.
 3. On-campus filming must not interfere with the ongoing operations of the College, including, but not limited to, educational operations and previously scheduled College events.
 4. Filming must not create a security, health, or safety risk to any members of the College community or anyone involved in the project.
 5. Appropriate releases may be required for individuals appearing on-camera, with the exception of educational, informational, or purely personal photography. Although releases are generally not required for filming in public areas, there are exceptions and laws vary. When in doubt, get a signed video appearance form.
 6. Various fees may be incurred during film shoots requiring College services including location fees, supervision of the filming event, and other College services including security, grounds, custodial, and maintenance services.
 7. Pyrotechnics, explosives, amplified sound, sound or visual effects, replicas of weapons, and other props that would cause alarm or disruption to the campus community are prohibited without prior authorization from the College.
 8. Commercial works that include the College's name, logos, or other trademarked images need to be granted a license from the College for use of trademarks.

Approved: August 24, 2016

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 9, 2016</u>	INFORMATION
SUBJECT: <u>Proposed Revisions to Administrative Procedure 5040 – Student Records, Directory Information, and Privacy</u>	

BACKGROUND

Administrative Procedure 5040 – Student Records, Directory Information, and Privacy has been revised and is being presented.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation, and utilizing the College’s shared governance process, revisions to Administrative Procedure 5040 have been recommended.

The proposed language has been reviewed by President’s Cabinet, President’s Advisory Council, Academic Mutual Agreement Council, Academic Senate, and Student Preparation and Success Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 5040 – Student Records, Directory Information, and Privacy.

Prepared by: George Bradshaw Reviewed by: Audrey Yamagata-Noji
Recommended by: Bill Scroggins Agenda Item: Information #2

SUBJECT: Proposed Revisions to Administrative Procedure 5040 – Student Records, Directory Information, and Privacy

DATE: November 9, 2016

Chapter 5 - Student Services

AP 5040 Student Records, and Directory Information, and Privacy

References:

Education Code Sections 71091 and 76200 et seq.; Title 5 Sections 54600 et seq.; Civil Code Section 1798.85; U.S. Code Section 1232g(i) (U.S. Patriot Act)

~~Student~~**Family Educational Rights and Privacy Act**

The following is a summary of the Mt. San Antonio College policy related to the Family Educational Rights and Privacy Act of 1974, O.L. 93-380, and Chapter 1297, Statutes of 1976, State of California:

Students are notified annually of their rights under the Act in the College Catalog. Detailed information is available through the ~~Director of Admissions and Records~~ **Dean, Enrollment Management** including:

1. type of information and materials contained within the student's ~~educational~~ record;
2. the official responsible for the maintenance of each type of record;
3. ~~the procedure for student review and inspection of the educational record~~ **the location of the log or record required to be maintained pursuant to Education Code Section 76222;**
4. **the criteria used by the College in defining "officials and employees" and in determining "legitimate educational interest";**
5. **the policies of the College for reviewing and expunging those records;**
6. **the right of the student to have access to his or her records;**
7. the procedures for challenging the contents of the ~~educational~~ **student** records;
8. ~~the charges of the student~~ **cost that will be charged** for reproducing copies of the records if requested;
9. the categories of information ~~which~~ **that** the College has designated as Directory Information and to whom this information will be released unless the student objects; and
10. the rights of a student to file a complaint with the United States Department of Education concerning alleged failure of the College to comply with the provisions of the Act.

SUBJECT: Proposed Revisions to Administrative Procedure 5040 – Student Records, Directory Information, and Privacy

DATE: November 9, 2016

Student Rights and Privacy Act

The following is a summary of the Mt. San Antonio College policy related to the Family Educational Rights and Privacy Act of 1974, O.L. 93-380, and Chapter 1297, Statutes of 1976, State of California:

Definitions

Student record is defined as any item of information directly related to an identifiable student, other than directory information, which is maintained by the College or required to be maintained by any employee in the performance of his or her duties.

The following items are not included in student records:

- 1. Confidential letters and statements of recommendation maintained by the College on or before January 1, 1975, provided that these letters or statements are not used for purposes other than those for which they were specifically intended;**
- 2. Information provided by a student's parents relating to applications for financial aid or scholarships;**
- 3. Information related to a student compiled by a College officer or employee that remains in the sole possession of the maker and is not accessible or revealed to any other person except a substitute;**
- 4. Information related to a student created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity, or assisting in that capacity, that is created, maintained, or used only in the provision of treatment to the student and is not available to anyone other than persons providing that treatment. However, that record may be personally reviewed by a physician or other appropriate professional of the student's choice;**
- 5. Information maintained by the College's Public Safety Department if the personnel of the Department do not have access to student records pursuant to the exemptions below, the information maintained by the Department is kept apart from information maintained in other student records, the information is maintained solely for law enforcement purposes, and the information is not made available to persons other than law enforcement officials of the same jurisdiction; and**
- 6. Information maintained by employees of Mt. San Antonio College in the normal course of business if the information relates exclusively to the person in that person's capacity as an employee, and is not available for use for any other purpose.**

SUBJECT: Proposed Revisions to Administrative Procedure 5040 – Student Records,
Directory Information, and Privacy

DATE: November 9, 2016

Directory Information is defined as a student's name, community of residence, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

Access is defined as a personal inspection and review of a record or an accurate copy of a record, an oral description or communication of a record or an accurate copy of a record, and a request to release a copy of any record.

Access to Educational Records

All former and present **current and former** students have the right to review and inspect their educational **student** records in the Admissions and Records Office, ~~provided they make a written request fifteen (15) days in advance.~~ **A request to review student records must be submitted in writing, and access to student records will be granted no later than 15 working days following the date of the request.** Such a review will be under the direct supervision of a classified or certificated employee in the Admissions and Records Office. ~~Expressly exempted from the right of review and inspection are the following materials:~~

- ~~1. Financial records of the parents of the student(s),~~
- ~~2. Confidential letters and statements of recommendation maintained by the College on or before January 1, 1975, provided that such letters or statements are not used for purposes other than those for which they were specifically intended,~~
- ~~3. Records of instructional, supervisory, counseling, and administrative personnel which are in the sole possession of such personnel and are not accessible or revealed to any other person except a substitute,~~
- ~~4. Records of employees of Mt. San Antonio College, made and maintained in the normal course of business which relate exclusively to such person in that person's capacity as an employee, are not available for use for any other purpose, and~~
- ~~5. Records of students made and maintained by the Student Health Services, the College nurse, the College physician, and the College therapist, which are used in the treatment of students and are not available to anyone other than persons providing such treatment. However, such a record may be personally reviewed by a physician or other appropriate professional of the student's choice.~~

Release of Educational**Student** Records Information

1. Any release of a student's educational records, with the exceptions u listed below, must be made with the student's written consent.
2. The College ~~may release copies of or otherwise divulge material in the student's educational~~ **permit access to student** records only to the official agencies, groups, officials, or individuals specifically mentioned below:

SUBJECT: Proposed Revisions to Administrative Procedure 5040 – Student Records, Directory Information, and Privacy

DATE: November 9, 2016

- a. ~~College staff members;~~ **Officials and employees of the College,** provided that such employees have a legitimate educational interest to inspect such a record;
- b. **Authorized** ~~R~~representatives of the Comptroller General of the United States, the Secretary of **Health, Education, and Welfare,** and administrative head of an educational agency, State education officials, and the United States Office of Civil Rights, where such **that** information is necessary to audit **or evaluate** a **state or federally supported education** program **or pursuant to a federal or state law.** **When the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements;**
- c. Accrediting organizations in order to carry out their functions;
- d. Organizations conducting studies on behalf of the institution;
- e. Officials of other **public or private** schools or school systems, **including local, county, or state correctional facilities where educational programs are provided,** **where** ~~in which~~ the student seeks or intends to enroll subject to the rights of students **provided in Education Code Section 76225;**
- f. Agencies or organizations in connection with a student's application for, **or receipt of,** financial aid, **provided that information permitting the personal identification of students may be disclosed only as may be necessary for those purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions that will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid;**
- g. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, and administering predictive tests, administering student aid programs, and improving instruction, if such **those** studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such **those** organizations and such **the** information will be destroyed when no longer needed for the purpose for which it is compiled **conducted;**
- h. Appropriate persons in connection with an emergency if the knowledge of such **that** information is necessary to protect the health and safety of the student or other persons; and
- i. Courts or other agencies in compliance with a **lawfully issued** subpoena or judicial order. **The College will make a** ~~A reasonable effort will be made~~ to notify the student in advance of the compliance by the College.

SUBJECT: Proposed Revisions to Administrative Procedure 5040 – Student Records,
Directory Information, and Privacy

DATE: November 9, 2016

The Dean, Enrollment Management is responsible for providing this information.

3. Directory Information:

a. ~~“Directory Information” means a student’s name, community of residence, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.~~

ab. Any student desiring to withhold “Directory Information” may file a written request with the Director, Admissions and Records **Dean, Enrollment Management**, within ~~fifteen (15)~~ **five (5)** days of the opening day of each semester or session that the student does not want such information released.

be. The College reserves the right to limit or deny the release of specific categories of directory information based upon a determination of the best interests of the student(s).

Transfer of Information to Third Parties

Educational records or personal information transferred to other institutions or agencies will not be transferred to a third party without the written consent of the student.

College personnel shall refer law enforcement requests for student information to the Admissions and Records Office or the Student Life Office. ~~Requests for student Public Directory Information may be supplied unless the student has a written statement on file in Admissions and Records that information is not to be released (Education Code Section 76240).~~

Law enforcement personnel seeking to arrest or talk with a student are to be referred to the **Department of Public Safety, who will consult with the Office of** Student Life Office and to the Office of Student Learning **Instruction**, and to Campus Safety personnel when classes are not in session. The student will not be identified nor located for the officer without written consent of the student or a judicial **order** (~~warrant~~), except in case of emergencies to protect the health and welfare of students, other persons, or property (Education Code Section 76243). ~~Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.~~

~~Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, State education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a State or federally supported educational program or pursuant to federal or State law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any~~

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~~data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. The Director of Admissions and Records is responsible for providing this information.~~

~~Student records may be released to officials of other public or private schools or school systems, including local, county or State correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Ed Code Section 76225. The Director of Admissions and Records is responsible for providing this information.~~

~~Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. The Director of Admissions and Records is responsible for providing this information.~~

~~Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted. The Director of Admissions and Records is responsible for providing this information.~~

~~Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or State law. The Director of Admissions and Records is responsible for providing this information.~~

The following information shall be released to the federal military **recruiters** for the purposes of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.

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Maintenance of Student Records

A log or record shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate interests therefor. The listing does not need to include the following:

- **Students to whom access is granted pursuant to Education Code Section 76230**
- **Parties to whom directory information is released**
- **Parties for whom written consent has been executed by the student pursuant to Education Code Section 76242**
- **Officials or employees having a legitimate educational interest pursuant to subsection (a) of Education Code Section 76243.**

The log or record shall be open to inspection only by the student and the Dean, Enrollment Management or designee, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency as defined in Public Law 93-380, and state educational authorities as a means of auditing the operation of the system.

Correction or Removal of Information from Student Records:

Any student may file a written request with the Vice President, Student Services or designee to correct or remove information recorded in his or her student records which the student alleges to be: 1) inaccurate; 2) an unsubstantiated personal conclusion or inference; 3) a conclusion or inference outside of the observer's area of competence; or 4) not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 days of receipt of the request, the Vice President, Student Services or designee shall meet with the student and the employee who recorded the information in question, if any, if the employee in question is presently employed by the College. The Vice President, Student Services or designee shall then sustain or deny the allegations. If the Vice President, Student Services or designee sustains any or all of the allegations, he or she shall order the correction or removal and destruction of the information. If the Vice President, Student Services or designee denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing to the Board of Trustees.

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Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with the student and employee who recorded the information in question, if any, and if that employee is presently employed by the College, determine whether to sustain or deny the allegations. If the Board of Trustees sustains any or all of the allegations, it shall order the Vice President, Student Services or designee to immediately correct or remove and destroy the information. The decision of the Board of Trustees shall be final. Records of these proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the Board of Trustees unless the student initiates legal proceedings relative to the disputed information within the prescribed period.

If the final decision of the Board of Trustees is unfavorable to the student or if the student accepts an unfavorable decision by the Vice President, Student Services or designee, the student shall have the right to submit a written statement of his or her objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Charge for Transcripts or Verifications of Student Records:

A student/former student shall be entitled to two free copies of the transcript of his/her record **and** ~~or to~~ two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the rate of \$25.00 per copy.

The Mt. San Antonio College Catalog contains the most recent information regarding student rights and privacy. This document is updated annually for currency and correctness.

Use of Social Security Numbers

The College may not do any of the following:

- 1. Publicly post or publicly display in any manner an individual's social security number;**
- 2. Print an individual's social security number on a card required to access products or services;**
- 3. Require an individual to transmit his or her social security number over the internet, unless the connection is secure or the social security number is encrypted;**
- 4. Require an individual to use his or her social security number to access an internet web site, unless a password or unique personal identification number or other authentication device is also required to access the internet web site;**

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5. Print an individual's social security number on any materials that are mailed to the individual, unless state or federal law requires that the social security number to be on the document to be mailed. However, social security numbers may be included:

- **in applications and forms sent by mail, including documents sent as part of an application or enrollment process, or**
- **to establish, amend, or terminate an account, contract, or policy, or**
- **to confirm the accuracy of the social security number.**

A social security number that is permitted to be mailed under this section may not be printed, in whole or in part, on a postcard or other mailer not requiring an envelope, or visible on the envelope or without the envelope having been opened.

Reviewed: May 6, 2014

Revised: September 14, 2016

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 9, 2016</u>	INFORMATION
SUBJECT: <u>Proposed Revisions to Administrative Procedure 5071 – Student Leave of Absence</u>	

BACKGROUND

Administrative Procedure 5071 – Student Leave of Absence has been revised and is being presented.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation, and utilizing the College’s shared governance process, deletion of Administrative Procedure 5071 has been recommended.

The language has been reviewed by President’s Cabinet, President’s Advisory Council, Academic Mutual Agreement Council, Academic Senate, and Student Preparation and Success Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 5071 – Student Leave of Absence.

Prepared by: George Bradshaw Reviewed by: Audrey Yamagata-Noji
Recommended by: Bill Scroggins Agenda Item: Information #3

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Chapter 5 - Student Services

AP 5071 Student Leave of Absence

~~A Mt. San Antonio College student may petition for a one semester leave of absence due to extenuating circumstances, i.e., medical condition which requires extended home stay and/or hospitalization, extended jury duty, or other catastrophic incidents beyond the control of the student. Students withdrawing from college due to military duty are covered under Administrative Procedure 5013.~~

~~The leave may be requested by submitting a Petition for Exceptional Action to the Dean of Enrollment Management in the Admissions & Records Office. The leave of absence shall be used only when documented circumstances beyond the student's control force the student to either:~~

- ~~• take a one semester break in enrollment prior to the beginning of a semester; or~~
- ~~• withdraw completely from all courses during a semester.~~

~~Students who are denied their petition for a leave of absence may appeal the decision to the College's Board of Appeals. All decisions of the Board are final.~~

~~Students who need to extend their leave beyond one semester must file a new petition for each semester.~~

~~Students who have left the college due to extenuating circumstances and who have returned to continue their enrollment may petition for a leave of absence retroactively.~~

~~Course withdrawals resulting from an approved leave of absence will not be included in the determination of the student's academic progress. Students granted a leave of absence will maintain their continuous enrollment status, including their catalog rights and their registration priority. Students enrolled in specialized college programs leading to state licensure (i.e., Nursing, Radiological Technology) should meet with their department to determine the impact of a leave on their status within their program.~~

~~May 2009~~

Revised: September 14, 2016