



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 28, 2017

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** (Pursuant to Government Code Section 54956.9(d) – Existing Litigation – one case:
 - Los Angeles County Superior Court Case No. BC 576587 [consolidated for all purposes with Case Nos. BS 154389 and BS 159953]
2. **Conference with Real Property Negotiators** (Pursuant to California Government Code Section 54956.8) – Property: Assessor’s ID No 8709-087-023; District Negotiators: Michael Gregoryk; Negotiating Parties: Mt. San Antonio College and Horizon Pacific; Under Negotiation: Price and terms of payment
3. **Conference with Labor Negotiators** (Pursuant to California Government Code Section 54957.6):
 - Bill Scroggins, Chief Negotiator (CSEA 262)
 - Abe Ali, Chief Negotiator (CSEA 651)
 - Jennifer Galbraith, Chief Negotiator (Faculty Association)

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

REPORTING OF ACTION TAKEN IN CLOSED SESSION

INTRODUCTIONS AND RECOGNITION

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

Classified Employees (Newly Appointed)

- **Dawn Finley**, Career Services Specialist (Business)
- **Van Bich Huynh**, Administrative Specialist II (Counseling)
- **Alexandria Lacayo**, Athletic Trainer (Kinesiology, Athletics, and Dance)
- **Steven Lopez**, Laboratory Technician – Natural Sciences (Natural Sciences)
- **Raul Miranda**, Theatrical Audio Engineer (Technical Services)
- **Casandra Rubio**, Administrative Specialist I (Humanities and Social Sciences)
- **Andrea Solorzano**, Risk Management Specialist (Administrative Services)
- **Kimberly Yujuico**, Laboratory Technician II – Chemistry (Natural Sciences)

Management Employees (Newly Appointed)

- **Norma (Patty) Leon-Encalade**, Manager, Construction Projects (Facilities Planning and Management)

Classified Employees (Promoted)

- **Giovanni Rodriguez**, Coordinator, Student Activities (Student Services)

Management Employees (Promoted)

- **Mary Lange**, Director, Education for Older Adults and Adults with Disabilities (School of Continuing Education)

- **Recognition:**

Award a Certificate of Service to the following retiring employees:

- **James Jenkins**, Dean, Humanities and Social Sciences, 26 years of service
- **Donald Sciore**, Associate Dean, Instruction (Instructional Services), 18 years of service

Award Certificates of Service to the following retired/retiring faculty, whose combined years of service total 71 years:

- **Rebecca Hatch**, Professor (Sociology & Philosophy), 16 years of service
- **Paul Russell**, Professor (Learning Assistance Center), 29 years of service
- **Deidre Vail**, Professor (Biological Sciences), 26 years of service

Congratulate and honor Student Trustee **Betty Santos** for her two years of service to the students of Mt. SAC by serving as their representative on the Board of Trustees.

APPROVAL OF MINUTES

1. Approval of minutes of the special meeting of May 10, 2017 (Pages 1 through 16).

PUBLIC COMMUNICATION

At this time, the Board of Trustees will listen to communication from the public on matters that are not on the agenda or on other matters of interest to the public that are within the subject matter jurisdiction of the Board. 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 and Alumni Association
8. Management Steering Committee
9. 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 – Dual Enrollment (Page 17);
 - Informational Report – Tentative Budget

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 18 through 26);
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Pages 27 through 30);

3. Tentative Budget for the 2017-18 Fiscal Year (Pages 31 and 32);
4. Quarterly Financial Status Report for the period ending March 31, 2017 (Pages 33 through 35);
5. Quarterly Investment Report for the quarter ending March 31, 2017 (Page 36);
6. Re-issuance of stale-dated warrants (Page 37);
7. Resolution No. 16-15 – Temporary Inter-fund Cash Borrowing (Pages 38 and 39);
8. Resolution No. 16-16 – Additional Interest and Penalties on Delinquent Property Tax Revenues (Pages 40 through 42);
9. Agreement with American Fidelity Administrative Services, LLC for Affordable Care Act Employee Tracking and Employer Reporting Services (Pages 43 and 44);
10. Annual Investment Policy Statement (Pages 45 through 51);
11. Declassification and destruction of records, as listed (Page 52);
12. Agreement for legal services with Atkinson, Andelson, Loya, Rudd & Romo (Pages 53 and 54);
13. Agreement with Capital Protection for crowd management services (Page 55);
14. Agreement with Dunbar Armored, Inc. (Pages 56 and 57);
15. Agreement with Los Angeles County Office of Education for network services and support (Page 58);
16. Renewal agreement with New Cingular Wireless PCS, LLC (Page 59);
17. Environmental impact assessment consultant services for campus parking and circulation projects (Pages 60 and 61);
18. Award of Bid No. 3127 to Bali Construction, Inc. of El Monte, CA (Page 62):
 - Bid No. 3127 Storm Drain Utility Replacement;
19. Award of Bid No. 3159 to Anning-Johnson Company, of Industry, CA (Page 63):
 - Bid No. 3159 Buildings 6, 26A, 26D, 27B, and 27C Roof Replacement;
20. Award of Bid No. 3160 to Harik Construction, Inc. of Glendora, CA (Page 64):
 - Bid No. 3160 School of Continuing Education, Building 40, Phase III Demo Project;
21. Contract with CompView Audio-Visual Solutions for onsite training of Tighrope Carousel Digital Signage system (Page 65);

22. Memorandum of Understanding with the Los Angeles County Sheriff's Department (Pages 66 and 67);
23. Agreement with OmniUpdate, Inc. (Page 68);
24. Contract with IBM for technical services that are not covered under an IBM maintenance agreement for the 2017-18 fiscal year (Page 69);
25. Renewal agreement with Iron Mountain for offsite data storage (Page 70);
26. Renewal contract with Sirius Computer Solutions, Inc. for technical services that are not covered under a maintenance agreement for 2017-18 fiscal year (Page 71);
27. Claim against the College – student number ending in 8010 (Page 72);
28. Contract with Amber Box to provide an Active Shooter Detection System (Page 73);
29. Aviation insurance policy renewal (Pages 74 through 76);
30. Fine arts insurance coverage renewal (Pages 77 and 78);
31. Student accident and athletic insurance coverage renewal (Pages 79 and 80);
32. Purchase for the School of Continuing Education Computer Lab – Modular Building (Pages 81 and 82);
33. Consulting agreement for professional interior design, furniture, fixtures, and equipment design services (Page 83);
34. Contract Amendment - Thermal Energy Storage Tank and Central Plant Expansion – P2S Engineering, Inc. - Amendment No. 1 (Pages 84 and 85);
35. Contract Amendment - Business and Computer Technology Storm Water Pollution Prevention Plan – Psomas - Amendment No. 1 (Pages 86 and 87);
36. Change Order for consulting services (Page 88):
 - Contract Hyland (Document Management Consultant) – Change Order No. 1;
37. Change Order for Learning Technology Center fire alarm replacement (Page 89):
 - Contract First Fire Systems, Inc. (Fire Alarm Contractor) – Change Order No. 1
38. Change Orders for the Business and Computer Technology Project (Pages 90 through 93):
 - Contract SJD&B (General Contractor) – Change Order No. 3,
 - Contract KCB Towers, Inc. (General Contractor) – Change Order No. 1,
 - Contract Caston Inc. (General Contractor) – Change Order No. 1,
 - Contract Stanton Utilities, Inc. (General Contractor) – Change Order No. 2;

39. Completion Notices:

- Bid No. 3010 Thermal Energy Storage – Tilden-Coil Constructors (Contractor);
- Bid No. 3048 Fire Alarm Replacement – Learning Technology Center, First Fire Systems, Inc. (Contractor).

40. Proposed Gifts and Donations to the College:

- Pro Linear/Pontech, Inc. – Manncorp MC-301 benchtop batch reflow oven, used for soldering surface-mounted electronic components to printer circuit boards, Manncorp MC-110 manual PCB screen printer, used for labeling circuit boards, valued by donor at \$9,500, to be used in the Electronics and Computer Technology department in fabrication courses that teach principles associated with the manufacturing of advanced electronic devices.

HUMAN RESOURCES:

41. Personnel Transactions (Pages 94 through 124);
42. Contract for Employee Assistance Services for Education with the Los Angeles County Office of Education (Page 125);
43. Contract for Fair Employment Housing Act/Americans with Disabilities Act Reasonable Accommodations – Shaw HR Consulting, Inc. (Page 126);
44. Contract for FRISK Training – Atkinson, Andelson, Loya, Ruud & Romo (Page 127);
45. Contract for Interpreting Services with LIFESIGNS, Inc. (Page 128);
46. Contract for Onboarding Services with PeopleAdmin (Page 129);
47. New Classified Job Classification Descriptions (Pages 130 through 143);
48. Salary Schedules for Professional Experts, Short-Term Hourly Employees, Student Assistants, and Substitute Employees (Pages 144 through 151);

INSTRUCTION:

49. Community Services Program/Offerings for Academic Year 2017-18 (Pages 152 through 163);
50. School of Continuing Education Additions and Changes (Pages 164 through 166);
51. Technical Assistance Provider for Contract Education Grant Renewal: Acceptance of Funds and Approval of Purchases (Page 167);
52. Center of Excellence 2017-2018 Grant Renewal (Page 168);
53. Acceptance of Funds: Southeast Los Angeles County Workforce Development Board Slingshot Initiative (Page 169);

54. Acceptance of Funds: Ventura County Community College District, Moorpark College (Page 170);
55. Contract Agreement with Bays Mountain Production for the Purchase of “Totality,” a Planetarium Show (Page 171);
56. Memorandum of Understanding between International Polytechnic High School and Mt. San Antonio College – Non-Assembly Bill 288 (Dual Enrollment) (Page 172);
57. Memorandum of Understanding between Rowland Unified School District and Mt. San Antonio College – Non-Assembly Bill 288 (Dual Enrollment) (Page 173);
58. Memorandum of Understanding between West Covina Unified School District and Mt. San Antonio College – Non-Assembly Bill 288 (Dual Enrollment) (Page 174);
59. New, 4-Year Review, Modified Courses, Modified Certificates, and New and Modified Degrees Effective with the 2017-18 Academic Year (Pages 175 and 176);

PRESIDENT’S OFFICE:

60. Agreement with Emerald Data Solutions (Page 177); and

STUDENT SERVICES:

61. Contract with Cal Poly Pomona Foundation, Inc. for the DREAM Program Student Leadership Symposium (Page 178).

Ratification is requested for the following:

62. Ratification of renewal agreement with Durham School Services, L.P. (Page 179);
63. Ratification of contract with Community College Search Services (Page 180);
64. Contract for the Rent-a-Risk-Manager Program – Construction Program (Page 181); and
65. Contract with Cal Poly Pomona Foundation, Inc. for the International Students Program Training Day (Page 182).

ACTION ITEMS

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

1. Set aside approvals for the West Parcel Solar Project and Addendum to the 2012 Master Plan Environmental Impact Report (EIR) (Page 183);
2. Proposed New Board Policy 3730 – Text Messaging (Pages 184 and 185); and
3. Expenditure Authorization for 2017-18 Associated Students Budget (Pages 186 through 190).

DISCUSSION ITEM

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

1. Memorandum of Understanding between Pomona Unified School District and Mt. San Antonio College – Assembly Bill 288 (Dual Enrollment) (Page 191).

INFORMATION ITEMS

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

1. Revisions to Administrative Procedure 3250 – Institutional Planning (Pages 192 through 194); and
2. Revisions to Administrative Procedure 7120 – Recruitment and Hiring: Faculty (Pages 195 through 207).

ADJOURNMENT

Future Board Meetings

July 12, 2017
August 9, 2017
September 13, 2017
October 11, 2017
November 8, 2017
December 13, 2017

Upcoming Events

July 4	Independence Day – Campus Closed
July 6	Secret of the Cardboard Rocket , 4:30 p.m., Planetarium Back to the Moon for Good , 6:00 p.m., Planetarium
July 12	Registration Begins for 2017 Fall Credit and Continuing Education Classes

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

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

June 28, 2017





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 10, 2017

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Bader at 4:08 p.m. on Wednesday, May 10, 2017. 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; Irene Malmgren, Vice President, Instruction; Audrey Yamagata-Noji, Vice President, Student Services; and Abe Ali, Vice President, Human Resources, were present.

PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

CLOSED SESSION

The following correction was made to the Closed Session:

- Closed Session Item #3 – Charge of Complaint Involving Information Protected by Federal Law – Delete reference to the employee case.

The Board adjourned to Closed Session at 4:09 p.m. to discuss the following items:

1. Public Employee Performance Evaluation (Pursuant to Section 54957) – 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 Labor Negotiators (Pursuant to Section 54957.6):

- Bill Scroggins, Chief Negotiator (CSEA 262)
- Abe Ali, Chief Negotiator (CSEA 651)
- Jennifer Galbraith, Chief Negotiator (Faculty Association)

3. Charge or Complaint Involving Information Protected by Federal Law (Pursuant to Section 54956.86) – Appeal of Administrative Review (per Administrative Procedure 3435), Discrimination and Harassment Investigations (two cases, regarding Student No. ...2613 and Employee No. ...1057).

Closed Session recessed at 5:05 p.m. and reconvened at 5:29 p.m.

PUBLIC SESSION

The public meeting reconvened at 6:37 p.m., and the Pledge of Allegiance was led by Tom Mauch.

REPORTING OF ACTION TAKEN IN CLOSED SESSION

1. Closed Session Items 1 and 2 – None.
2. Closed Session Item 3 – Charge of Complaint Involving Information Protected by Federal Law (Pursuant to Section 54956.86) – Appeal of Administrative Review (per Administrative Procedure 3435), Discrimination and Harassment Investigations (one case, regarding Student No. ...2613) – The Board approved to uphold the administrative determination regarding Student No. 2613.

INTRODUCTIONS AND RECOGNITION

- The following newly appointed and promoted employees were introduced:

Classified Employees (Newly Appointed)

- **Evelyn Aguilera**, Fiscal Technician II (Fiscal Services) (absent)
- **Elda Blount**, Administrative Specialist III (Professional and Organizational Development) (absent)
- **Kasteel Gumban**, Fiscal Technician II (Fiscal Services) (absent)
- **Christine Lisnock**, Laboratory Technician II – Chemistry (Chemistry) (absent)
- **David Munar**, Custodian (Custodial Services) (absent)
- **Alejandra Pulido**, Coordinator, Project/Program (English as a Second Language) (absent)
- **Humberto Reynoso**, Laboratory Technician – Arts (Fine Arts) (absent)

Confidential Employees (Newly Appointed)

- **Melissa Cone**, Executive Assistant I (Fiscal Services) (absent)

Classified Employees (Promoted)

- **Jane Ho**, Laboratory Technician II – Chemistry (Chemistry) (absent)

Management Employees (Promoted)

- **Marisa Ziegenhohn**, Director, Fiscal Resources (Fiscal Services) (present)
- Award a Certificate of Service to the following retiring employees:
 - **Jodi Carter**, Account Clerk III (Fiscal Services), 20 years of service (absent)
 - **Kathleen Clarke**, Educational Advisor (Counseling), 28 years of service (present)
 - **Mary Ann Mulvihill**, Administrative Specialist II (Business Division), 13 years of service (present)
- Award Certificates of Service to the following retired/retiring faculty members, whose combined years of service total 176 years:
 - **George D. Dorough**, Professor (Sign Language/Interpreting), 26 years of service (present)
 - **Jean Garrett**, Professor (English, Literature & Journalism), 28 years of service (absent)
 - **Christopher G. Graham**, Professor (Mathematics, Computer Science), 26 years of service (present)
 - **Paul W. Kittle**, Professor (Librarian-Learning Resources), 12 years of service (absent)
 - **Rasool Masoomian**, Professor (Business Administration), 16 years of service (present)
 - **Heidi R. Parra**, Professor (Mathematics, Computer Science), 25 years of service (absent)
 - **Christine M. Tunstall**, Professor (Counselor-Disabled Student Programs and Services), 27 years of service (present)
 - **Jill K. Wilkerson**, Professor (Counselor-Disabled Student Programs and Services), 16 years of service (present)
- Congratulate the 2017 Educators of Distinction:
 - **Manuel Castillejos**, Professor, World Languages (absent)
 - **Alison Chamberlain**, Professor, Biological Sciences (absent)
 - **Guadalupe De La Cruz**, Transfer Specialist, Career & Transfer Services (absent)
 - **Sandra Padilla**, Educational Advisor, Bridge Program (absent)
 - **Craig Petersen**, Professor, Biological Sciences (absent)
- Retired Baseball Coach **Art Mazmanian** was honored by the Board for his contributions to the College and in celebration of his 90th birthday.

- The All-USA Community College Academic Team recognizes high achieving two-year college students who demonstrate academic excellence combined with leadership and service. Awards are given at both the state and national levels. At the state level, two Mt. San Antonio College students, **Anna Badillo** and **Jordan Tang**, were recently named to the 2017 All-California Academic First Team and were recognized at an awards luncheon in Sacramento on March 23, 2017. In addition, on the national level, Anna is one of only 20 students from across the country who was named to the All-USA Academic Team and received a \$5,000 scholarship. More than 1,800 students competed for this honor in 2017 and as the top scoring student in California, Anna was also named a 2017 Coca Cola New Century Scholar, earning an additional \$2,000 scholarship. Anna was presented at the Annual President's Breakfast held during the American Association of Community Colleges Annual Convention on April 24, 2017. Congratulations Anna and Jordan!
- Under the guidance of Faculty Advisor **Kelly Coreas**, second year Respiratory Therapy students **John Gelert**, **Michael LaBianca**, **Christopher Low**, and **Daniel Kim** participated in the California Society for Respiratory Care South Coast Region Student Sputum Bowl competition in April. The Sputum Bowl is a fun name for an annual Respiratory Therapy trivia contest put on by the state and national Respiratory Therapy professional societies. These students competed against teams from several local colleges and after numerous rounds of questions, they won the regional competition. To be able to call yourself "Sputum Bowl Champion" is a title coveted by Respiratory Therapists around the country and these students have worked hard to earn this title. They will now represent Mt. SAC and the South Coast Region at the upcoming California Society for Respiratory Care Annual Conference in San Diego in June. Best of luck, gentlemen!
- The Respiratory Therapy Department, under the leadership of Program Director **Kelly Coreas** and Department Chair **Mary-Rose Weisner**, is among a select group of programs that will be recognized by the Commission on Accreditation for Respiratory Care (CoARC) to receive the Distinguished Registered Respiratory Therapy (RRT) Credentialing Success Award. This award is presented as part of the CoARC's continued efforts to value the RRT credential as a standard of professional achievement. From a program effectiveness perspective, the CoARC views the RRT credential as a measure of a program's success in inspiring its graduates to achieve their highest educational and professional aspirations. Congratulations!
- **Dr. Irene Malmgren** was presented with the Carter Doran Leadership Award at the Chief Instructional Officers Annual Spring Conference. This award recognizes an active instructional administrator who exemplifies leadership by showing qualities which Carter Doran embodied in his role as teacher/dean at Mt. San Antonio College and Vice President of Instruction at Santa Ana and College of the Canyons: Integrity, compassion, kindness, sense of humor, wit, and charm; Dedication to the common good; Devotion to excellence without elitism; Generosity with time and talent; and Loyalty to friends one and all. Congratulations, Irene, on a job well done!

APPROVAL OF MINUTES

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, and passed to approve the minutes of the special meeting of April 12, 2017.

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

It was moved by Trustee Baca, seconded by Trustee Hall, and passed to approve the minutes of the regular meeting of April 12, 2017.

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

It was moved by Trustee Baca, seconded by Trustee Hall, and passed to approve the minutes of the special meeting of April 19, 2017.

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

PUBLIC COMMUNICATION

None.

REPORTS

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

- **Aneca Abcede**, President, Associated Students
- **Jeff Archibald**, President, Academic Senate
- **John Lewallen**, President, Classified Senate
- **Eric Kaljumagi**, President, Faculty Association
- **Sandra Bollier and Lee Jones**, President and Vice President, CSEA 262 (no written report given)
- **Cesar Castaneda**, President, CSEA 651 (no written report given)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation and Alumni Association
- **Jim Jenkins**, Representative, Management Steering Committee

BOARD COMMUNICATION

- A. Trustee Bader read the following reminder: “At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.”
- B. All Board members shared the following comments:
- They welcomed and congratulated newly appointed and promoted employees.
 - They congratulated Jodi Carter, Kathleen Clarke, Mary Ann Mulvihill, George Dorough, Jean Garrett, Christopher Graham, Paul Kittle, Rasool Masoomian, Heidi Parra, Christine Tunstall, and Jill Wilkerson on their retirement.
 - They congratulated Manuel Castillejos, Alison Chamberlain, Guadalupe De La Cruz, Sandra Padilla, and Craig Petersen for being recognized as the 2017 Educators of Distinction.
 - They congratulated Jeff Archibald on his new position at Pasadena City College and recognized his many contributions to the College.
 - They congratulated Irene Malmgren on receiving the Carter Doran Leadership Award.
- C. Student Trustee Santos reported the following:
- Attended the CCCT meeting in Sacramento.
 - Attended the CCLC Annual Trustees Conference in Lake Tahoe.
 - Invited anyone interested in attending the Pomona Valley MEChA Pachuco Ball with proceeds going to scholarships for high school students in Pomona.
 - Thanked Dr. Scroggins for his participation in the student contest, Selfie with the President, and is grateful for his interaction with the students.
- D. Trustee Chen reported the following:
- Thanked Aneca Abcede for her service as the Associated Students President.
 - Thanked Betty Santos for her two years of service as the Student Trustee.
 - Attended the Mt. SAC Relays and looks forward to it coming back to the campus.
 - Attended the San Gabriel Valley Economic Partnership Luncheon at Coca Cola.
 - Toured the NetZero facility.
 - Attended the Spring Easter Egg Hunt at La Puente Park.
 - Attended the Arbor Day Celebration at La Puente High School.
 - Attended the Hacienda-La Puente Foundation Scholarship Dinner.
 - Attended the Workman High School Jazz Festival.
 - Was a speaker at a national women’s political conference and talked about his role as a trustee.
 - Was a speaker in a Political Science class at Valley College and talked about his role as a trustee.
 - Attended the Bookstore Public/Private Partnership meeting.
 - Was appointed to the Library Commission by Janet Haan.
- E. Trustee Santos reported the following:
- Toured the Carlsbad salination facility.
 - Attended a County meeting on implementation of Measure A, which is a County parcel tax.
 - Attended the San Gabriel Valley Economic Partnership Luncheon at Coca Cola.

- Attended the Civic Alliance Sector Awards.
- Attended the Arbor Day Celebration in West Covina.
- Attended the Mt. SAC Relays and shared a photo.
- Attended the Community Facilities Planning Advisory Committee meeting.
- Attended the Wildlife Sanctuary 50th Anniversary Celebration and Ribbon Cutting for the new bridge.
- Attended the birthday celebration for Coach Mazmanian.
- Attended the court hearing on the judgment.
- Looking forward to the Zoot Suit Ball in Pomona.

F. Trustee Baca reported the following:

- Congratulated Irene on her leadership award.
- Attended the State Foundation Purchasing Conference in San Diego.
- Attended the Faculty Association Conference in Manhattan Beach, and facilitated a breakout session on teaching veterans.
- Attended the Friends of the Library meeting in Diamond Bar.
- Attended the Hacienda-La Puente Annual Scholarship Dinner.
- Attended a meeting in which the Kiwanis awarded 80 recognitions and scholarships to local high school students.
- Attended the Cal Works/CARE/EOPS awards ceremony.
- Attended the CCLC Annual Trustees Conference in Lake Tahoe, and facilitated a breakout session on civic engagement.

G. Trustee Hidalgo reported the following:

- Thanked Bill Scroggins and staff for being active with the student community.
- Attended the Mt. SAC Relays and commented that it's nice to see so many of our Trustees attending.
- Attended the Hacienda-La Puente Annual Scholarship Dinner.
- Attended the CCLC Annual Trustees Conference in Lake Tahoe, and commented that there were a lot of great topics. He attended a joint caucus session, which was very beneficial.

H. Trustee Chen Haggerty reported the following:

- Congratulated Irene on her leadership award.
- Attended the CCLC Annual Trustee Conference in Lake Tahoe, and felt the workshops were very important, specifically the one on STRS/PERS.

I. Trustee Hall reported the following:

- Attended the San Gabriel Valley Civic Alliance Awards Ceremony.
- Attended the Mt. SAC Relays.
- Attended the Community Facilities Plan Advisory Committee meeting, and congratulated Mika Klein who made a great presentation. He made a recommendation to get student input on the plan.
- Attended the Hacienda-La Puente Annual Scholarship Dinner.
- Attended the birthday celebration for Coach Mazmanian.
- Attended the Hacienda Heights Kiwanis fundraiser which raises money for student scholarships.
- Congratulated Bill Lambert and the Foundation on exceeding their fundraising goals.

J. Trustee Bader reported the following:

- Attended the Mt. SAC Relays.
- Attended the Pomona Chamber of Commerce Legislative Luncheon.
- Attended a Ganesha Park event where they have done chainsaw carvings on a grove of redwood trees.
- Attended the Cal Works/CARE/EOPS event, and the stories of the students are so touching.
- Attended the birthday celebration for Coach Mazmanian.
- Attended the Community Facilities Plan Advisory Committee meeting, and commented that there are wonderful plans for the future of the College.
- Attended the Public/Private Partnership meeting.
- Attended the Home Support Services Caregiver program Completion Ceremony.
- Congratulated Trustee Baca on his retirement from Rio Hondo.

PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed and congratulated newly appointed and promoted employees.
- He congratulated the students who were named to the All-USA Academic Team, and that he presented Ana Badillo with her award in New Orleans.
- He congratulated Jodi Carter, Kathleen Clarke, Mary Ann Mulvihill, George Dorough, Jean Garrett, Christopher Graham, Paul Kittle, Rasool Masoomian, Heidi Parra, Christine Tunstall, and Jill Wilkerson on their retirement.
- He congratulated Manuel Castillejos, Alison Chamberlain, Guadalupe De La Cruz, Sandra Padilla, and Craig Petersen for being recognized as the 2017 Educators of Distinction.
- He congratulated Jeff Archibald on his new position at Pasadena City College.
- He congratulated Irene Malmgren on receiving the Carter Doran Leadership Award.
- He commented that the College filed an application to be the host for the 2020 Olympic Track and Field Trials, and we are one of three finalists.
- He participated in a governance technical assistance visit to the San Bernardino Community College District. This is through a partnership with the state Academic Senate for Community Colleges and the Community College League of California.
- He introduced Barbara McNeice-Stallard, Director of Research and Institutional Effectiveness, who gave an informational report to the Board on three College metrics: Institution-set Standards, Institutional Effectiveness Partnership Initiative (IEPI), and the College Scorecard (presentation attached). Discussion:

Barbara described how these three overlap and are used to support and guide the institutional effectiveness of the College. The Board engaged in conversation and questions regarding all the metrics and, in particular, those of the 2017 Scorecard. The Board discussed the new Skills Builders data and the viability of the median earnings wage data. Also discussed were limitations of the data and its use for bench marking the impact the College has on the local economy.

CONSENT CALENDAR

The following corrections were made to the Consent Calendar:

- Consent Item #20: Personnel Transactions, pages 54-69 – Delete the Temporary Special Projects Administrator New Hire (Page 61).
- Consent Item #24: New and/or Revised Management Job Classification Description, pages 81-97 – Delete the job description of Director, Accessible Media and Technology (Pages 82 through 87).

It was moved by Trustee Baca, seconded by Trustee Hall, 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. Re-issuance of stale-dated warrants;
4. Agreement with Citrus College for the use of tennis courts, including advance payments;
5. Amendment to Strata Information Group contract;
6. Purchase of Hewlett Packard networking equipment;
7. This item was pulled and acted on below;
8. School of Continuing Education modular purchase for the Short-Term Vocational Health Careers Program Simulation Lab;
9. Purchase supplies and equipment through other public agencies' competitively bid contract for the 2017-18 fiscal year;
10. Amendment No. 2 to Verizon Wireless Communications agreement;
11. Agreement with AT&T for advance payment of DSA inspection fees for cellular sites;
12. Consulting agreement for the West Parcel Solar California Environmental Quality Act (CEQA) Initial Study;
13. Agreement with McKinstry Essention LLC for an Engineered Maintenance Plan;
14. This item was pulled and acted on below;
15. This item was pulled and acted on below;
16. Professional design and consulting services with Hill Partnership for the Student Center;

17. Change Order for Building 23 Renovation:
 - Contract Harik Construction, Inc. (General Contractor) – Change Order No. 5;
18. Change Orders for the Business and Computer Technology Project:
 - Contract SJD&B (General Contractor) – Change Order No. 2;
 - Contract CLS Constructors, Inc. (General Contractor) – Change Order No. 1;
 - Contract Stolo Cabinets, Inc. (General Contractor) – Change Order No. 1;
 - Contract Letner Roofing Co. (Roofing Contractor) – Change Order No. 1;
 - Inland Building Construction Companies, Inc. (General Contractor) – Change Order No. 1;
 - R.W. Smith & Co. (General Contractor) – Change Order No. 1;
 - Stanton Utilities, Inc. (Utility Contractor) – Change Order No. 1; and
 - Daniel's Electrical Construction Co., Inc. (Electrical Contractor) – Change Order No. 1;
19. Proposed Gifts and Donations to the College:
 - Kay Hoevel – Mini Skid Steer with 16 horse power Honda engine with attachments, bucket, trencher, auger motor, and (3) augers; 6, 9, and 14 inch. Ripper, loader, tow hitch, chains, and load binders. Pro hauler trailer included. Hydraulic pressure gauge and service manuals for Honda engine and Compact Power Prodigy Skid Steer Model TK215 SN 1036405, valued by donor at \$4,500, to be used in the Equipment Technology labs and for general farm work.
20. Personnel Transactions;
21. Contract with Maxient LLC;
22. Contract with PeopleAdmin for Onboarding Services;
23. New and/or Revised Classified Job Classification Descriptions;
24. This item was pulled and acted on below;
25. This item was pulled and acted on below;
26. Contract Agreement with Interact Communications;
27. School of Continuing Education Additions and Changes;
28. Technical Assistance Agreement with the Academic Senate for California Community Colleges;
29. This item was pulled and acted on below;
30. Approval of Aircraft Repair Services with Foothill Aircraft Sales & Inc.;
31. Yankee Book Peddler;

32. Donation to Algalita Marine Research and Education in Support of Dr. Deborah Boroch Science Discovery Day;
33. New, 4-Year Review, Modified Courses, Modified Certificates, and New and Modified Degrees Effective with the 2017-18 Academic Year;
34. Mt. San Antonio College 2017 Scorecard;
35. This item was pulled and acted on below;
36. Assessment, Remediation, and Retention for Associate Degree Nursing Programs Grant: Acceptance of Funds;
37. Basic Skills and Student Outcomes Transformation Grant: Approval of Activities;
38. This item was pulled and acted on below;
39. Enrollment Growth for Associate Degree Nursing Programs Grant: Acceptance of Funds;
40. Health Careers Training Program Mini-Grant: Acceptance of Funds and Approval of Purchases;
41. Song-Brown Registered Nurse Capitation Grant: Acceptance of Funds and Approval of Purchases;
42. Agreement with Liebert Cassidy Whitmore for Legal Services;
43. This item was pulled and acted on below;
44. Contract with Island Packers for the ACES 2017 Summer Science Transfer Program;
45. Contract with California State University, Channel Islands Campus Recreation for the ACES 2017 Summer Science Transfer Program;
46. Contract with the University of California, Santa Barbara Campus Conference Services for the ACES 2017 Summer Residential Transfer Bridge Program;
47. Contract with Griffith Moon Publishing;
48. Contract with Mountain Meadows Golf Course;
49. Interagency Agreement with Cal Poly Pomona;
50. Student Health Services Fee Increase;
51. 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

52. Continue utilizing Leighton Consulting, Inc. and Converse Consultants to provide materials and geotechnical soils testing engineer of records services.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #7 – PURCHASE OF FURNITURE FOR THE BUSINESS AND COMPUTER TECHNOLOGY BUILDINGS A, B, AND C – PHASE I

It was moved by Trustee Baca 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.

CONSENT ITEM #14 – AGREEMENT WITH HAMPTON TEDDER ELECTRIC CO., INC. FOR A HIGH VOLTAGE COORDINATION SURVEY AND REPORT

It was moved by Trustee Baca 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 #15 – CENTRAL PLANT GENERATOR REPAIR

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.

CONSENT ITEM #24 – NEW AND/OR REVISED MANAGEMENT JOB CLASSIFICATION DESCRIPTIONS

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

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

CONSENT ITEM #25 – ACCEPTANCE OF 2017-18 FUNDS: ADULT EDUCATION BLOCK GRANT, AB104, SECTION 39, ARTICLE 9

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 #29 – WEST COVINA UNIFIED SCHOOL DISTRICT FACILITIES USE AGREEMENT FOR NONCREDIT INSTRUCTION AT RIO VERDE ACADEMY

It was moved by Trustee Hall 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 #35 – MT. SAN ANTONIO COLLEGE'S 2017 INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INDICATORS

It was moved by Trustee Hall 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 #38 – CALIFORNIA COMMUNITY COLLEGES MAKER MINI-GRANT: APPROVAL OF ACTIVITIES

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #43 – CONSULTING AGREEMENT WITH THE MCCALLUM GROUP, INC.

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 – RESOLUTION 16-13 – A RESOLUTION AUTHORIZING LAYOFF DUE TO LACK OF WORK AND/OR LACK OF FUNDS

It was moved by Trustee Baca and seconded by Trustee Hall to postpone the motion to a future time.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

ACTION ITEM #2 – EQUAL EMPLOYMENT OPPORTUNITY (EEO) FUND MULTIPLE METHOD ALLOCATION MODEL CERTIFICATION FORM FOR THE FISCAL YEAR 2017-18

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 #3 – REVISION OF RESOLUTION NO. 16-06 – A RESOLUTION FIXING THE EMPLOYER CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION

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 #4 – PURCHASE OF AUDIO-VISUAL CONTROL SYSTEMS AND EQUIPMENT – PHASE III – (BID NO. 3155)

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

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

ACTION ITEM #5 – PROPOSAL TO SET ASIDE CEQA APPROVALS FOR THE WEST PARCEL SOLAR PROJECT, FINALIZE THE PRELIMINARY DRAFT INITIAL STUDY/MITIGATED NEGATIVE DECLARATION FOR THE WEST PARCEL SOLAR PROJECT, AND PUBLISH A PUBLIC HEARING NOTICE FOR PURPOSES OF ADOPTING A MITIGATED NEGATIVE DECLARATION

It was moved by Trustee Hall and seconded by Trustee Chen to postpone the motion indefinitely.

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

ACTION ITEM #6 – RESOLUTION 16-14 – A REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS

It was moved by Trustee Baca 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.

DISCUSSION ITEM #1 – PROPOSED NEW BOARD POLICY 3730 – TEXT MESSAGING

No discussion.

INFORMATION ITEM #1 – NEW ADMINISTRATIVE PROCEDURE 3730 – TEXT MESSAGING

This item was presented for information.

INFORMATION ITEM #2 – REVISED ADMINISTRATIVE PROCEDURE 4024 – UNITS-TO-CONTACT-HOUR RELATIONSHIP

This item was presented for information.

INFORMATION ITEM #3 – NEW ADMINISTRATIVE PROCEDURE 7123 – APPLICANT TRAVEL REIMBURSEMENT

This item was presented for information.

ADJOURNMENT

The meeting adjourned at 10:15 p.m.

WTS:CN

Dual Enrollment
Dr. Joumana McGowan and Dr. Francisco Dorame
June 28, 2017

Background

Assembly Bill (AB) 288 (Holden) was enacted January 1, 2016, and was added to California Education Code Section 76004. AB 288 enables the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district. The AB 288 CCAP Partnership Agreement and Non-AB 288 are for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

Several studies have shown that high school students enrolled in dual enrollment college courses are more likely to earn high school degrees, enroll in college full-time, and remain in college. Dual enrollment will reduce the number of incoming college freshmen in remedial math and English classes because the program exposes students to the rigor of college at an earlier age. Participating in dual enrollment programs can help disadvantaged, first-generation, and middle-achieving students who might lack sufficient preparation for college succeed in higher education by giving them a realistic idea of what college requires through early exposure to college-level work. Dual enrollment has the added benefit of potentially reducing the cost of college by providing low or no cost college credit and shortening the time to a degree.

Mt. San Antonio College will be offering AB 288 credit courses at ***Pomona Unified School District***. The Memorandum of Understanding (MOU) will be effective July 1, 2017, through June 30 2018, and will award college credit for high school students enrolled in the Mt. San Antonio College dual enrollment program. High school students pay no fees for registration and textbooks. The College will pay for student textbooks and for the Mt. SAC credit class at the Mt. SAC hourly rate of instruction.

Mt. San Antonio College will be offering Non-AB 288 credit courses at ***International Polytechnic High School (iPoly), West Covina Unified School District, and Rowland Unified School District***. The MOUs will be effective July 1, 2017, through June 30, 2018, and will award college credit for high school students enrolled in the Mt. San Antonio College dual enrollment program. High school students pay no fees for registration and textbooks. The College will pay for student textbooks and for the Mt. SAC credit class at the Mt. SAC hourly rate of instruction.

Projected Impact on Mt. SAC

The dual enrollment program will provide our College and local high schools an opportunity to come together and discuss college readiness, standards, and curriculum alignment to benefit our students and allow us to develop stronger relationships and partnerships.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 28, 2017</u>	CONSENT
SUBJECT:	<u>Appropriation Transfers and Budget Revisions Summary</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period 4/3/17 - 5/15/17**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 584,634
Total	\$ 584,634

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 153,103
2000 Classified/Other Nonacademic Salaries	82,279
3000 Employee Benefits	59,649
4000 Supplies/Materials	19,124
6000 Capital Outlay	77,604
7000 Other Outgo	24,692
7950 Unassigned Fund Balance	168,183
Total	\$ 584,634

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

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: June 28, 2017

Restricted General Fund - 17

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 332,732
2000 Classified/Other Nonacademic Salaries	24,804
3000 Employee Benefits	75,707
Total	\$ 433,243

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 65,017
5000 Other Operating Expenses/Services	132,795
6000 Capital Outlay	81,606
7000 Other Outgo	153,825
Total	\$ 433,243

Farm Operations Fund -34

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 5,102
7940 Assigned Fund Balance	24,000
Total	\$ 29,102

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 3,000
6000 Capital Outlay	26,102
Total	\$ 29,102

Health Services Fund- 39

From:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 116,672
3000 Employee Benefits	34,695
Total	\$ 151,367

To:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ 151,367
Total	\$ 151,367

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: June 28, 2017

Capital Outlay Projects Fund - 41

From:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	198,077
3000	Employee Benefits		61,222
6000	Capital Outlay		541,650
Total		\$	800,949

To:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	15,316
5000	Other Operating Expenses/Services		5,633
7000	Other Outgo		780,000
Total		\$	800,949

Bond Construction Fund No. 2 - 45

From:

<u>Budget Classification</u>			<u>Amount</u>
5000	Other Operating Expenses/Services	\$	10,000
6000	Capital Outlay		2,894
Total		\$	12,894

To:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	12,894
Total		\$	12,894

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	8,959
Total		\$	8,959

To:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	6,388
5000	Other Operating Expenses/Services		2,571
Total		\$	8,959

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: June 28, 2017

Student Representation Fee Trust Fund - 72

From:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 7,500
Total	\$ 7,500

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 128
5000 Other Operating Expenses/Services	7,372
Total	\$ 7,500

Other Trust Funds - 79

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 1,594
Total	\$ 1,594

To:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 1,594
Total	\$ 1,594

BUDGET REVISIONS
For the period 4/3/17 - 5/15/17

Unrestricted General Fund - 11 and 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
816000 Veteran's Services	\$ 4,218
861904 Part-Time Faculty Health Insurance	(1,560)
861911 Return to Title V	11,436
868502 Prior Year Lottery	211,905
869000 Part-Time Faculty Compensation, Current Year	16,832
869000 Part-Time Faculty Compensation, Prior Year	5,777
882000 Radiologic Technology Special Education Program	1,060
882001 Arts Division-Music	4,200
882001 Summer Science Exploration Experience (S2E2)	2,000
882002 Pep Squad Program	478
882003 Baseball Program	8,500
882003 Men's Basketball Program	3,740

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: June 28, 2017

882003	Women's Soccer Program	\$	100
882003	Women's Volleyball Program		2,400
883100	Montclair Fire Department, Contract #1617-006		2,130
883900	Center of Excellence		1,500
884006	Athletic Operations		403
884007	Planetarium-Sales		14,000
884008	Box Office-Ticket Sales		5,597
884008	Music-Choral Program		200
884021	Athletics Program		3,905
884021	Championship Events, Sales-Banquet		4,945
884023	Championship Events, Sales-Gate Fees		1,734
884024	Mountaineer Advertising		3,600
885000	Campus Facility Rentals		31,269
887500	Biological Sciences, Field Trip Fees		1,505
887500	Geology/Oceanography, Field Trip Fees		2,119
887714	Fire Academy		7,412
887730	Architecture/Design, Production Fees		1,920
887730	Arts, Print Making Fees		2,502
887730	Business, Color Copy/Laser Fees		1,397
887730	Ceramics, Clay Fees		4,714
887730	Commercial Art, Print Fees		890
887730	First Aid and CPR Fees		2,251
887730	Industrial Design Technology, Production Fees		940
887730	Interior Design/Fashion, Print Fees		1,205
887730	Photographics, Production Fees		6,390
887750	Floral Design, Material Fees		4,500
887900	Expedited Transcript Fee		27,890
888107	Parking-Facility Rental		2,680
888500	Bursar's Office, Duplicate ID Fees - Noncredit Students		9,035
888500	Flight Training Program		47,420
888500	Music-Choral Program		4,077
888500	Music-Instrumental Program		2,798
888500	Pep Squad Program		1,440
888545	Air Conditioning, EPA Test Fees		275
888545	Aircraft Maintenance Fees		820
888545	Welding Certification		1,100
889000	Custodial-Recycling		2,011
889000	Printing Services		26,213
889000	Self-Insured Retention Trust		4,401
889000	Technical Assistance Provider (TAP), Contract Education Events		2,600

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: June 28, 2017

889004	American Readers Theater Program	\$	2,320
889004	Communication Department Program		15,000
889004	Mt. SAC Speakers Program		3,000
889005	Aquatics Program		19,210
889005	Championship Events, Registration/Entry Fees		10,200
889005	Mt. SAC Speakers Program		3,494
889005	Music-Choral Program		900
889005	Music-Instrumental Program		4,345
889005	Pep Squad Program		2,400
889005	Summer Science Exploration Experience (S2E2)		3,600
891002	Vehicle Surplus		7,075
898001	Return funding to reserves for the 2014-15 New Resources Allocation Phase 2, Temporary Project Manager position and Site Improvement for Preventive Maintenance.		400,000
898001	Return funding to reserves for the 2015-16 New Resources Allocation Phase 3, Assistant Director, Student Health Services position (position was funded ongoing).		151,367
898001	Return funding to reserves for the 2015-16 New Resources Allocation Phase 3, Special Project Manager position, Building Additions and Equipment for Building Security and Safety.		380,000
Total		\$	1,513,785

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 706
2000 Classified/Other Nonacademic Salaries	14,500
3000 Employee Benefits	1,609
4000 Supplies/Materials	63,899
5000 Other Operating Expenses/Services	449,833
6000 Capital Outlay	26,680
7950 Unassigned Fund Balance	956,558
Total	\$ 1,513,785

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
862902 2016-17 CARE	\$ 150
865900 Course Identification Program, Augmentation	100,000
865901 2016-17 Basic Skills and Student Outcomes Transformation Program	1,118,391

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: June 28, 2017

868502	2015-16 Lottery	\$	149,880
Total		\$	1,368,421

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	467,084
2000	Classified/Other Nonacademic Salaries		417,183
3000	Employee Benefits		132,709
4000	Supplies/Materials		151,880
5000	Other Operating Expenses/Services		199,415
7000	Other Outgo		150
Total		\$	1,368,421

Health Services Fund - 39

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
869000	Student Mental Health	\$	750
Total		\$	750

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
5000	Other Operating Expenses/Services	\$	750
Total		\$	750

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
886000	Revenue Lease Bonds Interest	\$	72
886000	2016-17 Interest		117,258
889000	Wireless Cell Site-Division of State Architect (DSA) Inspection Services		2,071
898001	Modular Health Career Simulation Lab		150,000
898001	Wi-Fi Access Points, 2016-17 New Resources Allocation Phase 5		23,692
Total		\$	293,093

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	175,835
7950	Unassigned Fund Balance		117,258
Total		\$	293,093

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: June 28, 2017

Capital Outlay Projects/Redevelopment Fund - 43

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 2016-17 Interest	\$ 16,814
889000 Redevelopment Agencies-Property Tax Capital Outlay portion	394,503
Total	\$ 411,317

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 411,317
Total	\$ 411,317

2010 BAN Construction Fund - 44

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 2016-17 Interest	\$ 7,778
Total	\$ 7,778

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 7,778
Total	\$ 7,778

Bond Construction Fund No. 2 - 45

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 2016-17 Interest	\$ 153,210
Total	\$ 153,210

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 153,210
Total	\$ 153,210

Bond Construction Fund No. 3 - 46

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 2016-17 Interest	\$ 85,427
Total	\$ 85,427

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: June 28, 2017

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 85,427
Total	\$ 85,427

2017 BAN Construction Fund - 47

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
894001 2017 BAN Proceeds	\$ 89,785,753
Total	\$ 89,785,753

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 370,000
5000 Other Operating Expenses/Services	7,140,000
6000 Capital Outlay	82,275,753
Total	\$ 89,785,753

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$584,634), Restricted General Fund (\$433,243), Farm Operations Fund (\$29,102), Health Services Fund (\$151,367), Capital Outlay Projects Fund (\$800,949), Bond Construction Fund No. 2 (\$12,894), Associated Students Trust Fund (\$8,959), Student Representation Fee Trust Fund (\$7,500), and Other Trust Funds (\$1,594) 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 (\$1,513,785), Restricted General Fund (\$1,368,421), Health Services Fund (\$750), Capital Outlay Projects Fund (\$293,093), Capital Outlay Projects/Redevelopment Fund (\$411,317), 2010 BAN Construction Fund (\$7,778), Bond Construction Fund No. 2 (\$153,210), Bond Construction Fund No. 3 (\$85,427), and 2017 BAN Construction Fund (\$89,785,753) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: June 28, 2017

CONSENT

SUBJECT: Independent Contractors

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Not to Exceed
Acuna, Jonathan	Instruction – CCC Makerspace Start Up	Advise on the creation and implementation of the Makerspace concept	4/1/17-6/30/17	\$200
Antillon, Brandon	Instruction – CCC Makerspace Start Up	Mentor and support participants involved in the Makerspace project.	4/1/17-6/30/17	\$200
Brown, David	Instruction – STEM Teacher Preparation Grant	Presenter – Summer Science Experience	5/1/17-7/31/17	\$1,200
Cohen, Dr. Marc R.	Instruction – Emergency Medical Services	Attend annual advisory meeting; weekly program update; attend annual LA County DHS EMS update class; quarterly on-campus meetings to review program needs; attend Paramedic graduation; and program oversight	7/1/17-6/30/18	\$7,500
Forsberg, Sheila dba Forsberg Consulting Services	Human Resources	Classification Consultant Services	7/1/17-6/30/18	\$10,000

Prepared by: Myeshia Armstrong

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

SUBJECT: Independent Contractors**DATE:** June 28, 2017

Provider	Area/Department	Service/ Assignment	Date(s)	Not to Exceed
Gritzewsky, Ernie	Student Services – Bridge Program	Guest Speaker – Summer Bridge	7/5/17 and 7/12/17	\$3000
Hernandez, Daniel	Instruction – Consumer & Design Technologies	Photographer – Fashion projects	7/1/17- 6/16/18	\$1,500
Hernandez, Edgar	Student Services – CARE program	Provide promotional items for CARE Conference	4/27/17	\$2,566
Kaminsky, Rebecca	Instruction – Basic Skills and Student Outcomes Transformation Grant	Workshop Facilitator – Academic/Student Services Master Planning Summit; to include airfare and hotel accommodations	5/12/17	\$2,000
Marshall, Tammi	Instruction – Basic Skills and Student Outcomes Transformation Grant	Workshop Facilitator – Academic/Student Services Master Planning Summit; to include airfare and hotel accommodations	5/12/17	\$2,000
McManus, Steve	Student Services – Student Health Services	Calibration of Medical Equipment	6/19/17- 5/1/18	\$400
Reeve, Betty dba/Betty Jean's Party Ponies	Instruction – Agriculture	Pony rides for Farm Day	5/6/17	\$400
Schnoor, Larry	Instruction – Communication	Special consultant – American Readers Theater Association Tournament	7/15/17- 7/16/17	\$1,700
Soenarijo, Sheryl	Student Services – Counseling Department	Design Counseling brochure	3/1/17- 3/31/17	\$153

SUBJECT: Independent Contractors

DATE: June 28, 2017

Provider	Area/Department	Service/ Assignment	Date(s)	Not to Exceed
Turner, Dr. A. Franklin	Instruction – Radiologic Technology Program	Will provide direction for the program by acting as a consultant, participate in curriculum development, assist with new hospital agreements, and meet with administrators if support is needed	7/1/17- 6/30/18	\$1,000
Victor, Barry	Instruction – Commercial & Entertainment Arts	Wire and configure Wheatstone Integrated Boards for the campus radio station	7/1/17- 8/31/17	\$6,000
Walters, Nathan	Marketing & Communications	Videographer/Editor – Innovation and Excellence videos. To include airfare and hotel accommodations	6/19/17- 6/30/18	\$35/hr. Not to exceed \$25,000
Young, Dr. Earl	Instruction – Respiratory Therapy Program	Will provide direction for the program by acting as a consultant, participate in curriculum development, assist with new hospital agreements, and meet with administrators if support is needed	7/1/17- 6/30/18	\$7,500

SUBJECT: Independent Contractors

DATE: June 28, 2017

Funding Sources

Unrestricted General Fund – Instruction – Emergency Medical Services, Consumer & Design Technologies, Agriculture, Communication, Radiologic Technology Program, Commercial and Entertainment Arts, Respiratory Therapy Program; Human Resources; Marketing and Communications (New Resources Allocation Phase 6).

Restricted Fund – Instruction – CCC Makerspace Start Up, STEM Teacher Preparation Grant, Basic Skills and Student Outcomes Transformation Grant, Commercial & Entertainment Arts; Student Services – Bridge Program (Student Equity), Student Health Services, Counseling Department (SSSP), CARE Program.

RECOMMENDATION

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

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

DATE: June 28, 2017

CONSENT

SUBJECT: Tentative Budget for the 2017-18 Fiscal Year

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The State budget outlook is positive for community colleges. The budget reflects the Governor's continued commitment to student success and access through increased investment in higher education. The proposed changes for community colleges in the Governor's May Revision Budget and the Legislative Conference Committee consists of the following: \$183.6 million for Base Allocation; \$102 million for a 1.56% Cost-of-Living Adjustment (COLA); \$57.8 million for Growth; \$150 million for the Guided Pathways Program; \$76.9 million in one-time funds for Physical Plant and Instructional Support; and \$46.5 million in one-time funds for Prop 39 Clean Energy Job Creation Fund. It is expected that the Governor will sign the final budget on or before June 30, 2017.

The College Net Changes in Revenues and Expenditures for the 2016-17 fiscal year will be a positive \$13,687,315. This difference is the result of Estimated Unbudgeted Revenues of \$3,562,797 and Estimated Unexpended Expenditure Budgets of \$10,124,518. The most significant unbudgeted revenues are seen in the following areas: \$1,007,004 from 2015-16 Growth; \$806,056 for 2016-17 Apportionment statewide budget deficit projected to end at 0.0%; and \$1,430,620 for Nonresident Tuition, Interest, and Miscellaneous Revenues. The estimated unexpended expenditure budgets are primarily a result of vacancies for management and classified positions, departmental and institutional budgets, and operational expenses funded through the New Resources Allocation for ongoing and one-time uses for 2015-16 and 2016-17. Total commitments of \$12,852,521 represents specific commitments such as purchases in progress, carryovers, New Resources Allocation carryovers, and one-time expenditures.

The ongoing revenues for the Unrestricted General Fund include the 2017-18 increase to the Base Allocation as proposed by the Governor's May Revision Budget. The estimated increase is \$4,534,124 ongoing revenues also include the estimated 1.56% COLA of \$2,493,065. The total ongoing revenues for the Unrestricted General Fund increased from the 2016-17 fiscal year by \$7,856,957.

Prepared by: Myeshia Armstrong/Rosa Royce Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #3

SUBJECT: Tentative Budget for the 2017-18 Fiscal Year

DATE: June 28, 2017

The ongoing expenditures for the Unrestricted General Fund include the annual step-and-column salary progression along with the associated employer-paid benefits; the increase in the California State Teacher's Retirement System (CalSTRS) and California Public Employees' Retirement System (CalPERS) employer contributions; and new faculty, management, and classified positions. The ongoing expenditures also include the 1.56% salary increase for all employee groups. This increase is pending Board of Trustees' approval. The total ongoing expenditures for the Unrestricted General Fund increased from the 2016-17 Adopted Budget by \$8,936,221.

The budget is considered to be a planning document that is both dynamic and flexible. It is responsive to the College's immediate needs, yet prudent to consider uncertainties in future revenues that may fluctuate mid-year. The total ongoing Unrestricted General Fund revenues of \$182,209,332 and ongoing expenditures estimated at \$183,263,645 projects an ongoing budget deficit of \$1,054,313. However, the prior year actuals show that the College consistently performs better than what is budgeted. This is due to the conservative revenue assumptions and underspending that occurs throughout the fiscal year.

The proposed Tentative Budget includes a total of \$12,007,885 in one-time revenues to fund the one-time expenditures. The one-time expenditures primarily include carryovers, a set aside for STRS/PERS Trust, and an allocation for Scheduled Maintenance and Instructional Equipment.

The revenue-generated accounts in the Unrestricted General Fund includes a projected ending balance of \$6,797,926. This balance along with the 2017-18 estimated revenues of \$3,128,911 are the source of funding for the estimated expenditures of \$9,926,837. These funds are designated for College programs.

Further revisions will be made immediately following the fiscal year-end close on June 30, 2017. The final details will be included in the Adopted Budget Plan and Budget that will be submitted for a public hearing and presented for approval at the Board of Trustees meeting on September 13, 2017.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees adopts the Tentative Budget (distributed as a separate document) for the 2017-18 fiscal year.

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

DATE: June 28, 2017

CONSENT

SUBJECT: Quarterly Financial Status Report

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following report for the period ending March 31, 2017, should be reviewed and approved by the Board of Trustees. Once this report has been approved, it will be forwarded to the Chancellor's Office. This report includes revenues, expenditures, and the fund balance for the Unrestricted General Fund only and gives the Board a condensed overview of the fiscal status of the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews and approves the Quarterly Financial Status Report for the period ending March 31, 2017, as presented.

Prepared by: Myeshia Armstrong

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

VIEW QUARTERLY DATA

CHANGE THE PERIOD ▾

Fiscal Year: 2016-2017

District: (850) MT. SAN ANTONIO

**Quarter Ended: (Q3)
March 31, 2017**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-17
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	148,416,716	156,676,952	196,841,282	180,429,460
A.2	Other Financing Sources (Object 8900)	574,076	1,182,661	1,641,456	1,578,221
A.3	Total Unrestricted Revenue (A.1 + A.2)	148,990,792	157,859,613	198,482,738	182,007,681
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	145,965,823	152,168,354	177,078,966	200,197,186
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	518,742	1,420,594	14,973,751	2,313,396
B.3	Total Unrestricted Expenditures (B.1 + B.2)	146,484,565	153,588,948	192,052,717	202,510,582
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	2,506,227	4,270,665	6,430,021	-20,502,901
D.	Fund Balance, Beginning	27,729,958	30,236,185	34,506,850	40,936,871
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	27,729,958	30,236,185	34,506,850	40,936,871
E.	Fund Balance, Ending (C. + D.2)	30,236,185	34,506,850	40,936,871	20,433,970
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	20.6%	22.5%	21.3%	10.1%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	29,682	30,654	31,467	31,865
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2013-14	2014-15	2015-16	2016-17
H.1	Cash, excluding borrowed funds		55,098,799	70,155,870	78,899,011
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	47,884,609	55,098,799	70,155,870	78,899,011

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	179,137,024	180,429,460	154,753,358	85.8%
I.2	Other Financing Sources (Object 8900)	1,550,458	1,578,221	1,580,493	100.1%
I.3	Total Unrestricted Revenue (I.1 + I.2)	180,687,482	182,007,681	156,333,851	85.9%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	199,009,343	200,197,186	127,501,768	63.7%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,858,223	2,313,396	2,306,971	99.7%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	200,867,566	202,510,582	129,808,739	64.1%

K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-20,180,084	-20,502,901	26,525,112	
L.	Adjusted Fund Balance, Beginning	40,936,871	40,936,871	40,936,871	
L.1	Fund Balance, Ending (C. + L.2)	20,756,787	20,433,970	67,461,983	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.3%	10.1%		

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

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

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

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

On March 8, 2017, the Board of Trustees approved the issuance of Bond Anticipation Notes for approximately \$90 million.

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

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

Estimated one-time expenditures are over estimated one-time revenue. The College has made the decision to fund one-time expenditures with the prior year reserves that are a result of positive variances. In making that decision the College achieve the mandated 10% Board policy reserves.

The economic position of the College is closely tied to the State of California. The significant increases in STRS and PERS employer contributions will affect the College in future years. The STRS employer rate will increase from 12.58% in 2016-17 to 19.10% in 2020-21, and the PERS employer rate will increase from 13.88% in 2016-17 to 27.30% in 2024-25.

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

DATE: June 28, 2017 **CONSENT**

SUBJECT: Quarterly Investment Report

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio Community College District was approved for fiscal independence status effective July 1, 2012. As a result, cash and checks are deposited on a daily basis with the Los Angeles County Treasurer’s Office. The College maintains Citizens Business Bank accounts for the collection of enrollment and student fees, a clearing account to receive wire transfers for financial aid and other grants, and a revolving fund for emergencies. These funds are transferred on a daily or as-needed basis to the Los Angeles County Treasurer’s Office. In addition, the cash from the Revenue Lease Bonds (COPS) is held with a trustee. The cash investments are summarized as follows for the quarter ending March 31, 2017:

County of Los Angeles, Cash in County Treasury	\$152,057,944	1.21%
Citizens Business Bank, District Clearing Account	38,191	.10%
Citizens Business Bank, Revolving Fund	75,479	.10%
Citizens Business Bank, Community Education Clearing Account	43,884	.00%*
Citizens Business Bank, Web Registration Credit Cards	93,989	.10%
Citizens Business Bank, Parking Services Credit Cards	22,493	.10%
Citizens Business Bank, College Programs	16,175	.00%
City National Bank, Federal Perkins Loans	2,968	.00%
Cash with Trustee, Revenue Lease Bonds (COPS)	222,059	.15%

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the March 31, 2017, Quarterly Investment Report, as presented.

Prepared by: Myeshia Armstrong Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #5

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

DATE: June 28, 2017

CONSENT

SUBJECT: Re-issuance of Stale-Dated Warrants

BACKGROUND

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

The payees listed below have been located and have submitted an affidavit to receive their payment.

ANALYSIS AND FISCAL IMPACT

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

Warrant No.	Original Issue Date	Payee	Amount
H0048839	09/11/2012	Paul C. Wang	\$184.00
H0085027	03/25/2013	Paul C. Wang	\$138.00

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the re-issuance of the above listed stale-dated warrants, as presented.

Prepared by: Myeshia Armstrong

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

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

DATE: June 28, 2017

CONSENT

SUBJECT: Resolution No. 16-15 – Temporary Inter-fund Cash Borrowing

BACKGROUND

Temporary inter-fund borrowing of cash is permitted by Education Code, Section 42603, which allows districts to make temporary loans from one fund to another fund for the purpose of meeting payment obligations. Due to potential property taxes and enrollment fees deficits and the quarterly payment schedule of the Education Protection Account extended with Proposition 55, temporary inter-fund borrowing will allow the College expeditious flexibility to ensure proper cash flow needs in the General Fund.

ANALYSIS AND FISCAL IMPACT

Mt. SAC may be in a position where it becomes necessary to temporarily borrow cash from other College funds in order to maintain a positive cash balance in the General Fund. This temporary loan may need to occur depending on the status of payments to vendors and to cover payroll expenses. Fiscal Services will continue to monitor the cash flow needs on a daily basis and will only transfer funds to the General Fund on an as-needed basis.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended the Board of Trustees approves Mt. San Antonio College's Resolution No. 16-15 authorizing temporary inter-fund cash borrowing.

Prepared by: Myeshia Armstrong

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #7

RESOLUTION NO. 16-15

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
INTER-FUND CASH BORROWING**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE MT. SAN ANTONIO
COMMUNITY COLLEGE DISTRICT, LOS ANGELES COUNTY, CALIFORNIA,
AUTHORIZING INTER-FUND CASH BORROWING**

WHEREAS, the governing board of any community college district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations; and

WHEREAS, the transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account;

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Mt. San Antonio Community College District, adopts the following authorization for the 2016-17 and 2017-18 fiscal years to temporarily transfer funds between the following funds provided that all transfers are approved by the President/CEO or designee:

- Fund 33 – Child Development Fund
- Fund 34 – Farm Operation Fund
- Fund 39 – Health Services Fund
- Fund 41 – Capital Outlay Projects Fund
- Fund 43 – Capital Outlay Projects Fund
- Fund 71 – Associated Students Trust Fund
- Fund 72 – Student Representation Fee Trust Fund
- Fund 75 – Scholarship and Loan Trust Fund
- Fund 79 – Other Trust Funds

PASSED AND ADOPTED by the Governing Board on June 28, 2017, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Board of Trustees of the Mt. San Antonio Community
College District

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

Attest:

Robert F. Hidalgo
Clerk of the Board of Trustees
Mt. San Antonio Community College District

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 28, 2017</u>	CONSENT
SUBJECT:	<u>Resolution No. 16-16 – Additional Interest and Penalties on Delinquent Property Tax Revenues</u>	

BACKGROUND

On October 8, 2014, the Board of Trustees approved Resolution No. 14-02, “Approving Assignment of Delinquent Tax Receivables to the California Statewide Delinquent Tax Finance Authority.” Under Government Code Section 6516.6, school districts can form a Joint Powers Agency (JPA). Such a JPA has been formed in Los Angeles County. This JPA essentially assumes the role of the County in delinquent property tax collections. This JPA has developed a plan in conjunction with Tower Capital Management LLC of Morristown, a nationwide leader in the financing of property taxes. As a result of joining the JPA, Mt. San Antonio College has received revenue over and above what we would have received without being a member.

At this time, the Board is being asked to approve a Resolution to continue participation in the JPA for an additional three years.

ANALYSIS AND FISCAL IMPACT

Since joining the JPA in 2002-03, the College has received additional interest and penalties on delinquent property tax revenues totaling \$685,631.

Funding Source

Not Applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves Resolution No. 16-16, “Approving Assignment of Delinquent Tax Receivables to the California Statewide Delinquent Tax Finance Authority for the Years Ending June 30, 2017, 2018, and 2019, and Authorizing Execution and Delivery of Related Documents and Actions.”

Prepared by: Myeshia Armstrong Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins Agenda Item: Consent #8

RESOLUTION NO. 16-16

**RESOLUTION OF THE GOVERNING BOARD OF THE MT. SAN ANTONIO
COMMUNITY COLLEGE DISTRICT APPROVING ASSIGNMENT OF
DELINQUENT TAX RECEIVABLES TO THE CALIFORNIA STATEWIDE
DELINQUENT TAX FINANCE AUTHORITY FOR FISCAL YEARS ENDING
JUNE 30, 2017, 2018 AND 2019, AND AUTHORIZING EXECUTION AND
DELIVERY OF RELATED DOCUMENTS AND ACTIONS**

WHEREAS, under Section 6516.6(b) of the Government Code of the State of California (the “Law”), a school district, community college district or other local educational agency is authorized to sell and assign to a joint powers authority any or all of its right, title, and interest in and to the enforcement and collection of delinquent and uncollected property taxes, assessments, and other receivables that have been levied by it or on its behalf for collection on the secured, unsecured, or supplemental property tax rolls, in accordance with such terms and conditions as are set forth in an agreement with the joint powers authority; and

WHEREAS, the California Statewide Delinquent Tax Finance Authority (the “Authority”) has been formed as a joint powers authority for the purpose of purchasing delinquent *ad valorem* property taxes in accordance with Section 6516.6 of the Law upon terms and conditions which are acceptable to local educational agencies in Los Angeles County; and

WHEREAS, under the Law the amount of property tax receipts to be reported in a fiscal year for revenue limit purposes is equal to 100% of the local educational agency’s allocable share of the taxes distributed to it for the fiscal year, and any additional amounts will not be reported and will be provided directly to the local educational agency; and

WHEREAS, the Board has previously adopted its resolutions approving the participation by the Mt. San Antonio Community College District (the “District”) in the delinquent tax finance program of the Authority with respect to prior fiscal years; and

WHEREAS, the Authority has requested the District to consider selling it certain delinquent tax receivables arising with respect to the fiscal years ending June 30 in each of the years 2017, 2018 and 2019 (collectively, the “Tax Receivables”), at a purchase price which is at least equal to 110.0% of the amount of Tax Receivables; and

WHEREAS, in order to provide funding for the purchase of the Tax Receivables, the Authority has made arrangements to issue and sell a certificate of participation for each fiscal year to a designee of Tower Capital Management, LLC, a Delaware limited liability company; and

WHEREAS, the Governing Board of the District (the “Board”) wishes to take its action at this time approving the sale of the Tax Receivables to the Authority, and approving related documents and actions;

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

Section 1. Sale of Tax Receivables to Authority. The Board hereby approves and authorizes the sale of the Tax Receivables to the Authority, at a purchase price at least equal to 110.0% of the amount of Tax Receivables.

Section 2. Approval of Purchase and Sale Agreements. The sale of Tax Receivables shall be accomplished under a Purchase and Sale Agreement (the "Purchase and Sale Agreement") between the District and the Authority, in substantially the form executed by the District in connection with previous sales of tax receivables to the Authority.

The Purchase and Sale Agreement is hereby approved in substantially the form on file with the Clerk of the Board, together with any changes therein or modifications thereof approved by the Superintendent (or other chief executive officer) or the chief business officer of the District (each, an "Authorized Officer"). The Authorized Officer is authorized and directed to execute and deliver each such Purchase and Sale Agreement on behalf of the District, and the execution and delivery of each such Purchase and Sale Agreement by the Authorized Officer shall be conclusive evidence of the approval of any such changes and modifications. The Board hereby authorizes the delivery and performance of the Purchase and Sale Agreements.

Section 3. Official Actions. The Authorized Officer and any and all other officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to consummate the sale of the Tax Receivables to the Authority and the other transactions described herein. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf in the case such officer is absent or unavailable.

Section 4. Effective Date. This resolution shall take effect from and after the date of approval and adoption thereof.

PASSED AND ADOPTED this 28th day of June, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

ATTEST:

Rosanne Bader
President of the Board of Trustees

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

DATE: June 28, 2017

CONSENT

SUBJECT: Agreement with American Fidelity Administrative Services, LLC for
Affordable Care Act Employee Tracking and Employer Reporting
Services (WorxTime Service)

BACKGROUND

WorxTime, a service offered by American Fidelity Administrative Services, LLC, provides health care reform eligibility software for tracking, monitoring, and reporting hours worked by employees, as required by the Affordable Care Act (ACA). The employer mandate, which became effective on January 1, 2015, requires staff to track and maintain a report of all employees working full-time, 30 hours or more per week, to determine health benefit eligibility status. The WorxTime service has the ability to track employees in real time and send automated alerts to the employer whenever action is needed, calculates whether variable-hour employees will be considered full-time under the law, and captures information that will need to be reported to the Internal Revenue Service (IRS). WorxTime also provides employer reporting services and will create Forms 1095-C Employer-Provided Health Insurance Offer and Coverage. The service includes mailing these forms to employees and electronic transmission to the IRS by the mandated due dates.

The College has been using these services since June 2015 and staff are very satisfied with the results. In addition, American Fidelity Administrative Services has had a long-term partnership with the College as the IRS Section 125 plan administrator since 2004.

ANALYSIS AND FISCAL IMPACT

The College wishes to renew the agreement with American Fidelity Administrative Services, LLC for one year with an effective date of June 28, 2017. Fees for the tracking service have increased from \$0.55 to \$0.60 per employee, per month. Based upon our 2016-17 total count of 3,755 employees, the cost of this service will be approximately \$27,036 per year. Fees for the Employer Reporting service remain at \$995 for the annual fee, plus \$3.50 per Form 1095-C issued. Based upon our 2016-17 count of 1,050 Forms 1095-C issued, the cost of this service will be approximately \$4,670 per year. The total cost for the ACA employee tracking and employer reporting services is estimated to be \$31,706.

Prepared by: Myeshia Armstrong

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

SUBJECT: Agreement with American Fidelity Administrative Services, LLC for
Affordable Care Act Employee Tracking and Employer Reporting Services
(WorxTime Service)

DATE: June 28, 2017

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with American Fidelity Administrative Services, LLC, as presented.

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

DATE: June 28, 2017

CONSENT

SUBJECT: Annual Approval of the Investment Policy Statement

BACKGROUND

The Investment Policy must be presented annually for approval by the Board of Trustees and was last approved on June 22, 2016.

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Investment Policy Statement, as presented.

Prepared by: Myeshia Armstrong

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #10

SUBJECT: Annual Approval of the Investment Policy Statement

DATE: June 28, 2017

INVESTMENTS

1. Objective

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

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

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

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

2. Prudence

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

3. Delegation of Authority

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

4. Ethics and Conflicts of Interest

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

SUBJECT: Annual Approval of the Investment Policy Statement

DATE: June 28, 2017

5. Acceptable Investments

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

- a. U. S. Treasury Instruments: United States Treasury notes, bonds bills or certificates of indebtedness, or those for which the full faith and credit of the United States is pledged to payment of principal and interest. There is no limitation as to the percentage of the portfolio invested in this category.
- b. Federal Agency and Instrumentality Securities: Federal Agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There is no limitation as to the percentage of the portfolio invested in this category.
- c. State of California and local debt, bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
- d. Medium-Term Note Obligations: Medium-term corporate notes, defined as all corporate and depository institution securities with a maximum remaining maturity of five (5) years or less, issued by corporations organized and operating within the United States or depository institutions licensed by the United States or any state and operating within the United States. Medium-term notes shall be rated "A" or higher by a nationally recognized statistical-rating organization (NRSRO). No more than 30% of the portfolio can be invested in corporate obligations.
- e. Pass-through Securities: Any collateralized mortgage obligation, mortgage-backed, or other pay-through bond shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a nationally recognized rating service and rated in a rating category of "AA" or its equivalent or better by a national recognized rating service. No more than 20% of the portfolio can be invested in this category.
- f. Bankers Acceptances: Purchases of bankers' acceptances may not exceed 180 days' maturity. No more than 40% of the portfolio can be invested in bankers' acceptances. No more than 10% of the portfolio can be placed in a bankers acceptances of any single commercial bank.

SUBJECT: Annual Approval of the Investment Policy Statement

DATE: June 28, 2017

- g. Commercial Paper: Commercial paper rated the highest ranking or of the highest letter or number rating as provided by a nationally recognized statistical-rating organization. The entity that issues the commercial paper shall meet one of two sets of criteria: (1) The corporation shall be organized and operating within the United States, shall have total assets in excess of five hundred million dollars (\$500,000,000), and shall issue debt, other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical-rating organization. (2) The corporation shall be organized within the United States as a special purpose corporation, trust, or limited liability company, has program-wide credit enhancements including, but not limited to, over collateralizations, letters of credit, or surety bond; has commercial paper that is rated "A-1" or higher or equivalent by a nationally recognized statistical-rating organization. Eligible commercial paper may not exceed 270 days' maturity nor represent more than 10% of the outstanding paper of an issuing corporation. No more than 15% of the portfolio can be invested in commercial paper, unless the dollar-weighted average of commercial paper held is less than 31 days. Given this restriction, a maximum of 25% of the portfolio can be invested in commercial paper.
- h. Negotiable Certificates of Deposit: Negotiable certificates of deposit issued by a nationally- or state-chartered bank or a state or federal association or by a state-licensed branch of a foreign bank. The maximum maturity for investments in this category is one year. Purchases are limited to issuers whose short-term debt is rated A1/P1. A maximum of 30% of the College's portfolio may be invested in this category.
- i. Repurchase Agreements: Repurchase agreements are to be used solely as short-term investments not to exceed 30 days. The College may enter into repurchase agreements with primary government securities dealers rated "A" or better by two nationally recognized statistical rating services. Counterparties should also have (i) a short-term credit rating of at least A1/P1; (ii) minimum assets and capitalized size of \$25 billion in assets and \$350 million in capital; (iii) five (5) years of acceptable audited financial results; and (iv) a strong reputation among market participants.

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

SUBJECT: Annual Approval of the Investment Policy Statement

DATE: June 28, 2017

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

- j. Money Market Funds: Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 and following). The company shall have met either of the following criteria: (A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations. (B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than 5 years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).
- k. Local Agency Investment Fund (LAIF): If the College has funds invested in the LAIF, the College shall maintain on file LAIF's current investment policy and its requirements for participation, including limitations on deposits or withdrawals. A maximum of \$40 million may be invested in the State Pool.
- l. Los Angeles County Pooled Investment Fund (LACPIF): If the College has funds invested in the LACPIF, the College shall maintain on file LACPIF's current investment policy and its requirements for participation.

6. Maturity Parameters

Maximum maturity of any single issue: five years.

7. Safekeeping and Custody

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

8. Diversification

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

SUBJECT: Annual Approval of the Investment Policy Statement

DATE: June 28, 2017

9. Internal Controls

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

10. Reporting

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

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

SUBJECT: Annual Approval of the Investment Policy Statement

DATE: June 28, 2017

Memorandum of Investment
(effective June 25, 1997)

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

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

Date approved by Board of Trustees:

- June 25, 1997
- May 27, 1998
- June 16, 1999
- June 28, 2000
- June 27, 2001
- June 26, 2002
- June 25, 2003
- August 25, 2004
- August 24, 2005
- May 24, 2006
- June 27, 2007
- June 25, 2008
- June 24, 2009
- June 16, 2010
- June 22, 2011
- June 27, 2012
- June 26, 2013
- June 25, 2014
- June 24, 2015
- June 22, 2016
- June 28, 2017

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 28, 2017</u>	CONSENT
SUBJECT: <u>Declassification and Destruction of Records</u>	

BACKGROUND

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

- All Requisitions, Contracts, Purchase Orders, Bids, and supporting documentation prior to fiscal year 2014-15, except for capital property documents classified as Class 1 records;
- Accounts Payable payment packages and related documents prior to fiscal year 2014-15;
- Journal Vouchers prior to fiscal year 2014-15;
- Accounts Receivable documents prior to fiscal year 2014-15;
- Appropriation Transfers prior to fiscal year 2014-15;
- Deposits, Bank Reconciliations, and Canceled Checks prior to fiscal year 2014-15;
- District Invoices prior to fiscal year 2014-15;
- Budget Revisions prior to fiscal year 2014-15;
- Payroll Timesheets prior to fiscal year 2014-15;
- Debit/Credit Card Payment Reports prior to fiscal year 2014-15;
- HR Employment Applications and Recruitment Files prior to fiscal year 2014-15;
- Federal and State Categorical Programs and Grants – financial and program records for programs ending prior to fiscal year 2013-14; and
- Financial Aid financial records prior to fiscal year 2013-14.

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the declassification and destruction of records, as presented.

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

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

DATE: June 28, 2017

CONSENT

SUBJECT: Agreement for Legal Services with Atkinson, Andelson, Loya, Rudd & Romo

BACKGROUND

The College has been utilizing the law services of Atkinson, Andelson, Loya, Rudd & Romo (AALRR) for the past four years. AALRR is a firm that specializes in employment relation and school law matters, including representation in negotiations and administrative and court proceedings.

ANALYSIS AND FISCAL IMPACT

Under Government Code Section 53060, the Board of Trustees is authorized to contract with any persons who furnish special services and advice in legal matters as long as such persons are trained, experienced, and competent. AALRR has represented numerous California community college districts over the years, with particular emphasis on employment relation and school law matters.

The current agreement is due to expire on June 30, 2017. Therefore, the College wishes to enter into a new two-year agreement with AALRR in order to continue using their legal services on an as-needed basis. The term of this agreement is from July 1, 2017, through June 30, 2019. The proposed hourly rates for attorney time are as follows:

Position	Previous Rates for 2016-17	New Rates for 2017-18	New Rates for 2018-19
Senior Partners	\$295	\$305	\$315
Partners/Senior Counsel	\$285	\$295	\$305
Senior Associates	\$270	\$280	\$290
Associates	\$250	\$260	\$270
Electronic Technology Litigation Specialists	*	\$260	\$270
Non-Legal Consultants	*	\$200	\$200
Senior Paralegals/Law Clerks	\$170	\$180	\$185
Paralegals/Legal Assistants	\$155	\$165	\$170

* Position added commencing July 1, 2017.

Prepared by: Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #12

SUBJECT: Agreement for Legal Services with Atkinson, Andelson, Loya, Rudd & Romo

DATE: June 28, 2017

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

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

DATE: June 28, 2017

CONSENT

SUBJECT: Agreement with Capital Protection

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

For the past four years, the College has used the services of Capital Protection, located in Rancho Cucamonga, CA on an as-needed basis for crowd management control for its large public events. Approval is being sought to enter into a new agreement with Capital Protection for the period July 1, 2017, through June 30, 2018. Capital Protection's rates remained unchanged for the previous two-year period. For that reason, Capital Protection has requested an increase as follows:

Position	Previous Rates for 2016-17	New Rates for 2017-18
Unarmed Guard	\$19.50	\$20.50
Unarmed Supervisor	\$21.50	\$22.50

The estimated cost for the 2017-18 fiscal year is \$10,500.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #13

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 28, 2017</u>	CONSENT
SUBJECT:	<u>Agreement with Dunbar Armored, Inc.</u>	

BACKGROUND

The College utilizes armored car services to provide daily pick up and transportation of cash and checks to its designated depositories, and cash restocking of four Automated Teller Machines (ATMs) located on campus.

ANALYSIS AND FISCAL IMPACT

The current agreement with Dunbar Armored, Inc., located in Ontario, CA, is due to expire on June 30, 2017. Therefore, the College wishes to enter into a new agreement for the period July 1, 2017, through June 30, 2018, with the option to renew for up to four additional one-year periods.

Dunbar’s rates have remained unchanged during the previous five-year period. For that reason, Dunbar has requested an increase as follows to cover higher wages and fuel costs:

Armored Car Transportation Service	Previous Rate	New Rate
Daily Pick-up (per month)	\$330.00	\$416.90
Excess Premise Time per Minute (over 10 minutes)	\$1.25	\$1.32
Unscheduled Pick-up (per pick-up)	\$75.00	\$78.95
ATM Restocking Fees	Previous Rate	New Rate
Four ATMS (monthly fee per machine)	\$108.25	\$116.85
Emergency Cash	\$75.00	\$78.95

In addition to the above fees, Dunbar will provide the College with a receipt book and an initial supply of scanning cards at no cost. Replacement receipt books and scanning cards will be provided at Dunbar’s standard fees for such supplies.

The estimated cost for the 2017-18 fiscal year is \$11,000.

Prepared by: <u>Teresa Patterson</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #14</u>

SUBJECT: Agreement with Dunbar Armored, Inc.

DATE: June 28, 2017

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Dunbar Armored, Inc., as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	June 28, 2017	CONSENT
SUBJECT	Agreement with Los Angeles County Office of Education – Network Services and Support	

BACKGROUND

The Los Angeles County Office of Education (LACOE) provides financial systems support, which is necessary to retrieve past information and update job classifications for the California State Teachers' Retirement System (STRS) and the California Public Employees' Retirement System (PERS) reporting. The STRS and PERS retirement electronic files are prepared by Mt. SAC and sent to LACOE, who is responsible for submitting each file to the respective retirement agency. To access these systems, Mt. SAC maintains a contract with LACOE for network services and support.

ANALYSIS AND FISCAL IMPACT

The term of the agreement with LACOE is for a three-year period from July 1, 2014, through June 30, 2017, with the option to renew for two additional one-year periods. Fiscal Services is requesting to exercise its option to extend the agreement with LACOE for the period July 1, 2017, through June 30, 2018, for network services and support to access past information, update job classifications, and facilitate the STRS and PERS reporting. The annual cost for this service is \$1,200, which will be paid quarterly.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with the Los Angeles County Office of Education for network services and support, as presented.

Prepared by: _____	Teresa Patterson	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #15

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

DATE: June 28, 2017

CONSENT

SUBJECT: Renewal Agreement with New Cingular Wireless PCS, LLC

BACKGROUND

The College currently leases space on the rooftop of the Learning Technology Center, Building 6, to New Cingular Wireless PCS, LLC (formerly known as AT&T Wireless Services), for the operation of a mobile/wireless communications facility. The benefits of having wireless communications equipment installed on this facility are the expanded and increased coverage in and around the surrounding area. The initial five-year agreement commenced October 1, 2007, with the option to renew for up to five additional five-year periods. The first five-year renewal term is due to expire on September 30, 2017.

ANALYSIS AND FISCAL IMPACT

The College wishes to exercise its option to renew the agreement with New Cingular Wireless PCS, LLC for a second five-year term commencing October 1, 2017, through September 30, 2022. The current lease amount is \$2,023.74 per month and is increased annually in the amount of 2.5%. The income generated from this lease is deposited into the College Improvements Fund.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal agreement with New Cingular Wireless PCS, LLC, as presented.

Prepared by: Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #16

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>June 28, 2017</u>	CONSENT
SUBJECT: <u>Environmental Impact Assessment Consultant Services for Campus Parking and Circulation Projects (RFP No. 3157)</u>	

BACKGROUND

At its meeting on October 12, 2016, the Board of Trustees approved a contract with Psomas to develop a Parking and Circulation Master Plan for the College. This plan is part of the Educational and Facilities Master Planning process with respect to the regional traffic circulation patterns and the existing parking and transportation network within the College.

To support the environmental planning efforts related to parking, an on-campus transit center, on-campus circulation, and regional traffic impacts, the College is in need of contracting with a consultant who can prepare an Environmental Impact Assessment.

ANALYSIS AND FISCAL IMPACT

In March 2017, the College issued a Request for Proposals (RFP) for Environmental Impact Assessment Consultant Services for Campus Parking and Circulation Projects.

The RFP documents were issued to 13 firms with two firms responding, Ultra Systems, Irvine, CA and Psomas, Santa Ana, CA.

Proposals were reviewed and evaluated by a six member Review Committee using a common evaluation form. After review of all proposals the Committee scores were totaled to establish a final ranking. Based on the RFP responses, the Committee was unanimous in recommending Psomas to provide environmental impact assessment consulting services to the College. Psomas has over 70 years of experience and has played a leading role in the successful preparation of environmental compliance documents pursuant to the California Environmental Quality Act and the National Environmental Policy Act.

As specific phases of the work are issued, the Board will be asked to award those project assignments with specific fee amounts based upon the estimated cost of those individual phases of work.

Prepared by: Teresa Patterson/Becky Mitchell Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #17

SUBJECT: Environmental Impact Assessment Consultant Services for Campus
Parking and Circulation Projects (RFP No. 3157)

DATE: June 28, 2017

Funding Source

To be determined upon each individual project assignment.

RECOMMENDATION

It is recommended that the Board of Trustees approves Environmental Impact Assessment Consultant Services for Campus Parking and Circulation Projects (RFP No. 3157) to Psomas, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 28, 2017</u>	CONSENT
SUBJECT:	<u>Storm Drain Utility Replacement (Bid No. 3127)</u>	

BACKGROUND

This project consists of the replacement of an existing storm drain line, water line, and all related site work within the boundaries of the Hilmer Lodge Stadium and Parking Lot R areas.

The request for bids included two additive alternates as follows: 1) Installation of 1,002 linear feet of 10” water main, and 2) Demolition and removal of 686 linear feet of existing 10” water main.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Nineteen contractors were invited to participate in the bid process with seven contractors attending the job walk. Four bids were received and publicly opened on May 23, 2017. The lowest responsible, responsive bidder is Bali Construction, Inc., located in South El Monte, CA, for the Base Bid plus Additive Alternate Nos. 1 and 2 for a total bid amount of \$860,601. A summary of bids is as follows:

Company Name/Location	Base Bid Amount	Alt. 1 Amount	Alt. 2 Amount	Total Bid
Bali Construction, Inc., So. El Monte, CA	\$742,344	\$99,952	\$18,305	\$860,601
Pro-Craft Construction, Inc., Redlands, CA	\$914,000	\$112,000	\$48,000	\$1,074,000
Continental Plumbing, Inc., Mira Loma, CA	\$920,655	\$163,076	\$26,898	\$1,110,629
Empyrean Plumbing, Inc., Riverside, CA	\$949,485	\$178,485	\$129,316	\$1,257,286

Funding Sources

Measure RR Bond (Series A) funds, 2017 Bond Anticipation Note (BAN).

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of the Storm Drain Utility Replacement (Bid No. 3127) to Bali Construction, Inc., for the total amount of \$860,601, as presented.

Prepared by: Teresa Patterson/Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #18

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

DATE: June 28, 2017

CONSENT

SUBJECT: Buildings 6, 26A, 26D, 27B, and 27C Roof Replacement (Bid No. 3159)

BACKGROUND

On March 8, 2017, the Board of Trustees approved the re-roofing of the Technology and Health Building 28A. This project was necessary as the existing roof had exceeded its function, developed leaks, and was no longer under warranty.

Roof replacement continues with Buildings 6, 26A, 26D, 27B, and 27C. The proposed new roofing system will cover the existing roofing with a single-ply thermoplastic membrane. The new roofing will provide better insulation and a 20-year warranty, excluding Buildings 27B and 27C, which will only have a 10-year warranty due to the replacement scheduled on the buildings.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Thirteen contractors were invited to participate in the bid process with seven contractors attending the job walk. Four bids were received and publicly opened on May 23, 2017. The lowest responsible, responsive bidder is Anning-Johnson Company, Industry, CA. A summary of bids is as follows:

Company/Location	Base Bid Amount
Anning-Johnson Company, Industry, CA	\$613,000
Best Contracting Services, Inc., Gardena, CA	\$949,950
Exbon Development, Inc., Garden Grove, CA	\$1,805,400
Commercial Roofing Systems, Inc., Arcadia, CA	\$1,593,686

Funding Source

2016-17 State Scheduled Maintenance funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves Buildings 6, 26A, 26D, 27B, and 27C Roof Replacement (Bid No. 3159), and awards the project to Anning-Johnson Company, as presented.

Prepared by: Teresa Patterson/Gary L. Nellesen Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #19

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 28, 2017</u>	CONSENT
SUBJECT:	<u>School of Continuing Education, Building 40, Phase III Demo Project</u> <u>(Bid No. 3160)</u>	

BACKGROUND

Phases I and II of the School of Continuing Education (SCE) renovation project were approved by the Board of Trustees in December 2015 and October 2016, respectively. Phases I and II provided classrooms and new office space to support the growth for the SCE.

Phase III will continue the renovation, which will complete the upgrade of the entire 24,667 square foot building. This phase will include demolition of the remaining 6,167 square feet of space and the final addition of new student restrooms, staff restrooms, a breakroom, a large fee-based classroom, and office space.

The demolition portion of work will consist of removal of existing walls, doors, windows, casework, and T-bar ceilings, including electrical systems.

It is anticipated that the remaining renovation work of the new space will be submitted to the Board of Trustees for approval at its meeting on August 9, 2017.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Thirty-seven contractors were invited to participate in the bid process with two contractors attending the job walk and only one bid received from Harik Construction, Inc., Glendora, CA, for the total amount of \$199,000. After review of the bid submitted, staff believes the amount to be fair and reasonable and it is in line with the cost estimate for the project.

Funding Source

2017 Bond Anticipation Note (BAN).

RECOMMENDATION

It is recommended that the Board of Trustees approves the School of Continuing Education, Building 40, Phase III Demo Project (Bid No. 3160), and awards the contract to Harik Construction, Inc., as presented.

Prepared by:	<u>Teresa Patterson/Gary L. Nellesen</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #20</u>

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

DATE: June 28, 2017

CONSENT

SUBJECT: Contract with CompView Audio-Visual Solutions for Onsite Training of the Tighrope Carousel Digital Signage System

BACKGROUND

The College is in the process of purchasing a new software product to manage our campus digital signage called Carousel from CompView Audio-Video Solutions. The College requests to have CompView Audio-Visual Solutions provide 1 day of onsite training of Carousel Digital Signage.

ANALYSIS AND FISCAL IMPACT

Authorization is requested for CompView Audio-Visual Solutions to provide onsite training services for the management and use of the Carousel software, with estimated travel expenses, not to exceed \$3,725.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with CompView Audio-Visual Solutions for onsite training of the Tighrope Carousel Digital Signage System, as presented.

Prepared by: Chris Rodriguez

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #21

SUBJECT: Memorandum of Understanding with the Los Angeles County Sheriff's Department

DATE: June 28, 2017

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Memorandum of Understanding with the Los Angeles County Sheriff's Department, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 28, 2017</u>	CONSENT
SUBJECT:	<u>Agreement with OmniUpdate, Inc.</u>	

BACKGROUND

OmniUpdate is the College’s web content management system for the www.mtsac.edu website. The system provides a standard platform for website development and maintenance to ensure consistent branding across the College. The system is used to provide uniform digital content across a variety of communication tools including the College website, marquee, message boards, and social media sites like Facebook.

ANALYSIS AND FISCAL IMPACT

The agreement is for user licenses, OmniUpdate Directory, and basic-level support which includes all software upgrades and unlimited support requests. OmniUpdate Directory is the module that creates the College’s online employee directory. The list price for the annual contract is \$39,000. OmniUpdate will discount the annual cost by \$12,000, if a three-year agreement is approved.

The first year cost is \$27,000. Each subsequent year the annual cost will increase by 3%. The agreement effective dates are July 1, 2017, to June 30, 2020. The first year cost is an increase of \$6,500 over the 2016-17 fee of \$20,500, which had not been increased in the last three years.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: _____	Dale S. Vickers	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #23

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

DATE: June 28, 2017

CONSENT

SUBJECT: Contract with IBM

BACKGROUND

Information Technology, on an as-needed basis, requires the expert services of IBM to assist with installation or repair of hardware or software that is not currently covered under IBM maintenance. Although rarely used, it is necessary to establish the contract for a limited number of hours so IBM can schedule a technician to provide immediate service, when requested.

ANALYSIS AND FISCAL IMPACT

The services contract is established for use in case of an emergency or critical technology need. The contract includes 20 hours of technical assistance at \$237 per hour plus an allowance for travel expenses for a total not to exceed \$7,000. The previous contract's hourly rate was \$235; so, the rate increased by \$2. The College will be invoiced for actual hours used and travel expenses during the 2017-18 fiscal year.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Dale S. Vickers

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #24

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 28, 2017</u>	CONSENT
SUBJECT:	<u>Renewal Agreement with Iron Mountain</u>	

BACKGROUND

Iron Mountain is the leader in information management services, assisting more than 140,000 organizations with storing and protecting information. Information Technology (IT) utilizes Iron Mountain’s media vault services to store digital data and paper files in case of a disaster. IT performs nightly back-ups of almost all computer systems, servers, and databases. Some of these backups are streamed to cloud storage and some are saved to digital tapes. The tapes are sent off-site on a daily basis via secure Iron Mountain transport to their vault for storage and rotated back to the College for reuse on a set schedule. Iron Mountain’s vault has all of the appropriate measures of security including keycard access, video surveillance, tape scanning, and online tape tracking.

ANALYSIS AND FISCAL IMPACT

This renewal is for year two of a five-year period.

Mt. SAC will continue to receive a 29% list price discount on services and a 23% list price discount on storage. Iron Mountain monthly invoices average \$1,400 depending on the total number of days in a month and the total number of site visits. This is an average increase of \$100 a month over 2016-17 due to Iron Mountain increasing the cost of daily service trips and storage space. An annual agreement not to exceed \$17,000 provides continuity for disaster recovery planning and data management.

Year two of the agreement with Iron Mountain is for July 1, 2017, through June 30, 2018, with an option to renew for three additional years.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal agreement with Iron Mountain, as presented.

Prepared by: _____	Dale S. Vickers	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #25

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

DATE: June 28, 2017

CONSENT

SUBJECT: Renewal Contract with Sirius Computer Solutions, Inc.

BACKGROUND

Information Technology, on an as-needed basis, requires the expert services of Sirius Computer Solutions, Inc. to assist with installation or repair of hardware or software this is not currently covered under a maintenance agreement. It is necessary to establish the contract for a limited number of hours so Sirius can schedule a technician to provide immediate service, when requested.

ANALYSIS AND FISCAL IMPACT

The services contract is established for use in case of an emergency or critical technology need. The contract is for the not-to-exceed amount of \$10,000 including travel expenses. 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. The College will be invoiced for actual hours used and travel expenses during the 2017-18 fiscal year.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Dale S. Vickers

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #26

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 28, 2017</u>	CONSENT
SUBJECT: <u>Claim Against the College – Student Number Ending in 8010</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

On May 15, 2017, the College received a claim from attorney Alvin Sandjaya on behalf of claimant alleging that on April 7, 2017, claimant sustained injuries while walking through a parking spot with a damaged cement block exposing the claimant to a dangerous condition. The College’s claims administrator has reviewed the claim and requests that the Board take action to reject the claim.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees rejects the claim against the College – student number ending in 8010, and Administrative Services be instructed to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4.

Prepared by: Duetta Langevin Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #27

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

DATE: June 28, 2017

CONSENT

SUBJECT: Contract with Amber Box to Provide an Active Shooter Detection System

BACKGROUND

Over the last seven years, active shooter incidents have tripled from the previous seven years, and a third of those incidents have occurred in education environments. So many of these events unfold so rapidly, time is of the essence.

ANALYSIS AND FISCAL IMPACT

The College would like to be a pilot campus to test an active shooter system on a month-to-month basis. This system detects gun fire and, within three seconds, sends a notification via web. Designated parties will be notified of shots fired and the location they were detected. The College would be one of a handful of college campuses within the state to utilize this type of detection system. This system will provide detection immediately and assist necessary personnel to identify where the shooting is occurring. Student Services Center 9B has been identified as a pilot area.

The contract with Amber Box is a month-to-month contract at \$540.00 per month. Either party may terminate the contract at any time.

Funding Source

Safety Credit funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Amber Box to provide an Active Shooter Detection System, as presented.

Prepared by: Duetta Langevin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #28

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 28, 2017</u>	CONSENT
SUBJECT:	<u>Aviation Insurance Policy Renewal</u>	

BACKGROUND

Mt. San Antonio College annually purchases aviation hull and liability insurance to cover the College’s liability resulting from the activities of the Aircraft Technology and Aeronautics Departments, the Mt. San Antonio College Flight Training Association, and the Mt. San Antonio College Flying Team. The College has received proposals from Falcon Insurance Agency of California, Inc., for primary and excess liability insurance in the amount of \$87,768.

ANALYSIS AND FISCAL IMPACT

The primary and excess liability policies are for the period July 1, 2017, through July 1, 2018, and include the following coverage limits:

Primary Liability and Hull Coverage

Liability Coverage:	\$1,000,000 - Combined Single-Limit of Bodily Injury and Property Damage and Personal Injury including passengers. California Renter’s and Trainee’s Liability included \$5,000 – Medical Coverage each person including crew.		
Non-Owned Liability “Gap” Coverage:	\$1,000,000 – Combined Single-Limit of Bodily Injury and Property Damage, including passengers. This covers the gap when the Flight Team rents aircraft that does not have \$1,000,000 of primary coverage.		
Hull Coverage:	N714GM	\$19,000	All Risk Hull with deductible of \$2,500 All losses
	N48968	\$19,500	All Risk Hull with deductible of \$2,500 All losses
	N94364	\$23,500	All Risk Hull with deductible of \$2,500 All losses
	N20562	\$34,000	All Risk Hull with deductible of \$2,500 All losses
	N49228	\$60,000	All Risk Hull with deductible of \$2,500 All losses
	N3505R	\$107,000	All Risk Hull with deductible of \$2,500 All losses
	N946MS	\$185,000	All Risk Hull with deductible of \$2,500 All losses

Prepared by: Duetta Langevin Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #29

SUBJECT: Aviation Insurance Policy Renewal

DATE: June 28, 2017

Use:	Non-commercial and Special Uses. Special Uses are defined as the instruction, both dual and solo, of members of the Mt. San Antonio College Flight Training Association under the direct supervision of a pilot holding an FAA Flight Instructor Rating.
Total Primary Liability and Hull	\$48,268

Excess Liability, Non-Owned Aircraft Physical Damage and Liability

Liability Coverage:	\$10,000,000 – Excess of primary insurance for aircraft owned and/or operated by the Mt. San Antonio College Flight Training Association. \$5,000 – Medical Coverage each person including crew, to cover all uses of aircraft not owned by the College.
Non-Owned Aircraft Physical Damage Liability:	\$100,000 – Any One Aircraft \$1,000 – Deductible Any One Loss
Non-Owned Aircraft Liability Coverage:	\$10,000,000 – Combined Single Limit of Bodily Injury and Property Damage including passengers.
Uses:	As respects Non-Owned Aircraft – Incidental rental of aircraft while participating in intercollegiate events when the Mt. San Antonio College Flying Team has to use aircraft other than their own.
Total Excess Liability, Non-Owned	\$32,500

Primary Liability – 1972 Gulfstream G-II, N218SE

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

The combined premium of \$87,768.00 for coverage from July 1, 2017, through July 1, 2018. Overall the combined premium represents a decrease of 1% in insurance premium from last year's premium of \$89,018.00.

SUBJECT: Aviation Insurance Policy Renewal

DATE: June 28, 2017

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

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

DATE: June 28, 2017

CONSENT

SUBJECT: Fine Arts Insurance Coverage - Renewal

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The Art Gallery has approximately six exhibits per year, which we have been covering under a program of fine arts insurance administered by Huntington T. Block Insurance Agency, Inc. and insured by the Ace American Insurance Company. The fine arts policy is for the period July 1, 2017, through July 1, 2018, and includes the following coverage limits:

Property Coverage – Museum Collection and Temporary Loans

Limits of Liability: \$700,000 at the insured premises
 \$ 70,000 legal liability
 \$700,000 at any other location, worldwide
 \$700,000 in-transit on any one conveyance, worldwide
 \$700,000 earthquake
 \$700,000 in any one loss or disaster, either in case of partial or total loss, or salvage charges, or expenses, or all combined

Deductible: \$1,000 each claim for loss or damage separately occurring (applies only to owned objects)
 \$0 applies only to earthquake losses
 \$2,500 applies to outdoor sculpture

The requested premium of \$4,200 reflects no increase from the previous year.

Prepared by: Duetta Langevin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #30

SUBJECT: Fine Arts Insurance Coverage - Renewal

DATE: June 28, 2017

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the fine arts insurance coverage renewal, as presented.

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

DATE: June 28, 2017

CONSENT

SUBJECT: Student Accident and Athletic Insurance Coverage - Renewal

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The student accident and athletic policy period is for July 1, 2017, through July 1, 2018, and includes the following coverage limits:

<u>Student Accident Coverage – Basic Coverage</u>	
Per Accident Deductible	\$50
Per Accident Maximum	\$50,000
<u>Student Accident Coverage – Catastrophic Coverage</u>	
Per Accident Deductible	\$50,000
Per Accident Maximum	\$1,000,000
Total Student Accident Premium	\$65,999
<u>Intercollegiate Athletes Coverage – Basic Coverage</u>	
Per Accident Deductibles	\$100 Class I Athletes \$50 Class II Athletes
Per Accident Maximum	\$25,000
<u>Intercollegiate Athletes Coverage – Catastrophic Coverage</u>	
Per Accident Deductible	\$25,000
Per Accident Maximum	\$1,000,000
Total Intercollegiate Athlete Premium	\$104,072
<u>Fire Academy Coverage – Expanded Coverage</u>	
Per Accident Deductible	\$50
Per Accident Maximum	\$25,000
Total Fire Academy Premium	\$3,310

The combined premium of \$173,381 represents a 9.5% decrease from the previous year.

Prepared by: Duetta Langevin Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #31

SUBJECT: Student Accident and Athletic Insurance Coverage - Renewal

DATE: June 28, 2017

Funding Sources

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

RECOMMENDATION

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

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

DATE: June 28, 2017

CONSENT

SUBJECT: Purchase for the School of Continuing Education Computer Lab -
Modular Building

BACKGROUND

The College is in the final phase of the renovation of the School of Continuing Education (SCE) Building 40 Renovation Project, which will provide classrooms and office space to support the growth for the SCE.

In May 2017, the Board of Trustees approved the purchase of a modular building to house the Vocational Health Careers Program Simulation Lab.

There is still a need for additional computer lab space to support growth in noncredit programs, including Basic Skills, English as a Second Language, Short Term Vocational, and Education for Older Adults and Adults with Disabilities. A double-wide modular will provide a computer lab with 1,440 square feet of space. The availability of the lab and technology will allow space for students to meet the Noncredit Student Success Support Program mandated activities as well as delivering computer-aided instruction.

ANALYSIS AND FISCAL IMPACT

To expedite the procurement process within the tight construction deadlines, the use of an existing piggyback contract with another public agency was pursued. California Public Contract Code Section 20652 allows the governing board of any community college district without advertising for bids, and when the board has determined it to be in the best interests of the district, may authorize the purchase of materials, supplies, and equipment through another public agency that has awarded a contract based on a formal bid process, which permitted its bid to be used (piggybacked) by other public agencies.

The new 24' x 60' double-wide modular unit will be purchased from Silver Creek Industries, Inc. located in Perris, CA through its piggyback contract with Chula Vista Elementary School District.

The cost for this building is \$267,896.00 plus an allowance of \$7,104.00 for unforeseen conditions. The total not-to-exceed amount will be \$275,000.00.

Prepared by: Teresa Patterson/Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #32

SUBJECT: Purchase for the School of Continuing Education Computer Lab -
Modular Building

DATE: June 28, 2017

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase for the School of Continuing Education Computer Lab – Modular Building, as presented.

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

DATE: June 28, 2017

CONSENT

SUBJECT: Consulting Agreement for Professional Interior Design, Furniture,
Fixtures, and Equipment Design Services

BACKGROUND

Professional services are required for interior design, furniture, fixtures, and equipment services for a variety of miscellaneous small interior projects to be completed by Facilities Planning and Management.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	PAL id studio
	Project:	Miscellaneous Interior Improvement Projects
Item	Description:	Amount
	Professional Interior Design, furniture, fixtures, and equipment design services for miscellaneous small interior projects as directed by Facilities Planning and Management. Scope includes planning, programming, design, specifications, documentation, procurement assistance, and field coordination/installation oversight. Time and Materials, not to exceed:	\$75,000.00
	Reimbursable expenses, not to exceed:	\$3,000.00
	Contract Amount:	\$78,000.00

Funding Sources

2010 Bond Anticipation Note (BAN), Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the consulting agreement for professional interior design, furniture, fixtures, and equipment design services with PAL id studio, as presented.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #33

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 28, 2017</u>	CONSENT
SUBJECT:	<u>Thermal Energy Storage Tank and Central Plant Expansion – P2S Engineering, Inc. (Contract Amendment)</u>	

BACKGROUND

P2S Engineering was previously awarded the engineering design contract for the Thermal Energy Storage Tank and Central Plant Expansion project.

During the testing and commissioning process, the College determined that additional features would improve the operation of the project. P2S Engineering provided additional engineering services to add flow sensors and changes to the Central Plant’s building automation system to monitor the sensors.

ANALYSIS AND FISCAL IMPACT

The following Contract Amendment is presented for approval:

	Consultant:	P2S Engineering, Inc.	No.	1
	Project:	Thermal Energy Storage Tank and Central Plant Expansion		
Item	Description:	Amount		
1	Professional engineering design services for the addition of flow sensors and the required update of the Central Plant sequence of operations.	\$3,500.00		
	Total	\$3,500.00		
	Original Contract Amount	\$240,500.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$240,500.00		
	Amount of Amendment No. 1	\$3,500.00		
	New Contract Sum	\$244,000.00		
	Total Project Budget	\$13,113,113.00		
	Percentage of Change to the Total Project Budget	0.03%		

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #34

SUBJECT: Thermal Energy Storage Tank and Central Plant Expansion – P2S
Engineering, Inc. (Contract Amendment)

DATE: June 28, 2017

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Thermal Energy Storage Tank and Central Plant Expansion – P2S Engineering, Inc. (Contract Amendment), as presented.

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

DATE: June 28, 2017

CONSENT

SUBJECT: Business and Computer Technology Storm Water Pollution Prevention Plan – Psomas (Contract Amendment)

BACKGROUND

Psomas was previously awarded the contract to provide Qualified Storm Water Pollution Prevention Plan Practitioner services for the Business and Computer Technology project as required by the State Water Resources Control Board.

The initial agreement was for time and materials, not to exceed \$37,000.00. Due to the heavier than normal rainy season this year, additional reports were required, and additional funds will be necessary to complete the project.

ANALYSIS AND FISCAL IMPACT

The following Contract Amendment is presented for approval:

	Consultant:	Psomas	No.	1
	Project:	Business and Computer Technology		
Item	Description:	Amount		
1	Additional Qualified Storm Water Pollution Prevention Plan Practitioner services, not to exceed:	\$10,000.00		
	Total	\$10,000.00		
	Original Contract Amount	\$37,000.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$37,000.00		
	Amount of Amendment No. 1	\$10,000.00		
	New Contract Sum	\$47,000.00		
	Total Project Budget	\$63,864,861.00		
	Percentage of Change to the Total Project Budget	0.02%		

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #35

SUBJECT: Business and Computer Technology Storm Water Pollution Prevention
Plan – Psomas (Contract Amendment)

DATE: June 28, 2017

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Business and Computer Technology Storm Water Pollution Prevention Plan – Psomas (Contract Amendment), as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 28, 2017</u>	CONSENT
SUBJECT:	<u>Agreement with Hyland for Consulting Services (Change Order)</u>	

BACKGROUND

Hyland’s document management system, OnBase, has been implemented in Admissions and Records, Financial Aid, Information Technology, President’s Office, and Payroll. In March 2018, the Board of Trustees approved a consulting agreement with Hyland to expand the use of OnBase to additional departments in Fiscal Services.

ANALYSIS AND FISCAL IMPACT

The original agreement was for 44 hours of consulting for \$6,840 plus estimated travel expenses of \$2,000 for a not to exceed total of \$8,840. The original scope of work was for Hyland to provide a consultant onsite for one week to review and implement the setup of document types and keywords for the Purchasing department.

The revised agreement is for a total of 92 hours of consulting for \$19,780 plus estimated travel expenses of \$3,000 for a not to exceed total of \$22,780. This is an increase of \$13,940. The revised scope of work now includes an additional week of consulting, the review and setup of the system for Accounts Payable, and the development of a workflow to provide electronic campus-wide document routing.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Hyland for consultant services (Change Order), as presented.

Prepared by: _____	Dale S. Vickers	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #36

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

DATE: June 28, 2017

CONSENT

SUBJECT: Learning Technology Center Fire Alarm Replacement (Change Order)

BACKGROUND

In August 2016, a contract was awarded to First Fire Systems, Inc. to replace and update the fire alarm system in the Learning Technology Center.

During construction, it was determined that smoke detectors were required in an additional 28 locations not included on the approved drawings.

ANALYSIS AND FISCAL IMPACT

Bid No.	3084	Contractor:	First Fire Systems, Inc.	CO No.	1
Item	Change and Justification:		Amount	Time	
1	Install 28 additional smoke detectors not included on the approved drawings.		\$6,160.96	0 days	
	Total		\$6,160.96	0 days	
	Original Contract Amount		\$172,600.00		
	Net Change by Previous Change Orders		\$0.00		
	Net Sum Prior to This Change Order		\$172,600.00		
	Amount of Change Order No. 3		\$6,160.96		
	New Contract Sum		\$178,760.96		
	Percentage of Change to Contract, to Date		3.57%		

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Learning Technology Center Fire Alarm Replacement (Change Order), as presented.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #37

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

DATE: June 28, 2017

CONSENT

SUBJECT: Business and Computer Technology Project (Change Orders)

BACKGROUND

In October and November of 2015, 20 contracts were awarded for the construction of the Business and Computer Technology project. Each contract included an allowance for unforeseen conditions and minor additions to the scope of work.

As the project is nearing completion, several contracts can be adjusted to reflect the actual costs of the work. Some contracts will require an increase while others will be reduced in value. The net change for the following contracts is an increase of \$40,576. There may also be future additive or deductive change orders for issues that are currently being negotiated.

ANALYSIS AND FISCAL IMPACT

Bid No.	3030	Contractor:	SJD&B	CO No.	3
Item	Change and Justification:		Amount	Time	
1	Backfill trench where rerouting of utility occurred due to Thermal Energy Storage Tank project. This item is required for coordination with the tank project.		\$26,618.00	0 days	
	Total		\$26,618.00	0 days	
	Original Contract Amount		\$1,343,558.00		
	Net Change by Previous Change Orders		\$89,079.00		
	Net Sum Prior to This Change Order		\$1,432,637.00		
	Amount of Change Order No. 3		\$26,618.00		
	New Contract Sum		\$1,459,255.00		
Percentage of Change to Contract, to Date			8.61%		

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #38

SUBJECT: Business and Computer Technology Project (Change Orders)

DATE: June 28, 2017

Business and Computer Technology	Date	Amount	%	Bid # 3030 SJD&B Inc.
Contract Amount		\$1,343,558.00		
C. O. #1	September 2016	\$45,019.00	3.35%	Remove and replace wet soil in two locations; additional SWPPP measures; removal of asbestos transite pipe; additional excavation at new storm drain location.
C. O. #2	May 2017	\$44,060.00	6.63%	Backfill trench due to rerouting of utility; additional over-excavation for retaining wall, and soil remediation for excessive wet soil; add over excavation for amphitheater wall.

Bid No.	3034	Contractor:	KCB Towers, Inc.	CO No.	1
Item	Change and Justification:		Amount	Time	
1	Credit for unused funds to replace framing and sheathing materials performed by others.		<\$1,125.00>	0 days	
	Total		<\$1,125.00>	0 days	
	Original Contract Amount		\$4,827,205.00		
	Net Change by Previous Change Orders		\$0.00		
	Net Sum Prior to This Change Order		\$4,827,205.00		
	Amount of Change Order No. 1		<\$1,125.00>		
	New Contract Sum		\$4,826,080.00		
Percentage of Change to Contract, to Date			<0.02%>		

SUBJECT: Business and Computer Technology Project (Change Orders)**DATE:** June 28, 2017

Bid No.	3040	Contractor:	Caston Inc.	CO No.	1
Item	Change and Justification:			Amount	Time
1	Remove and rebuild damaged scaffolding.			\$2,459.00	0 days
2	Install additional soffit framing at room B211 and B213.			\$15,083.00	0 days
	Total			\$17,542.00	0 days
	Original Contract Amount			\$3,935,585.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$3,935,585.00	
	Amount of Change Order No. 1			\$17,542.00	
	New Contract Sum			\$3,953,127.00	
Percentage of Change to Contract, to Date				0.45%	

Bid No.	3047	Contractor:	Stanton Utilities, Inc.	CO No.	2
Item	Change and Justification:			Amount	Time
1	Extend the south side storm drain to replace 8" existing drain with 15" line, due to the poor condition of the existing underground piping.			<\$2,459.00>	0 days
	Total			\$34,852.00	0 days
	Original Contract Amount			\$2,537,000.00	
	Net Change by Previous Change Orders			\$34,852.00	
	Net Sum Prior to This Change Order			2,571,852.00	
	Amount of Change Order No. 2			<\$2,459.00>	
	New Contract Sum			\$2,569,393.00	
Percentage of Change to Contract, to Date				1.28%	

Business and Computer Technology				Bid # 3047 Stanton Utilities Inc.
	Date	Amount	%	
	Contract Amount	\$2,537,000.00		
C. O. #1	May 2017	34,852.00	1.37%	Extend south side storm drain due to poor condition of existing drain.

SUBJECT: Business and Computer Technology Project (Change Orders)

DATE: June 28, 2017

Funding Sources

Measure RR Bond (Series A and C) funds, 2017 Bond Anticipation Note (BAN).

RECOMMENDATION

It is recommended that the Board of Trustees approves the Business and Computer Technology Project (Change Orders), as presented.

SUBJECT: Personnel Transactions

DATE: June 28, 2017

Permanent New Hires (continued)

Name: Nguyen, Allen
 Position: Administrative Specialist I
 Department: Human Resources
 Range/Step: A-69, Step 1
 Job FTE: 1.00/12 months
 Effective: 6/1/17*

New: No
 Salary: \$3,682.49/month

Name: Omori, Eric
 Position: Laboratory Technician, Photography
 Department: Commercial and Entertainment Arts
 Range/Step: A-79, Step 2
 Job FTE: 0.475/12 months
 Effective: 6/29/17

New: Yes
 Salary: \$2,028.81/month

Name: Perez, Carolina
 Position: Library Technician
 Department: Library and Learning Resources
 Range/Step: A-71, Step 3
 Job FTE: 0.475/12 months
 Effective: 7/3/17

New: No
 Salary: \$1,967.24/month

Name: Ruiz, Vivian
 Position: Administrative Specialist III
 Department: Instruction
 Range/Step: A-81, Step 2
 Job FTE: 1.00/12 months
 Effective: 7/1/17

New: No
 Salary: \$4,357.02/month

Name: Sengsourichanh, Catherine
 Position: Laboratory Technician, Foods
 Department: Business
 Range/Step: A-79, Step 3
 Job FTE: 0.475/12 months
 Effective: 6/29/17

New: Yes
 Salary: \$2,130.24/month

SUBJECT: Personnel Transactions

DATE: June 28, 2017

Permanent New Hires (continued)

Name: Velasquez, Kelly
Position: ESL Outreach Specialist
Department: English as a Second Language
Range/Step: A-53, Step 1
Job FTE: 0.475/12 months
Effective: 7/3/17
New: No
Salary: \$1,491.72/month

Name: Yahiro, Kari
Position: Project/Program Specialist
Department: English as a Second Language
Range/Step: A-79, Step 1
Job FTE: 1.00/12 months
Effective: 7/10/17
New: No
Salary: \$4,067.80/month

Promotions

Name: Hernandez, Nadine
Position: Coordinator, Project/Program
Department: EOPS/CARE
Range/Step: A-95, Step 1
Job FTE: 1.00/12 months
Effective: 6/5/17*
New: No
Salary: \$4,769.81/month

Name: Kam, Alsace
Position: Fiscal Specialist
Department: Fiscal Services
Range/Step: A-95, Step 3
Job FTE: 1.00/12 months
Effective: 6/29/17
New: No
Salary: \$5,258.71/month

SUBJECT: Personnel Transactions

DATE: June 28, 2017

Temporary Out-of-Class Assignments

*denotes ratification

Name: Castillo, Patricia
 From: Mail Room Operator
 Department: Information Technology
 Range/Step: A-62, Step 6 + L10 Salary: \$4,537.09/month
 Job FTE: 1.00/12 months
 To: Lead Mail Room Operator
 Department: Information Technology
 Range/Step: A-72, Step 5 + L10 Salary: \$4,773.15/month
 Job FTE: 1.00/12 months
 Effective: 5/15/17*
 End Date: 6/30/17

Name: Coronado, Claudia
 From: Administrative Specialist II
 Department: Information Technology
 Range/Step: A-75, Step 6 + L10 Salary: \$5,163.68/month
 Job FTE: 1.00/12 months
 To: Information Technology Specialist
 Department: Information Technology
 Range/Step: A-95, Step 3 + L10 Salary: \$5,442.76/month
 Job FTE: 1.00/12 months
 Effective: 7/1/17
 End Date: 12/31/17

Reclassifications

*denotes ratification (per Article 17 of the Agreement between Mt. SAC and CSEA 262)

Name: Ellison, Joyce
 Position: Administrative Specialist II
 Department: School of Continuing Education
 Range/Step: A-75, Step 6 + L10 Salary: \$5,163.67/month
 Job FTE: 1.00/12 months
 Effective: 4/11/17*
 Remarks: Previously, Administrative Specialist I

SUBJECT: Personnel Transactions

DATE: June 28, 2017

Reclassifications (continued)

Name: Lopez, Leticia
Position: Administrative Specialist II
Department: Humanities and Social Sciences
Range/Step: A-75, Step 6 Salary: \$4,989.06/month
Job FTE: 1.00/12 months
Effective: 3/28/17*
Remarks: Previously, Administrative Specialist I

Name: Ward, Marlene
Position: Administrative Specialist II
Department: Business
Range/Step: A-75, Step 6 Salary: \$2,369.80/month
Job FTE: 47.5/11 months
Effective: 12/6/16*
Remarks: Previously, Administrative Specialist I

Resignations

Anita Bailey, Student Services Outreach Specialist (High School Outreach), effective 5/31/17
Christina Gamboa, Human Resources Technician (Human Resources), effective 5/18/17
Gabriela Ulloa, Student Services Program Specialist II (CalWORKs), effective 5/19/17

ACADEMIC EMPLOYMENT

Permanent New Hires

Name: Cusolito, Alan
Position: Professor, Manufacturing Technology New: Yes
Department: Architecture, Industrial Design, Engineering and Manufacturing
Range/Step: I-1 Salary: \$64,546.00/annual
Job FTE: 1.00/10 months
Effective: 8/28/17

Name: De Jarnett, Mitchell
Position: Professor, Architecture New: No
Department: Architecture, Industrial Design, Engineering and Manufacturing
Range/Step: III-9 Salary: \$96,329.00/annual
Job FTE: 1.00/10 months
Effective: 8/28/17

SUBJECT: Personnel Transactions

DATE: June 28, 2017

Permanent New Hires (continued)

Name: Lee, Bettina
 Position: Professor, Disabled Student Programs and Services – Instructional Specialist (Math Emphasis) New: No
 Department: Disabled Student Programs and Services
 Range/Step: I-1 Salary: \$71,922.69/annual
 Job FTE: 1.00/11 months
 Effective: 7/10/17

Banking Leaves of Absence with Pay

<u>Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Bacigalupi, Stacy	Psychology	5.0	Fall 2017
Eatman, Eilsabeth	Consumer and Design Tech.	3.0	Fall 2017
Eatman, Eilsabeth	Consumer and Design Tech.	3.0	Spring 2018
Nguyen, Thang	Chemistry	3.0	Spring 2017
Schmidt, Sherry	Biological Sciences	15.0	Fall 2018
Truttmann, Janet	Chemistry	6.0	Fall 2017
Whitmore, Gregory	Music	3.0	Spring 2018

Professional Growth Increments, 2016-17

\$3,454 annually (pro-rated) for faculty after completing six semester units of course work

<u>Name</u>	<u>Department</u>	<u>Effective</u>
Burman, Ema	Learning Assistance	6/1/17
Flameno, Bernadette	Counseling	6/1/17
Huang, Kenneth	Chemistry	6/1/17
Kim, Candice	Mathematics, Computer Science	6/1/17
Leung, Jenny	Chemistry	6/1/17

Professional Growth Increment, 2017-18

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

<u>Name</u>	<u>Department</u>	<u>Effective</u>
Nazzal, Jane	Learning Assistance	8/28/17

SUBJECT: Personnel Transactions

DATE: June 28, 2017

Service Increments, 2017-18

\$345/month for faculty after serving five or more years at the maximum step on any column

<u>Name</u>	<u>Department</u>	<u>Effective</u>
Avila, Rocio	English, Literature and Journalism	8/28/17
Engle, Timothy	Counseling	7/1/17
Maestro, Patricia	Counseling	7/1/17
Maloney, Clarke	Kinesiology, Athletics & Dance	8/28/17
Presch, Melissa	Biological Sciences	8/28/17
Rubenstein, Susan	Fine Arts	8/28/17
Sanchez, Andrew	Mental Health	8/28/17
Stewart-Thomas, Michelle	Sociology, Philosophy	8/28/17
Tran, Frank	Mathematics, Computer Science	8/28/17
Trull, Stephen	Political Science	8/28/17
Uiagalelei, Iona	Kinesiology, Athletics and Dance	8/28/17
Weatherilt, Sandra	Consumer and Design Technologies	8/28/17
Wright, Carola	Biological Sciences	8/28/17
Young, Paula	Mathematics, Computer Science	8/28/17

25-Year Service Increments, 2017-18

\$345/month for faculty after serving five or more years at the maximum step on any column

<u>Name</u>	<u>Department</u>	<u>Effective</u>
Burnes, Fatemeh	Fine Arts	8/28/17
Jones, William	History and Art History	8/28/17
Mc Gruder, Charles	Sociology, Philosophy	8/28/17
Nejad, Iraj	Chemistry	8/28/17
Rivers, Deborah	Mathematics, Computer Science	8/28/17
Soares, Darrow	Air Conditioning & Welding	8/28/17

30-Year Service Increment, 2017-18

\$345/month for faculty after serving five or more years at the maximum step on any column

<u>Name</u>	<u>Department</u>	<u>Effective</u>
Johnson, Michelle	Mathematics, Computer Science	8/28/17

Professional Development Leave of Absence without Pay and without District Benefits

William Daland, Professor, Counseling (Student Services), effective 7/1/17 – 6/30/18

Resignation

Jeffery Archibald, Professor, Communications (Humanities and Social Sciences), effective 6/19/17

SUBJECT: Personnel Transactions**DATE:** June 28, 2017**Retirements**

Mary Johnson, Professor, Computer Information Systems (Business), effective 6/18/17

Paul Russell, Professor, Learning Assistance (Learning Assistance Center), effective 6/18/17

Deidre Vail, Professor, Biological Sciences (Natural Sciences), effective 6/19/17

Additional Assignments

Provider	Area/Department	Service/Agreement	Dates	Amount
Arterburn, Pamela	Student Services / Assessment Center	Faculty AWE Readers	7/1/17- 6/30/18	Not to exceed \$53.12/hr.
Dougherty, Michelle	Student Services / Assessment Center	Faculty AWE Readers	7/1/17- 6/30/18	Not to exceed \$51.31/hr.
Ezzell, Sun	Student Services / Assessment Center	Faculty AWE Readers	7/1/17- 6/30/18	Not to exceed \$53.12/hr.
Giles, Naomi	Student Services / Assessment Center	Faculty AWE Readers	7/1/17- 6/30/18	Not to exceed \$49.57/hr.
Giron, Luisa	Student Services / Assessment Center	Faculty AWE Readers	7/1/17- 6/30/18	Not to exceed \$44.72/hr.
Goncalves, Mauricio	Student Services / Assessment Center	Faculty AWE Readers	7/1/17- 6/30/18	Not to exceed \$44.72/hr.
Hallsted, Christopher	Student Services / Assessment Center	Faculty AWE Readers	7/1/17- 6/30/18	Not to exceed \$49.57/hr.
Hancock, Joy	Student Services / Assessment Center	Faculty AWE Readers	7/1/17- 6/30/18	Not to exceed \$49.57/hr.
Hannon, Laura	Student Services / Assessment Center	Faculty AWE Readers	7/1/17- 6/30/18	Not to exceed \$44.72/hr.
Hill-Enriquez, Evelyn	Student Services / Assessment Center	Faculty AWE Readers	7/1/17- 6/30/18	Not to exceed \$49.57/hr.
Kelly, Donna	Student Services / Assessment Center	Faculty AWE Readers	7/1/17- 6/30/18	Not to exceed \$53.12/hr.
Key-Ketter, Leah	Student Services / Assessment Center	Faculty AWE Readers	7/1/17- 6/30/18	Not to exceed \$51.31/hr.
McFaul, Jason	Student Services / Assessment Center	Faculty AWE Readers	7/1/17- 6/30/18	Not to exceed \$53.12/hr.
Mullane, Douglas	Student Services / Assessment Center	Faculty AWE Readers	7/1/17- 6/30/18	Not to exceed \$49.57/hr.
Perez Gonzalez, Jose	Student Services / Assessment Center	Faculty AWE Readers	7/1/17- 6/30/18	Not to exceed \$49.57/hr.
Rodriguez, Corinna	Student Services / Assessment Center	Faculty AWE Readers	7/1/17- 6/30/18	Not to exceed \$44.72/hr.
Rowley, Dianne	Student Services / Assessment Center	Faculty AWE Readers	7/1/17- 6/30/18	Not to exceed \$53.12/hr.
Straw, Ellen	Student Services / Assessment Center	Faculty AWE Readers	7/1/17- 6/30/18	Not to exceed \$49.57/hr.

SUBJECT: Personnel Transactions**DATE:** June 28, 2017**Additional Assignments** (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Whalen, Margaret F.	Student Services / Assessment Center	Faculty AWE Readers	7/1/17- 6/30/18	Not to exceed \$51.31/hr.
Wheeler, Daniel	Student Services / Assessment Center	Faculty AWE Readers	7/1/17- 6/30/18	Not to exceed \$49.57/hr.

Summer 2017**Credit Hourly Instructors/Substitutes****NAME**

Aasi, Fazal K
 Abbruzzese, Mark Anthony
 Alcala, Matthew S
 Alton, Sharon Lara
 Alvarado, Alexandra Michelle
 Alvarado, Noel M
 Alvarez, Jessica Maria Manriquez
 Alvarez, Veronica Iris
 Alverson, David John
 Anastasia, Stephen J
 Anderson, Lida L
 Anderson-McGill, Taylor M
 Badre, Albert F
 Banuelos, Marissa C
 Bartz, Virginia Jo Ann
 Basile, Tammy Louise
 Bava, Jose
 Bayle, M Dolores
 Beakes, Jane Ellen
 Berenji, Nima Saljooghi
 Bernard, Steven Anthony
 Bhowmick, Nivedita
 Borup, Rebekah Susan
 Bowers, Erika Abigail
 Bradshaw, Stacy Leigh
 Brandler, Marcielle Y
 Brown, Dennis Paul
 Bryan, Peter Michael
 Cahow, Matthew J
 Cardenas, Yecenia Baltazar
 Carlson, Frank Daniel
 Cascella, Henry H
 Casian, Elizabeth

NAME

Castagnaro, Anne Victoria
 Castello Jr, Anthony Ernest
 Ceniceroz, Jonathan R
 Chan, Franny Wai
 Chandler, Gregory A
 Chang, Hsiao-Ying
 Chen, Daniel L
 Clapp, Daniel Lee
 Clark, Hiroshi Richard
 Cockrum, Dennis C
 Crossman, Elizabeth Erin
 Cruz-Pobocik, Sylvia Becerra
 Curran, Karen O'Brien
 Cushing, William P
 Daigre, Victorine Elizabeth
 Damansouz, Firouzeh
 Day, Charmaine Laura
 Deen, Cameron Nicholas
 Del Castillo, Steve S
 Deskin, Shannon Renee
 Dewald, Bernardus W
 Doshi, Dhaval Praful Chandra
 Dunipace, Taber D
 Engstrom, Rebecca Zoe Bryan
 Entus, Robert M
 Erickson, Eric Luther
 Erturk, Florence Jeanne
 Fabiero, Karin Kantenwein
 Faradineh, Rahim Alavi
 Farschman, Kurt Van
 Felix, Luis Richard
 Felten, Angelique M
 Fernandez Lango, Brenda L

NAME

Fernandez, Marlene Noemi
 Fernandez, Miguel A
 Fleming, Judith Ann
 Flores, Caleb
 Flores, Cynthia Alicia
 Fox-Moore, Renee Christine
 Fregoso, Julio
 Fueger, Mary Ann Griego
 Fukushima, Norikazu Jun
 Garcia, John Glenn
 Garcia-Mata, Marilyn Victoria
 Garg, Garima
 Garland, Jeffery Buddy
 Gatillon, Jean-Pierre
 Gethers, Shireetha Denee
 Goncalves, Mauricio Cardoso
 Gonzalez, Gail M
 Gonzalez, Michael James
 Gonzalez, Randall A
 Gorcik, Robert H
 Graffeo, Nichol Fletcher
 Greenberg, Herschel
 Grey, Gene
 Hackmann, Debra Jeanne
 Haines, Michael S
 Hall, Justin N
 Hamby, Bobbi Page
 Hammad Hammad, Mahbuba
 Hancock, Joy Elizabeth
 Haney, Randy G
 Harirchi, Madjid
 Harrison, Laura Christine
 Hartmann, Corinne Marie

SUBJECT: Personnel Transactions

DATE: June 28, 2017

Summer 2017

Credit Hourly Instructors/Substitutes (continued)

NAME

Hass, Joy Elizabeth
 Heinicke, David Ross
 Hendrix, Jeffrey Glenn
 Hernandez, Guadalupe Nevarez
 Hernandez-Magallon, Karla Y
 Hewson, William Edward
 High, Kathleen Elizabeth
 Hight, Deana Marie
 Hight, Jeremy J
 Hight, Lisa Ann Midori
 Ho, Tiffany
 Hoekstra, Thomas Richard
 Hoggan, Lynda Smith
 Holbert Jr, James Maxwell
 Hollenshead, Marcia G
 Howland, Tina Marie
 Humaciu, Matthew Frank
 Hunt, Ryan R
 Ildefonso, Nelson J
 Impert, Walter William
 Irvine, Cynthia D
 Iskander, Christine Adel
 James-Perez, Samantha Elizabeth
 Johnson, Kent James
 Johnson, Susan M
 Jolleivet Jr, Felix
 Joneja, Kamal Preet
 Jones, Lorraine A
 Jones, Monik C
 Joshua, Stacey Jae
 Kamajaya, Aron
 Kaur, Raminder
 Kaye, Adelina Elizabeth
 Keo-Trang, Zelida Sok
 Key Ketter, Leah Marie
 Khalife, Eihсан
 Khattar, Fayez Fouad
 Kidane, Theodros Zerufael
 Kim, Myong-Sook
 Kingsbury, Sadie Ann
 Lackey, Kaylyn Nicole
 Lahr-Dolgovin, Roberta Ellen

NAME

Lam, Albert
 Lam, Wood C
 Lape, Eric Scott
 Laub, Kathleen Ann
 Lawson, Katherine A
 Lawton, Judith M
 Lee, Bianca Aquilla
 Lee, Chongui Keith
 Lee, Monica Jean
 Lepp, Jodi Lynn
 Leung, Martin M
 Lloyd, Anthony Frazier
 Louis, Iris Guerra
 Lucas, Hannah Edit Marjolaine
 Lukenbill, Casey Maureen
 Lynch, Candace C
 Madrid, Raul
 Malley, Michael Paul
 Marin, Yazmin
 Martin, Margot
 Mason, Clair S
 Mateo, Sheila Marie
 Matthews, Anastasia Noel
 Mattoon, Mark D
 Mattoon, Michelle Heather Gray
 Mayo, Ana Veronica
 Mc Cabe, Dale C
 Mc Kennon, Anna L
 McLeod, Jasmine La Shaye
 Menjivar, Jose Guillermo
 Merward III, Charles Joseph
 Meza, Juan Pablo
 Montero, Sasha
 Montgomery, Forrest Ellison
 Moore, Robin D
 Moorehead I, Antonio J
 Morales Beasley, Stacey A
 Moss, Jessica Spence
 Muleta, Guddisaa
 Mullane, Douglas M
 Musallet, Omar A
 Mushik, Martin P

NAME

Myers-Mc Kenzie, Laurel
 Nahabedian, Steven Anthony
 Neves, Douglas Scott
 Nguyen, Cynthia N
 Nguyen, Hoang-Quyen Huu
 Nguyen, John Van
 Nolan Marion, Meagan Amilla
 Noonan, Ian Patrick
 Orefice, Velia E
 Osbourne, Greg A
 Pachas, Erik Wilder
 Pappas SR, Gus T
 Park, Jinsun
 Parker, Steven William
 Pawlak, Matthew M
 Pawley, Timothy J
 Peng, Grace C
 Pepper, Shawn Arthur Achilles
 Perez Gonzalez, Jose
 Peterson, Elyse Marie
 Petry, Petra
 Prehn, Richard Wayne
 Pringle, Lisa M
 Purper, Kristen Nicole
 Quach, Christina Sueran
 Queen, Kathryn Townsend
 Rager, Gregory Alan
 Rahman, Mustafizur
 Ramirez, Claudia Concepcion
 Ramos Bernal, Natasha Marie
 Ramos, Christopher Michael
 Redmon, Phil Lee
 Regalado, Shelley Marie
 Reichert, Nicholas Sullivan
 Reynoso, Humberto E
 Rietkerk, Aaron Dean
 Rivas, Michael Rodney
 Robles, Irene Pearl
 Rodriguez Anzora, Elmer E
 Rodriguez, Carmen B
 Rolle, Brian John
 Ruh, Lani S

SUBJECT: Personnel Transactions**DATE:** June 28, 2017**Summer 2017****Credit Hourly Instructors/Substitutes** (continued)**NAME**

Sabet, Sarah
 Salomone, Tricia Romero
 Sanchez, Cynthia
 Sandoval, Marlene Arlene
 Schaedel, Joshua J
 Schroeder, Jennifer Renee
 Scott, Chris Makoto
 Selim, Alaa N
 Selnick, Sharon M
 Shaw, Tammie Denette
 Shea, Nan Lee
 Shum, Mee W
 Smiley, Jonathan Peter
 Smith, Douglas A
 Smith, Larry S
 Solorzano, Diana Barajas
 Spitzer, Jessica H
 Staley, Garrett H
 Staylor, Daniel Sean
 Stephan, Richard Raymond

NAME

Stier, Gregory Wade
 Stowell, Adam T
 Straw, Ellen Katrina
 Stubbs, Thomas Edward
 Suarez, Maria Vanessa
 Sweetman, Susan E
 Tanuvasa, Tamafaiga Lopeti
 Tate, Erin M
 Taylor, Warren Derod
 Tedja Kusuma, Frans
 Tircuit, Ivan Christopher
 Todd, Janet L
 Tolmasov, Brooke C
 Tomlinson, Rebecca H
 Tonini, Giuseppe Edoardo
 Torres, Andrea R
 Toy-Ortega, Kimberly Marcia
 Tram, Vui K
 Truong, Phat Gia
 Tseng, Tzu Chia

NAME

Vance, Debra S
 VanderVis, Melinda K
 Vansistine-Yost, Linda Mary
 Vargas, Albert Thomas
 Vartapetian, Irina
 Virgen Jr, Roy
 Virji, Sarah-E Fatema
 Walls, Robert K
 White, Raymond Arthur
 Wilder-Mazurie, Dana Marie
 Willis, Janice A
 Wilson Gonzalez, Jennifer
 Wong, Alexis Marie
 Wono, Katrina Adrianto
 Wren, Stephanie Bree
 Yagoda, Mario
 Yao, Jiahui
 Yates, Sheryl Ann
 Zelaya, Gina B
 Zumaeta, Haydee A

Summer 2017**Non-Credit Hourly Instructors/Substitutes****NAME**

Acciani, Steven
 Acero, Ignacio
 Aceves, Miguel
 Aguiniga, Henry
 Albaugh, Jason
 Alley, Bruce
 Altenau, Jane
 Anderson, Eric
 Andrade, Erendira
 Aquino, Yolanda
 Arroyo, Jannette
 Avina Lopez, Cecilia
 Baker, Marissa Jo
 Baker, Nathalie

NAME

Baldwin, Laura
 Bangle, Glenda
 Barker, Matthew
 Barron, Nidia
 Barry, Angela
 Barthel, Sarah
 Bates, Chablis
 Baumunk, Craig
 Beightol, Donna
 Beizai, Robin
 Belblidia, Abdelillah
 Bell, Jamie
 Bellamy, Bobby
 Benson, Colleen

NAME

Bishop, Laura Ann
 Black, Dominic
 Bohn, James
 Bolton, Tiffany
 Bosanko, Charles
 Bowman, Deanna
 Bowman, Patricia
 Bradly, Cynthia
 Bresciani, Adam
 Brink, Janna
 Brown, Miller
 Buchi, Jennifer
 Buck, David
 Burgos, Mirna

SUBJECT: Personnel Transactions

DATE: June 28, 2017

Summer 2017

Non-Credit Hourly Instructors/Substitutes (continued)

NAME

Bustos, Francisco
 Calagna, Victor
 Cardenas, Carlos
 Cardenas, Carlos Alberto Luna
 Casasola, Michelle
 Castellanos, Carlos
 Castillo, Juan
 Cayetano, Javier
 Cena, Alexi Jayne
 Cervantes, Veronica
 Cevallos, Amanda
 Chang, Christine
 Chaplot, Landry
 Chavez, Arturo
 Chavez, Carlos
 Cheng, Anny Ho-Ting
 Clelland, Lissa
 Conde, Irene
 Conte, Kelly Okura
 Corona, Maria
 Corrales, Joanna
 Cortez, Melody
 Cridland, Patricia Lea
 Crossno, Linda
 Cueva, Veronica
 Daniels, Debra
 Danielsen, Marissa
 Dapello, Alfred Jr
 Dawdy, Jeffrey
 Dawood, Matthew
 De Franco, Xinhua
 De la Torre, Claudia
 DeLaTorre, Miguel
 Dettelbach, Lisa
 Devi, Maya
 Diaz-Ferguson, Diana
 Dillon, Joyce
 Distaso, Greg
 Dixon, Debra

NAME

Djohan, Heintje
 Duran, Paulo
 Ebiner, Francis
 Ehring, Garrett Mark
 Ertle, Kimberly
 Evans, Charles
 Evans, Douglas Mc Call
 Ewing, Lynn
 Falk, Matthew
 Fang, Elizabeth
 Farrell, Stephanie
 Fastiggi, Kathrin
 Fernandez, Amalia
 Fitch, Christopher
 Fleck, Maria
 Flores, Cynthia
 Flores, Patrice
 Fong, Howson
 Formano, Andrew
 Fowler, Mina
 Fox, Sean
 Franey, Jordan
 Friedman, Karena
 Froh, Neal
 Fuller, Laurie
 Fuller, Maria Luisa
 Gaer, Susan
 Gaete, Valentina
 Galbraith, Nicholas
 Galvan, Jesus
 Gango, David
 Garcia, David
 Garcia, Lisa
 Garcia, Luis
 Garcia, Mark
 Garcia, Victor
 Gerodias, Lancelot
 Gilek, Juliet
 Gilliam, Theresa

NAME

Giron, Luisa
 Goltz, Kristina
 Gomez, Katarina
 Gomez-Angel, Mary Ann
 Gongora, Deborah
 Gordon-Blackwood, Amanda
 Graf, Melaine
 Graham, Brian
 Grant-Wood, Grayce
 Grimm, Andrea
 Groener, Dana
 Guardado, Beronica
 Guerrero, Luis
 Guillen, Grant
 Gutierrez, Anthony
 Guzman, Adriana
 Hague, James
 Halberstadt, Brianna
 Hamby, Bobbi
 Hartigan, Kathleen
 Harwell, Elizabeth
 Hatori, Daryn
 Hayes, Mihaela
 Heilman, Jason
 Henderson, Rick
 Henry, Pamela
 Herbst, Mark
 Hernandez, Esteban
 Hernandez, Kelly
 Hernandez, Milta
 Hernandez, Salvador
 Hess, Jason
 Hidalgo, Monica
 Higuera, Holly
 Higuera, Richard
 Hill, Ronald
 Ho, David
 Hoang, Phuong
 Hodgson, Kevin

SUBJECT: Personnel Transactions**DATE:** June 28, 2017**Summer 2017****Non-Credit Hourly Instructors/Substitutes** (continued)**NAME**

Hook, Brian
 Hook, Susan
 Hope, Nichol
 Hougan, William
 Hsiao, Chengling
 Hudson, Leonard
 Hunnicutt, Leslie
 Hwang, Kathleen
 Ibarra, Norma
 Im, Anne Kwang
 Inthavong, Jessica
 Iriafen, Oseni
 Jacob, Laura
 James, Darrell
 Jensen, Kris
 Johnson, Clayton
 Johnson, Eric
 Johnson, Maria
 Johnson, Robert
 Johnson-De John, Mary
 Jones, Diori
 Jones, JaVian
 Jones, Keith
 Jones, Vanessa
 Kangas, Charmaine
 Kao, Brenda
 Keeling, Michael
 Keenan, Kristin
 Kikunaga, Kazumasa
 Kim, Grace
 Kim, Jung
 Klein, Gabriela
 Kletzien, Kristi
 Knighten-Miller, Stacy
 Knox, Jerry
 Kohout, Thomas
 Kolta, Shirley
 Lai, In
 Lane, Laurence

NAME

Lares, Wilfredo
 Larsen, Michael
 Larson, Jacqueline
 Lawrence, Sandra
 Ledezma, Erica Yolanda
 Lee, Esther
 Lee, Jieeun
 Lee, Kyu
 Lee, May
 Lee, Zanyaa
 Lehigh, Heather
 Leon Duenas, Alicia
 Leon, Shannon
 Levenson, Brittany
 Lew, Maling
 Ligutom, Anh
 Loehrke, James III
 Lohff, Hollie
 Lojero, Octavio
 Longstaffe, Christina
 Lopez, Manuel
 Lopez, Yvonne
 Lopez-Perez, Luis
 Lorello, Albert
 Lorenger, Andrew
 Lovins, Diane
 Luna, Daniel
 Luna, Fermin
 Lundblade, Shirley
 Luu, Charis
 MacKay, Michelle
 Maes, Allen
 Malinchak, Jessica
 Mardirosians, Talin
 Marin, Luselia
 Maroun, Maya
 Martinez, Adelina
 Mc Farlin-Stagg, Zina
 McCabe, Anthony

NAME

McCall, Dayna
 McGarvey, John
 McGhghy, Dina
 Mclaughlin, Marina
 McLaughlin, Paul
 McNott, David
 Medeiros, Timothy
 Melamed, Nicole
 Melendez, Sonia
 Messick, Kurt
 Meylor, Nicole
 Middleton, Michael
 Millares, Kenia
 Miranda, Blanche
 Mitchell, LaShonne
 Mocabee, Scott
 Moctezuma, Maureen
 Molina, Arturo
 Molla, John
 Montejano, Danny
 Morales-Vargas, Eva
 Moreno, Jose
 Moreno, Joshua
 Moscozo, Blanca
 Mosley, Stephen
 Munoz, George
 Munoz, Guadalupe
 Munoz, Marcos
 Murillo, Michael
 Murphy, Brian
 Murphy, Patrick
 Musser, Gabrielle
 Nagler, Lucia
 Naluis, Benilda
 Nares, Richard
 Naylor, Lori
 Neel, Samantha
 Neill, William
 Nelson, Charlotte

SUBJECT: Personnel Transactions

DATE: June 28, 2017

Summer 2017

Non-Credit Hourly Instructors/Substitutes (continued)

NAME	NAME	NAME
Nelson, Michael	Prieto, Brian	Saul, Julie
Nguyen, Mai	Puentes, Thomas	Schmitz, Kenneth
Nimmo, David	Pulido, Alejandra	Schumaker, Denise
Odey, Godwin	Purper, Kristen	Schwandt, Christine
Oppenstein, Caridad	Pusey, Erika	Segura, Benjamin
Ortalli, Mike	Rafter, John	Serrano, Ana
Ortega, Lorraine	Ramirez Catalan, Briseida	Sheilds, Mike
Ortega, Sonia	Ramirez, Jose	Shin, Daniel
Ortiz, Calixto	Ramos, Cecilia	Shin, Eva
Ortiz, Ruth	Recinos, Ricardo	Silver, Susan
Osaseri, Kimberly	Reeder, Christopher	Simmons, Samuel
Oseguera, Bertha	Reedy, Alison	Singh, Sukhdev
O'Shields, Michelle	Rice, Brian	Smith, Elizabeth
Oviedo, Robert	Riley, Janet	Smith, Heather
Oyemade, Oluwatoyin	Rodriguez, Lorena	Smith, Katlin
Pacheco, Leonel	Rodriguez, Daniel Jr	Snow, Rachel
Padilla, Michael	Rodriguez, Corinna	Sotelo, Robert
Palacios, Jesse	Rodriguez, Gabriela	Soto, Julian
Palmer, Robert	Rodriguez, Guillermina	Soto, Rosalba
Panagos, Adam	Rodriguez, Ramon	Stark, Ann
Paphatsarang, Bounyou	Rogers, Melinda	Starkey, Charles
Park, Jibin	Rohrenbacher, Jennifer	Starkey, Erik
Park, Rose	Romero, Richard	Stechel, Scott
Pereda, Manfred	Ronquillo, Hector	Steece, Steven
Peregrina, Silvia	Rosenberg, Andy	Steinmetz, Josefina
Perez, Alfonso	Rosilez, Victor	Stringfellow, Susan
Perez, Alicia	Rowley, Charles	Strong, Steve
Perez, Apolinario	Rowley, Susan	Stuard, Elizabeth
Perez, Lisa	Rubio, Lilia	Suarez, Maria
Perry, Thomas	Rzonca, Shelly	Sullivan, William
Petersen, Jessica	Sams, Shawn	Sunnaa, Andrea
Petersen, John	Sanchez, Claudia	Szok, Kenneth
Pham Xuan, Josiah	Sanchez, Jose	Tamburro, Melody
Pham, Hong	Sanchez, Michael	Tan, Jeremy
Pike, Mitchell	Sandoval, Leslie	Tarman, Shana
Pine, Kyle	Sanetrick, Michael	Taylor, Adam
Ponce, Heather	Saravia, Claudia	Tesoriero, Gabriela
Pope, Nathan	Sardo, Christine	Tharpe, Kevin
Pridomirski, Joanne	Sarmiento, Robbyn	Thomas, Jennifer

SUBJECT: Personnel Transactions

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Summer 2017

Non-Credit Hourly Instructors/Substitutes (continued)

NAME	NAME	NAME
Tietz, Anthony	Valencia, Luis	Williams, Stephen
Tilford, Brenda	Valentin, Nathalie	Windisch, Todd
Toloui, Mitra	Valin, Christopher	Wiseman, Mark
Tom, Aaron	Van Dyke-Kao, Rita	Wolfe, Samuel
Toohey, Daniel	Vandepas, Deborah	Wong, Linda
Torres, Crystal	Vanegas, Yazmin	Wong, Mae
Torres, Eric	Vara-Flores, Susan	Wong, Nicolas
Trad, Carrie	Varnes, Adam	Wong, Philip
Tremblay, Joseph	Velarde, Margaret	Wright, Jennifer
Treminio, Juan	Volpe, Crystal	Wright, Billie
Trimble, Jill Ann	Walter, Kenneth	Yanuarua, Christina
Trimborn, Trent	Warner, Benjamin	Yarbrough, Piero
Tucker, Raymond	Watkins, Ty	Yount, Robert
Turner, Juliet	Webber, Scott	Zamora, Joey
Ubom, Rene	Wicks, Corey	Zapien, Nancy
Urbanski, Julia	Wiencek, Brian	Ziola, Dale
Urbien, Aimee	Wierzchucki, Bryan	Zumaeta, Estrella
Valderrama Perez, Frida	Williams, Kristin	Zylstra, William
Valdez, Maria		

MANAGEMENT EMPLOYMENT

New Hires

*denotes ratification

Name:	Maldonado-Greenlee, Lianne	New:	No
Position:	Director, Professional and Organizational Dev.	Salary:	\$124,356.00/annual
Department:	Professional and Organization Development		
Range/Step:	M-15, Step 2		
Job FTE:	1.00/12 months		
Effective:	6/29/17		
Name:	Uesugi, Koji	New:	No
Position:	Dean, Student Services	Salary:	\$156,960.00/annual
Department:	Student Services		
Range/Step:	M-21, Step 4		
Job FTE:	1.00/12 months		
Effective:	7/10/17		

SUBJECT: Personnel Transactions

DATE: June 28, 2017

New Hires (continued)

Name: Wilson, Ryan
 Position: Manager, Title IX / EEO Investigations New: Yes
 Department: Human Resources
 Range/Step: M-13, Step 1 Salary: \$111,696.00/annual
 Job FTE: 1.00/12 months
 Effective: 6/1/17*

Promotions

Name: Hirsch, Jamie
 Position: Assistant Director, Public Safety Programs New: Yes
 Department: Technology and Health
 Range/Step: M-13, Step 6 Salary: \$124,212.00/annual
 Job FTE: 1.00/12 months
 Effective: 6/29/17

Name: Hoover, Karelyn
 Position: Dean, Humanities and Social Sciences New: No
 Department: Humanities and Social Sciences
 Range/Step: M-21, Step 3 + L 20 Salary: \$177,034.52/annual
 Job FTE: 1.00/12 months
 Effective: 8/1/17

Name: Shull, Stephen
 Position: Director, Public Safety Programs New: Yes
 Department: Technology and Health
 Range/Step: M-17, Step 6 + L 10 Salary: \$150,182.64/annual
 Job FTE: 1.00/12 months
 Effective: 7/1/17

Interim Assignments

*denotes ratification

Name: Bangloy, Antonio
 From: Manager, Application Support and New: No
 Development
 To: Interim Director, Enterprise Application Systems
 Department: Information Technology
 Range/Step: M-20, Step 1 Salary: \$147,168.00/annual
 Job FTE: 1.00/12 months
 Effective: 7/1/17
 End Date: 12/31/17

SUBJECT: Personnel Transactions

DATE: June 28, 2017

Interim Assignments (continued)

*denotes ratification

Name: Tran, Chuong
 From: Senior Systems Analyst/Programmer New: No
 To: Manager, Application Support and Development
 Department: Information Technology
 Range/Step: M-16, Step 1 + L15 Salary: \$138,006.21/annual
 Job FTE: 1.00/12 months
 Effective: 5/8/17*
 End Date: 12/31/17

Temporary Change in Assignment

Name: Vickers, Dale
 Position: Acting, Chief Technology Officer New: No
 Department: Information Technology
 Range/Step: M-27, Step 2 + L15 Salary: \$201,362.30/annual
 Job FTE: 1.00/12 months
 Start Date: 7/1/17
 End Date: 12/31/17

Retirement

Donald Sciore, Associate Dean, Instructional Services (Instruction), effective 7/3/17

Renewal of Contracts for Vice Presidents, 7/1/19 – 6/30/22

Abe Ali, Human Resources
 Michael Gregoryk, Administrative Services
 Irene Malmgren, Instruction
 Audrey Yamagata-Noji, Student Services

TEMPORARY EMPLOYMENT

Title and rate changes effective 7/1/17

Classified Short-Term Hourly Employees

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Adams, Dalton	Lab. Tech.-Natural Sci.	Vacancy	Instruction	23.47	04/20/17-05/11/17
Alton, Sharon Lara	Coord., Sup. Inst. Prog.	Absence	Instruction	27.52	06/19/17-06/30/17
Blanco, James	Mail Room Operator	Absence	Admin. Services	19.82	05/15/17-06/30/17
Csehy, Leslie	Custodian	Pool	Admin. Services	18.25	07/01/17-06/30/18
Duarte, Jorge	Custodian	Absence	Admin. Services	18.25	07/01/17-06/30/18

SUBJECT: Personnel Transactions

DATE: June 28, 2017

Classified Short-Term Hourly Employees (continued)

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Gonzalez, Judith	Custodian	Absence	Admin. Services	18.25	07/01/17-06/30/18
Hasegawa, Yvonne	Library Technician	Vacancy	Instruction	21.67	05/16/17-06/15/17
Kirkland, Stafford	Custodian	Pool	Admin. Services	18.25	07/01/17-06/30/18
Martinez, John	Custodian	Pool	Admin. Services	18.25	07/01/17-06/30/18
Perez, Carolina	Library Technician	Absence	Instruction	21.67	04/27/17-05/11/17
Sanchez, Luis	Custodian	Pool	Admin. Services	18.25	07/01/17-06/30/18
Stanisci, Anthony	Custodian	Absence	Admin. Services	18.25	07/01/17-06/30/18
White, Gregory	Custodian	Pool	Admin. Services	18.25	07/01/17-06/30/18

Hourly Non-Academic Employees

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Abilez, Rosalie	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Acosta, William	Instructional Support III	Instruction	15.00	07/01/17-08/25/17
Alvarez Perez, Susana	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Alvarez, Raelyn	Administrative Support I	Instruction	14.00	07/01/17-08/25/17
Angarita, Sandra	Secretarial Aide	Instruction	12.00	06/29/17-06/30/17
Angarita, Sandra	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Araya, Marina	Student Services Support IV	Instruction	17.00	07/01/17-06/30/18
Arballo, Jaclyn	Instructional Support I	Instruction	11.00	07/03/17-08/04/17
Arenas Juarez, Vianey	Administrative Aide	Student Services	13.00	04/13/17-06/30/17
Arenas Juarez, Vianey	Administrative Support I	Student Services	14.00	07/01/17/08/25/17
Astorga, Bernice	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Atiq, Asmara	Instructional Support I	Instruction	15.00	07/03/17-06/30/18
Avila, Xochitl	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Badillo, Anna	Administrative Aide	Instruction	13.00	06/19/17-06/30/17
Badillo, Anna	Administrative Support I	Instruction	14.00	07/01/17-08/23/17
Banh, Justin	Athletics Support I	Instruction	11.00	07/01/17-08/31/17
Banh, Megan	Aquatics Assistant IV	Instruction	13.00	06/01/17-06/30/17
Barajas Lara, Karina	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Barberi, Rebecca	Secretarial Aide	Instruction	12.00	06/29/17-06/30/17
Barberi, Rebecca	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Barragan, Secily	Instructional Support IV	Instruction	17.00	07/01/17-08/25/17
Bautista, Jessica	Instructional Support I	Instruction	11.00	07/01/17-08/31/17
Bermudez, Loraine	Administrative Support I	Instruction	14.00	07/03/17-06/30/18
Bernard, Taylor	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Bowers, Stanley	Campus Safety Support II	Instruction	13.00	07/01/17-07/31/17
Bustamante, Jasmine	Athletics Support V	Instruction	15.00	07/01/17-08/31/17
Candell Villacreses Melissa	Administrative Aide	Student Services	13.00	04/13/17-06/30/17
Candell Villacreses Melissa	Administrative Support I	Student Services	14.00	07/01/17-08/25/17
Carrillo, Elsa	Instructional Support III	Instruction	15.00	07/01/17-06/30/18
Castanon, Veronica	Secretarial Aide	Instruction	12.00	06/29/17-06/30/17
Castanon, Veronica	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Cazares, Jennifer	Instructional Support I	Instruction	11.00	07/01/17-08/31/17

SUBJECT: Personnel Transactions**DATE:** June 28, 2017**Hourly Non-Academic Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Cervantes, Angelica	Instructional Support I	Instruction	11.00	07/01/17-08/31/17
Chapman, Rebecca	Campus Safety Support II	Instruction	13.00	07/01/17-07/31/17
Chen, Christopher	Athletics Support V	Instruction	15.00	07/01/17-08/31/17
Concepcion, Kristian	Secretarial Aide	Instruction	12.00	05/30/17-06/30/17
Concepcion, Kristian	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Conte, Kelly	Administrative Support III	Instruction	20.00	07/01/17-06/30/18
Contreras, Elizabeth	Student Intern	Student Services	15.00	05/11/17-06/30/17
Curtiss, Esther	Secretarial Aide	Instruction	12.00	05/30/17-06/30/17
Curtiss, Esther	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
DeLaCruz, Kelly	Secretarial Aide	Instruction	12.00	06/29/17-06/30/17
DeLaCruz, Kelly	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Delgado, Luisa	Secretarial Aide	Instruction	12.00	06/29/17-06/30/17
Delgado, Luisa	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
DeTamble, Brandy	Administrative Support III	Admin. Services	20.00	07/01/17-12/31/17
Diaz, Alisha	Instructional Support III	Instruction	15.00	07/01/17-06/30/18
Disney, Patricia	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Durani, Rebecca	Instructional Support III	Instruction	15.00	07/01/17-06/30/18
Escobar, Josue	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Estrella, Pamela	Campus Safety Support II	Instruction	13.00	07/01/17-07/31/17
Feng, Susan	Athletics Support V	Instruction	15.00	07/01/17-08/31/17
Fierro, Juliana	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Figueroa, Alexandria	Instructional Support I	Instruction	11.00	07/01/17-08/31/17
Flores, Ignacio	Facilities Support - Grounds I	Admin. Services	18.00	07/01/17-12/31/17
Gaisie, Deshawn	Instructional Support I	Instruction	11.00	07/03/17-06/30/18
Galindo, Ernestina	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Garcia, Norma	Instructional Support II	Instruction	13.00	07/01/17-08/25/17
Genelli, Emily	Instructional Support I	Instruction	11.00	07/01/17-08/31/17
Gilchrist, Gail	Technical Support III	Instruction	20.00	07/03/17-06/30/18
Gomez, Judith	Instructional Support I	Instruction	11.00	07/01/17-08/31/17
Gonzalez, April	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Gordon, Barbara	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Greenberg, Cowthey	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Gutierrez, Elizabeth	Secretarial Aide	Instruction	12.00	05/30/17-06/30/17
Gutierrez, Elizabeth	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Harris, Ashley	ECD Master Teacher I	Instruction	13.50	04/03/17-06/30/17
Hebert, Carmencita	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Herrera, Clara	CDC Teacher I	Instruction	10.75	05/08/17-06/30/17
Hill, Jared	Sound Engineer I	Admin. Services	14.50	04/01/17-06/30/17
Ho, Roxana	Secretarial Aide	Instruction	12.00	04/13/17-06/30/17
Ho, Roxana	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Holt, JC	Campus Safety Support II	Instruction	13.00	07/01/17-07/31/17
Howell, Abigail	Prog. Sup. Comm. Svc. I	Instruction	12.50	04/18/17-06/30/17
Howell, Abigail	Instructional Support III	Instruction	15.00	07/03/17-06/30/18
Iwata, David	Athletics Support III	Instruction	13.00	07/01/17-06/30/18

SUBJECT: Personnel Transactions**DATE:** June 28, 2017**Hourly Non-Academic Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Jimenez, Steven Michael	Instructional Support II	Instruction	13.00	07/01/17-08/31/17
Johnson, Shavonn	Instructional Support II	Instruction	13.00	07/03/17-06/30/18
Keagan, Section	Student Services Support III	Student Services	15.00	07/05/17-06/30/18
Lagunas, Irene	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Lamson, Joseph	Aquatics Assistant V	Instruction	14.00	06/01/17-06/30/17
Lamson, Joseph	Athletics Support IV	Instruction	14.00	07/01/17-08/31/17
Lamson, Joseph	Athletics Support I	Instruction	11.00	07/01/17-06/30/18
Le, Cara	Athletics Support I	Instruction	11.00	07/01/17-08/31/17
Leon, Elsa	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Lewis, Christina	Instructional Support I	Instruction	11.00	07/01/17-08/31/17
Maciel, Monica	Instructional Support I	Instruction	11.00	07/01/17-08/31/17
Madero, Nathalie	Administrative Support I	Instruction	14.00	07/01/17-12/31/17
Magallanes, Ashley	Secretarial Aide	Instruction	12.00	06/29/17-06/30/17
Magallanes, Ashley	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Marinelli, Analia	Instructional Support III	Instruction	15.00	07/01/17-08/25/17
Martinez, Fernando Jr.	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Mays, Megan	Athletics Support III	Instruction	13.00	07/01/17-08/31/17
McIntyre, Dominique	Instructional Support I	Instruction	11.00	07/01/17-08/31/17
Medina, Raymond	Campus Safety Support II	Instruction	13.00	07/01/17-07/31/17
Mejia, Crystal	Administrative Support IV	Instruction	23.00	07/01/17-06/30/18
Moore, Mariko	Secretarial Aide	Instruction	12.00	05/11/17-06/30/17
Moore, Mariko	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Morales, Brenda	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Morales, Ryan	Athletics Support IV	Instruction	14.00	07/01/17-08/31/17
Mulvihill, Sean	Instructional Support I	Instruction	11.00	07/01/17-08/31/17
Navarro, Albert	Facilities Support - Grounds I	Admin. Services	18.00	07/01/17-12/31/17
Navarro, Sergio	Facilities Support - Grounds I	Admin. Services	18.00	07/01/17-12/31/17
Nguy, Paul	Lab Asst - HCRC	Instruction	13.50	02/27/17-06/30/17
Nguyen, Allison	Aquatics Assistant IV	Instruction	13.00	06/01/17-06/30/17
Nguyen, Allison	Athletics Support III	Instruction	13.00	07/01/17-08/31/17
Nocie, Nicole	Instructional Support III	Instruction	15.00	07/01/17-06/30/18
Overoye, Sage	Athletics Support IV	Instruction	14.00	07/01/17-06/30/18
Pacheco, Ismael	Instructional Support II	Instruction	13.00	07/03/17-06/30/18
Pena, Yvonne	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Pieper, Laurie	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Poon, Emmett	Athletics Support IV	Instruction	14.00	07/01/17-08/31/17
Pringle, Kristen	Instructional Support III	Instruction	15.00	07/01/17-08/25/17
Proffitt, Craig	Campus Safety Support II	Instruction	13.00	07/01/17-07/31/17
Quintana, Alexander	Instructional Aide	Instruction	10.50	06/28/17-06/30/17
Quintana, Alexander	Instructional Support I	Instruction	11.00	07/01/17-06/30/18
Ramos, Elaine	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Rieben, Rebecca	Athletics Support V	Instruction	15.00	07/01/17-08/31/17
Robles, Connie	Activity Aide, Comm. Svcs.	Instruction	10.50	06/01/17-06/30/17
Robles, Connie	Instructional Support I	Instruction	11.00	07/01/17-08/31/17
Robles, Guadalupe	Instructional Support I	Instruction	11.00	07/01/17-08/31/17

SUBJECT: Personnel Transactions**DATE:** June 28, 2017**Hourly Non-Academic Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Rodriguez, Brandon	Facilities Support – Maint. I	Admin. Services	15.00	07/01/17-12/31/17
Rodriguez, Casey	Activity Aide, Comm. Svcs.	Instruction	10.50	06/01/17-06/30/17
Rodriguez, Casey	Instructional Support I	Instruction	11.00	07/01/17-08/31/17
Rodriguez, Ricardo	Campus Safety Support II	Instruction	13.00	07/01/17-07/31/17
Rodriguez, Stephanie	Instructional Support III	Instruction	15.00	07/01/17-08/11/17
Romero, Robert	Campus Safety Support II	Instruction	13.00	07/01/17-07/31/17
Ruh, Campbell	Athletics Support III	Instruction	13.00	07/01/17-08/31/17
Ruh, Campbell	Athletics Support IV	Instruction	14.00	07/01/17-08/31/17
Ruh, Lani	Instructional Support IV	Instruction	17.00	07/01/17-08/31/17
Ruiz, Maria	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Salce, Bryan	House Manager I	Admin. Services	10.75	02/27/17-06/30/17
Sanchez, Rita	Secretarial Aide	Instruction	12.00	06/29/17-06/30/17
Sanchez, Rita	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Sanchez, Shantel	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Sanchez, Steven	Campus Safety Support II	Instruction	13.00	07/01/17-07/31/17
Santana, Rachel	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Seguin, Wanda	Secretarial Aide	Instruction	12.00	06/29/17-06/30/17
Seguin, Wanda	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Sierra, Patrick	Athletics Support IV	Instruction	14.00	07/01/17-06/30/18
Silverberg, Jeffrey	Athletics Support IV	Instruction	14.00	07/01/17-08/31/17
Silverberg, Jeffrey	Athletics Support V	Instruction	15.00	07/01/17-08/31/17
Song, Flori	Teaching Aide	Instruction	13.50	03/01/17-06/30/17
Stephenson, Lonnie	Instructional Support III	Instruction	15.00	07/01/17-06/30/18
Stollo, Leslie	Instructional Support III	Instruction	15.00	07/01/17-06/30/18
Suarez, Maria	Game Day Personnel	Instruction	10.50	05/01/17-06/30/17
Tampio, Shawn	Administrative Support I	Instruction	14.00	07/01/17-07/31/17
Tarin, Freddie	Facilities Support - Grounds I	Admin. Services	18.00	07/01/17-12/31/17
Tokunaga, Alice	Executive Secretary I	Instruction	19.00	05/08/17-06/30/17
Tokunaga, Alice	Administrative Support III	Instruction	20.00	07/01/17-07/31/17
Torres, Eric	Instructional Support III	Instruction	15.00	07/03/17-06/30/18
Trujillo, Adriana	Administrative Support I	Student Services	14.00	07/01/17-08/25/17
Vail, Tyler	Event Supervisor I	Admin. Services	11.75	05/03/17-06/30/17
Valencia, Susana	Administrative Support II	Instruction	14.00	07/03/17-06/30/18
Vasquez, Liliana	CDC Teacher I	Instruction	10.75	05/08/17-06/30/17
Villa, Alfonso	Campus Safety Support IV	Instruction	17.00	07/03/17-06/30/18
Villescas, Anisa	CDC Associate I	Instruction	10.50	02/27/17-06/30/17
Vu, Christina	Athletics Support V	Instruction	15.00	07/01/17-08/31/17
White, Shelby	Administrative Support III	Instruction	20.00	07/01/17-06/30/18
Wilson, Douglass	Campus Safety Support II	Instruction	13.00	07/01/17-07/31/17
Zahn, Michael	Instructional Support I	Instruction	11.00	07/01/17-08/31/17

SUBJECT: Personnel Transactions**DATE:** June 28, 2017**Professional Expert Employees**

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Arriola, Rowel	Athletic Injury Specialist II	Instruction	26.00	04/01/17-06/30/17
Auciello, Stephen	Technical Expert I	Instruction	35.00	05/01/17-06/30/17
Baeza, Veronica	Project Expert/Specialist	Instruction	25.00	05/20/17-06/30/17
Baker, Theodore	Head Video Utility	Admin. Services	50.00	05/14/17-06/30/17
Banh, Justin	Aquatics Assistant II	Instruction	11.00	06/01/17-06/30/17
Berber, Jennifer	Project Expert/Specialist	Instruction	25.00	03/01/17-06/30/17
Blackman, Myisha	Interpreter V	Student Services	48.00	03/08/17-06/30/17
Bustamante, Jasmine	Aquatics Assistant VII	Instruction	16.00	06/01/17-06/30/17
Calverley, Russell	Technical Expert I	Instruction	35.00	05/01/17-06/30/17
Campos, Emilie	Tutorial Specialist I	Instruction	17.00	02/27/17-06/30/17
Carrillo, Elsa	Project Expert/Specialist	Instruction	25.00	03/21/17-06/30/17
Castro, Candice	Project Expert/Specialist	Instruction	25.00	03/01/17-06/30/17
Costa, James	Sound Engineer II	Admin. Services	20.00	03/23/17-06/30/17
Docken, Tim	Video Jib Operator	Admin. Services	60.00	05/14/17-06/30/17
Estrada-Romero, Joshua	Master Class Inst.-Dance	Instruction	25.00	04/01/17-06/30/17
Failla, Christopher	Registered Nurse II	Student Services	32.00	03/16/17-06/30/17
Flores, Sara	Project/Program Aide	Instruction	20.00	04/03/17-06/30/17
Fox-Moore, Renee	Master Class Inst.-Dance	Instruction	25.00	04/01/17-06/30/17
Frias, Jason	Interpreter II	Student Services	30.00	03/24/17-06/30/17
Froman, Vera	Technical Expert I	Instruction	35.00	03/08/17-06/30/17
Gateley, Sean	Athletic Injury Specialist II	Instruction	26.00	04/01/17-06/30/17
Goncalves, Mauricio	Tutorial Specialist IV	Instruction	23.25	05/01/17-06/30/17
Harris, Randy	Athletic Injury Specialist II	Instruction	26.00	04/03/17-06/30/17
Hasenbein, John	Tutorial Specialist I	Instruction	17.00	02/27/17-06/30/17
Hinds, Shawna	Technical Expert I	Instruction	35.00	03/06/17-06/30/17
Jaime, Aubrie	Athletic Injury Specialist II	Instruction	26.00	03/01/17-06/30/17
Karr, Aimee	Prog. Sup. Comm. Srvc II	Instruction	16.75	05/01/17-06/30/17
Kelly, Stillman	Vision Mixer	Admin. Services	50.00	05/12/17-06/30/17
Lee, Lei	Project/Program Aide	Instruction	20.00	03/18/17-06/30/17
Leslie, Timothy	Licensed MFT	Student Services	41.75	04/03/17-06/30/17
Lohman, Shay	Project/Program Aide	Instruction	20.00	05/18/17-06/30/17
Lopez, Robert	Lecturer-Fire Technology	Admin. Services	37.50	06/01/17-06/30/17
Maxwell, Ian	Lecturer-Fire Technology	Instruction	37.50	05/01/17-06/30/17
Mays, Megan	Aquatics Assistant IV	Instruction	13.00	06/01/17-06/30/17
Morales, Ryan	Aquatics Assistant V	Instruction	14.00	06/01/17-06/30/17
Morettini, Kelly	Technical Expert II	Instruction	45.00	04/24/17-06/30/17
Nguyen, Tam	Tutorial Specialist I	Instruction	17.00	02/27/17-06/30/17
Noble Paraiso, Maria Karla	Technical Expert II	Instruction	22.50	04/10/17-06/30/17
Nuckolls, Steven	Lecturer-Fire Technology	Instruction	37.50	03/16/17-06/30/17
Orantes, Erik	Prog. Sup. Comm. Srvc II	Admin. Services	16.75	05/01/17-06/30/17
Perez, Lorraine	Technical Expert II	Instruction	45.00	05/15/17-06/30/17
Poon, Emmett	Aquatics Assistant V	Instruction	14.00	06/01/17-06/30/17
Rieben, Rebecca	Aquatics Assistant VII	Instruction	16.00	06/01/17-06/30/17

SUBJECT: Personnel Transactions**DATE:** June 28, 2017**Professional Expert Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Rodriguez, Stephanie	Teaching Aide	Instruction	13.50	06/19/17-06/30/17
Ruh, Campbell	Aquatics Assistant V	Instruction	14.00	06/01/17-06/30/17
Ruh, Lani	Program Supervisor II	Instruction	16.75	06/01/17-06/30/17
Silvas, Christopher	Project Expert/Specialist	Instruction	25.00	04/25/17-06/30/17
Silverberg, Jeffrey	Aquatics Assistant VII	Instruction	16.00	06/01/17-06/30/17
Simons, Amber	Interpreter IV	Student Services	41.00	05/01/17-06/30/17
Socash, Ross	Technical Expert III	Admin. Services	55.00	05/05/17-06/30/17
Tolliver, Samuel	Technical Expert I	Instruction	35.00	05/01/17-06/30/17
Trujillo, Veronica	Technical Expert I	Instruction	35.00	05/01/17-06/30/17
Winters, Tianna	Project/Program Aide	Instruction	20.00	03/01/17-06/30/17
Yang, Soomin	Project/Program Aide	Instruction	20.00	03/20/17-06/30/17
Zeher, Kira	Aquatics Assitant III	Instruction	12.00	06/01/17-06/30/17

Student Employees

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Abdelnour, Sandra	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Abdelnour, Shady	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Adelman, Chelsea	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Ahmed, Zahrah	Student Assistant V	Instruction	13.00	03/13/17-06/30/17
Aldana, Carlos	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Alday, Andrew	Student Assistant V	Instruction	13.00	05/11/17-06/30/17
Alexander, Julia	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Almouazzen, Mohamad	Student Assistant II	Instruction	10.75	03/06/17-06/30/17
Amaya, Alexandra	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Amezcuca, Liz	Student Assistant IV	Student Services	12.25	03/20/17-06/30/17
Andrade, Jeanette	Student Assistant V	Instruction	13.00	03/13/17-06/30/17
Arceo, Joshua	Student Assistant V	Instruction	13.00	04/17/17-06/30/17
Arias, Oscar	Student Assistant I	Instruction	10.50	03/18/17-06/30/17
Arroyo, Eva	Student Assistant I	Instruction	10.50	04/01/17-06/30/17
Arteaga, Martin	Student Assistant I	Instruction	10.50	02/28/17-06/30/17
Ashby, Justin	Student Assistant V	Instruction	13.00	04/10/17-06/30/17
Ashouri, Hassib	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Avila, Katie	Student Assistant V	Student Services	13.00	04/10/17-06/30/17
Badillo, Anna Pauline	Student Assistant V	Student Services	13.00	05/08/17-06/18/17
Bailey, Derek	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Banuchi, Ryan	Student Assistant III	Admin. Services	11.50	02/27/17-06/30/17
Barajas, Martin	Student Assistant III	Student Services	11.50	03/01/17-06/30/17
Barajas, Martin	Student Assistant IV	Student Services	12.25	03/01/17-06/30/17
Barker, Taisun	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Batres, Josue	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Baydoun, Mohamad	Student Assistant II	Instruction	10.75	03/14/17-06/30/17
Baydoun, Nawal	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Baydoun, Rola	Student Assistant II	Instruction	10.75	02/27/17-06/30/17

SUBJECT: Personnel Transactions**DATE:** June 28, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Carrillo, Noemi	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Bedard, Adrian	Student Assistant III	Instruction	11.50	03/06/17-06/30/17
Bell, Glennon	Student Assistant II	Admin. Services	10.75	02/27/17-06/30/17
Bhattarai, Anjan	Student Assistant I	Instruction	10.50	05/01/17-06/30/17
Bokelman, Cheyanne	Student Assistant III	Instruction	11.50	04/01/17-06/30/17
Bower, Ryan	Student Assistant V	Admin. Services	13.00	02/27/17-06/30/17
Braga, Christina	Student Assistant I	Instruction	10.50	03/18/17-06/30/17
Brosman-Zamora, Garryson	Student Assistant III	Instruction	11.50	03/13/17-06/30/17
Buenrostro, Elena	Student Assistant III	Instruction	11.50	03/20/17-06/30/17
Burns, Kelynn	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Caballero, Jessica	Student Assistant IV	Student Services	12.25	02/28/17-06/30/17
Cabanillas-Camacho, Karen	Student Assistant I	Instruction	10.50	03/22/17-06/30/17
Cabrera, Kaitlyn	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Campa, Saul	Student Assistant III	Student Services	11.50	03/01/17-06/16/17
Cao, Binh	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Cardenas, Anna	Student Assistant V	Student Services	13.00	03/01/17-06/16/17
Cardozo, Rudolpho	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Carrillo, Noemi	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Chairez, Giovanni	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Chan, Yu To	Student Assistant IV	Student Services	12.25	03/08/17-06/30/17
Chang, Kyle	Student Assistant I	Instruction	10.50	03/01/17-06/16/17
Chavez, Miranda	Student Assistant V	Instruction	13.00	02/27/17-06/20/17
Cheng, Jonathan	Student Assistant III	Instruction	11.50	02/28/17-06/30/17
Cheng, Jonathan	Student Assistant I	Instruction	10.50	03/06/17-06/30/17
Chlebowski, Spencer	Student Assistant I	Instruction	10.50	04/01/17-06/16/17
Chou, William	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Church, April	Student Assistant III	Instruction	11.50	03/03/17-06/30/17
Cloutier, Joshua	Student Assistant IV	Student Services	12.25	03/01/17-06/16/17
Cortes, Kevin	Student Assistant I	Admin. Services	10.50	05/12/17-06/30/17
Covarrubias, Melissa	Student Assistant V	Instruction	13.00	04/27/17-06/30/17
Cross, Lee	Student Assistant V	Instruction	13.00	03/15/17-06/30/17
Cruz, Joslynn	Student Assistant IV	Student Services	12.25	04/07/17-06/30/17
Cruz, Julian	Student Assistant I	Instruction	10.50	03/13/17-06/30/17
Cuevas, Natalie	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Cui, Jie	Student Assistant III	Instruction	11.50	02/28/17-06/30/17
Cunningham, Joshua	Student Assistant V	Instruction	13.00	06/01/17-06/30/17
Curl, Jonathon	Student Assistant IV	Instruction	12.25	04/01/17-06/30/17
Dang, Thuy	Student Assistant V	Instruction	13.00	03/27/17-06/30/17
De La Cruz, Karla	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
De La Cruz, Vanessa	Student Assistant III	Instruction	11.50	03/06/17-06/30/17
De La Cruz Cabrera, Melissa	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
De Leon Rodriguez, Silvia	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
De Los Santos, Frank	Student Assistant II	Student Services	10.75	04/24/17-06/30/17
Dean, Danette	Student Assistant II	Instruction	10.75	03/01/17-06/30/17

SUBJECT: Personnel Transactions**DATE:** June 28, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Dejbakhsh, Ashcon	Student Assistant I	Instruction	10.50	03/01/17-06/16/17
DeJohn, Emily	Student Assistant III	Instruction	11.50	04/01/17-06/30/17
Del Muro, Emmanuel	Student Assistant I	Instruction	10.00	12/01/16-12/31/16
Delgado Sandoval, Stefani	Student Assistant IV	Student Services	12.25	04/07/17-06/30/17
Des Rochers, Justin	Student Assistant II	Instruction	10.75	03/21/17-06/30/17
Diaz, Ashley	Student Assistant I	Instruction	10.50	04/04/17-06/30/17
Diaz, Carolina	Student Assistant I	Instruction	10.50	03/30/17-06/30/17
Doering, Ottoniel	Student Assistant II	Instruction	10.75	05/15/17-06/30/17
Doyle, Sean	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Du, Hao	Student Assistant III	Instruction	11.50	03/06/17-06/30/17
Duran, Daniel	Student Assistant I	Instruction	10.50	04/01/17-06/30/17
Duran, Jacqueline	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Ebro, Eliza	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Eddins, Angelina	Student Assistant I	Admin. Services	10.50	05/12/17-06/30/17
Engle, Shantel	Student Assistant I	Instruction	10.50	02/27/17-06/18/17
Engle, Shantel	Student Assistant V	Instruction	13.00	02/27/17-06/18/17
Escobedo, Xavier	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Estrada, Wendy	Student Assistant I	Admin. Services	10.50	05/12/17-06/30/17
Faamafoe, Manumalotaum	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Faamafoe, Manumalotaum	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Faouri, Razy	Student Assistant V	Instruction	13.00	03/06/17-06/30/17
Farg, Sandy	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Fazio, Ashley	Student Assistant III	Instruction	11.50	03/01/17-06/30/17
Fernandez, Jonathan	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Figueroa, Mario	Student Assistant V	Instruction	13.00	02/28/17-06/30/17
Finchum, Marissa	Student Assistant III	Instruction	11.50	05/01/17-06/30/17
Flores, Ashley	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Flores, Brenda	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Flores, Hilda	Student Assistant IV	Student Services	12.25	03/01/17-06/16/17
Flores, Joanna	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Flores, Ruben	Student Assistant III	Student Services	11.50	03/01/17-06/30/17
Flores, Stephany	Student Assistant III	Instruction	11.50	04/03/17-06/30/17
Flores Contreras, Luis	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Fortier, Jeremy	Student Assistant V	Instruction	13.00	05/08/17-06/30/17
Fortier, Tammy	Student Assistant V	Instruction	13.00	05/08/17-06/30/17
Franco, Andrew	Student Assistant V	Admin. Services	13.00	03/01/17-06/30/17
Garay, Javier	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Garcia, Cassandra	Student Assistant III	Instruction	11.50	04/24/17-06/30/17
Garcia, Georgina	Student Assistant III	Student Services	11.50	04/07/17-06/30/17
Garcia, Raul IV	Student Assistant II	Admin. Services	10.75	02/27/17-06/18/17
Gardner, Samantha	Student Assistant I	Instruction	10.50	04/01/17-04/30/17
Garibaldi, Kyle	Student Assistant I	Instruction	10.50	03/18/17-06/30/17
Garner, Chelsea	Student Assistant I	Instruction	10.50	05/01/17-06/30/17
Garoz, Brigham	Student Assistant I	Admin. Services	10.50	04/10/17-06/30/17

SUBJECT: Personnel Transactions**DATE:** June 28, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Geiss, Michael	Student Assistant I	Instruction	10.50	04/13/17-06/30/17
Ghaly, Alfred	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Gomez, Charley	Student Assistant I	Instruction	10.50	05/01/17-06/16/17
Gomez, Florencia	Student Assistant IV	Student Services	12.25	04/07/17-06/30/17
Gomez, Guadalupe	Student Assistant III	Student Services	11.50	04/07/17-06/30/17
Gomez, Isabel	Student Assistant II	Instruction	10.75	05/01/17-06/30/17
Gonzales, Andrew	Student Assistant I	Instruction	10.50	03/01/17-06/30/17
Gonzalez, Reyna	Student Assistant V	Instruction	13.00	04/06/17-06/30/17
Granillo, Jaritza	Student Assistant III	Instruction	11.50	03/20/17-06/30/17
Guerra, Eduardo	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Haffner, Elizabeth	Student Assistant III	Instruction	11.50	03/13/17-06/30/17
Halabi, Ghaith	Student Assistant I	Admin. Services	10.50	06/06/17-06/30/17
Haq, Omar	Student Assistant I	Instruction	10.50	04/03/17-06/30/17
Hernandez, Carlos	Student Assistant II	Instruction	10.75	05/15/17-06/30/17
Hernandez, Helen	Student Assistant III	Student Services	11.50	04/07/17-06/30/17
Hernandez, Samantha	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Hernandez, Sarah	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Hernandez, Stephanie	Student Assistant V	Instruction	13.00	02/27/17-06/20/17
Hernandez Lopez, Christian	Student Assistant III	Instruction	11.50	03/14/17-06/30/17
Herrera, Kevin	Student Assistant I	Instruction	10.50	04/01/17-06/30/17
Herrera, Natalie	Student Assistant IV	Student Services	12.25	03/01/17-06/30/17
Hilton, Jonathan	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Htun, Wai Yan	Student Assistant IV	Student Services	12.25	03/08/17-06/30/17
Huang, Simon	Student Assistant III	Instruction	11.50	03/23/17-06/30/17
Hurtado, Laura	Student Assistant V	President's Office	13.00	05/03/17-06/30/17
Huynh, Richard	Student Assistant IV	Student Services	12.25	04/03/17-06/30/17
Huynh, Xuan	Student Assistant IV	Student Services	12.25	03/01/17-06/16/17
Irigoyen, Andres	Student Assistant I	Instruction	10.50	03/13/17-06/30/17
Iskander, Miriam	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Jaime, Michelle	Student Assistant III	Instruction	11.50	04/24/17-06/30/17
Jaramillo, Andres	Student Assistant I	Instruction	10.50	03/01/17-06/16/17
Jett, Dakota	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Jett, Dakota	Student Assistant IV	Instruction	12.25	04/17/17-06/30/17
Jim, Michael	Student Assistant I	Instruction	10.50	03/01/17-06/30/17
Jimenez Larios, Itsel	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Joromat, Eric	Student Assistant II	Instruction	10.75	04/01/17-06/30/17
Juarez, Alejandro	Student Assistant IV	Student Services	12.25	04/07/17-06/30/17
Judd, Aidan	Student Assistant I	Instruction	10.50	05/22/17-06/30/17
Kauvaka, Sione	Student Assistant I	Instruction	10.50	03/06/17-06/30/17
Kim, Sharon	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Kipuw, Arand	Student Assistant IV	Student Services	12.25	03/16/17-05/31/17
Krolik, Hannah	Student Assistant V	Instruction	13.00	06/01/17-06/30/17
Lai, Mingchao	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Landeros, Miguel	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17

SUBJECT: Personnel Transactions**DATE:** June 28, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Latu, Max	Student Assistant III	Instruction	11.50	03/10/17-06/30/17
Lee, Grace	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Lee, Hoe Kyung	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Leinz, Caleb	Student Assistant IV	Student Services	12.25	03/08/17-06/30/17
Leon, Erick	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Lewis, Janell	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Lira Sanchez, Jasmin	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Liu, Jennie	Student Assistant V	Student Services	13.00	04/10/17-06/30/17
Liu, Junyan	Student Assistant IV	Student Services	12.25	03/17/17-06/30/17
Loperena Beattie, Lexa	Student Assistant I	Instruction	10.50	03/18/17-06/30/17
Lopez, Emma	Student Assistant III	Instruction	11.50	05/01/17-06/30/17
Luo, Zhiying	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Maciel, Arthur	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Maes, Jeffrey	Student Assistant III	Student Services	11.50	03/20/17-06/30/17
Maldonado, Angelica	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Marcellina, Grace	Student Assistant IV	Student Services	12.25	03/01/17-06/16/17
Mares Gaitan, Octavio	Student Assistant IV	Instruction	12.25	03/01/17-06/30/17
Mariscal, Mayra	Student Assistant I	Student Services	10.50	03/17/17-06/30/17
Marquez, Alyssa	Student Assistant III	Student Services	11.50	04/24/17-06/30/17
Martinez, Michael	Student Assistant I	Instruction	10.50	03/07/17-06/30/17
Martinez, Samantha	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Martinez, Stacy	Student Assistant IV	Student Services	12.25	04/07/17-06/30/17
Matining, John Paul	Student Assistant I	Instruction	10.50	03/18/17-06/30/17
Mattox, Melanie	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
McDill, Scott	Student Assistant I	Instruction	10.50	04/01/17-06/16/17
Mcjimpson, Chanele	Student Assistant II	Student Services	10.75	03/27/17-06/30/17
Medel, Raymond	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Medina, Jacquelyne	Student Assistant V	Admin. Services	13.00	02/27/17-06/30/17
Mejia, Ignacio	Student Assistant IV	Student Services	12.25	04/07/17-06/30/17
Mekhail, Mina	Student Assistant I	Instruction	10.50	03/06/17-06/30/17
Mendoza, Richard	Student Assistant III	Instruction	11.50	03/13/17-06/30/17
Meraz, Jacob	Student Assistant V	Instruction	13.00	04/01/17-06/30/17
Mesko, Abby	Student Assistant IV	Student Services	12.25	03/01/17-06/16/17
Miller, Conor	Student Assistant III	Instruction	11.50	03/13/17-06/30/17
Miller, Hannah	Student Assistant III	Instruction	11.50	03/06/17-06/30/17
Misheva, Yoana	Student Assistant II	Student Services	10.75	03/13/17-06/30/17
Mitchell, Brittany	Student Assistant III	Instruction	11.50	03/07/17-06/30/17
Mo, William	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Mo, William	Student Assistant II	Instruction	10.75	04/01/17-06/30/17
Mojica, Jovany	Student Assistant IV	Student Services	12.25	02/27/17-06/30/17
Moline, Jordan	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Moore, Mark	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Morales, Anthony	Student Assistant I	Student Services	10.50	04/24/17-06/30/17
Morales, Lucky	Student Assistant III	Student Services	11.50	02/27/17-06/30/17

SUBJECT: Personnel Transactions**DATE:** June 28, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Morkos, Christina	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Mosley, Dominique	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Munoz, Eddie	Student Assistant I	Admin. Services	10.50	05/12/17-06/30/17
Murillo, Cassandra	Student Assistant I	Admin. Services	10.50	05/12/17-06/30/17
Murphy, Tiana	Student Assistant V	Instruction	13.00	03/06/17-06/30/17
Naas, Tanner	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Naing, May	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Nava Olvera, Cesar	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Navarro, John Joshua	Student Assistant III	Admin. Services	11.50	02/27/17-06/30/17
Nawaz, Sana	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Neoh, Alex	Student Assistant I	Instruction	10.50	03/01/17-06/16/17
Nguyen, Anne	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Nguyen, Bryant	Student Assistant V	Admin. Services	13.00	04/18/17-06/30/17
Nguyen, Tammy	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Ni, Yingqi	Student Assistant IV	Student Services	12.25	03/16/17-05/31/17
Niemerow, Sasha	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Njuh, Jude	Student Assistant I	Instruction	10.50	03/06/17-06/30/17
Nuno, Derrick	Student Assistant III	Instruction	11.50	03/01/17-06/30/17
Nuno, Derrick	Student Assistant I	Instruction	10.50	04/15/17-06/30/17
Ocegueda, Dania	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Ochotorena, Martin	Student Assistant III	Student Services	11.50	03/01/17-06/16/17
Oro, Carlos	Student Assistant V	President's Office	13.00	05/03/17-06/30/17
Ortega, Angel	Student Assistant III	Instruction	11.50	03/13/17-06/30/17
Osei-Akosa, Justinian	Student Assistant I	Instruction	10.50	05/01/17-06/30/17
Osimowicz, Emma	Student Assistant III	Instruction	11.50	03/06/17-06/30/17
Osorio, Karen	Student Assistant IV	Student Services	12.25	04/07/17-06/30/17
Osuna, Herlen	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Owusu Bour, Courtney	Student Assistant III	Instruction	11.50	05/05/17-06/30/17
Padilla, Precious	Student Assistant III	Instruction	11.50	03/14/17-06/30/17
Padua, Gabriell	Student Assistant I	Instruction	10.50	04/13/17-06/30/17
Paek, Jeremy	Student Assistant III	Instruction	11.50	03/01/17-06/30/17
Paez, Julian	Student Assistant III	Student Services	11.50	03/01/17-06/16/17
Pang, Zhaolong	Student Assistant I	Instruction	10.50	03/18/17-06/30/17
Paniagua, Maricarmen	Student Assistant II	Instruction	10.75	03/06/17-06/30/17
Partida, Salvador	Student Assistant IV	Instruction	12.25	05/08/17-06/30/17
Pedroza, Anthony	Student Assistant II	Admin. Services	10.75	05/01/17-06/30/17
Perales, Marisa	Student Assistant V	Instruction	13.00	03/13/17-06/30/17
Perez, Jose	Student Assistant IV	Student Services	12.25	03/01/17-06/16/17
Perez, Kimberly	Student Assistant I	Instruction	10.50	03/10/17-06/30/17
Pham, Christopher	Student Assistant IV	Instruction	12.25	04/01/17-06/30/17
Phan, Mindy	Student Assistant IV	Student Services	12.25	03/01/17-06/16/17
Phuong, Hoang	Student Assistant I	Instruction	10.50	03/18/17-06/30/17
Piercy, Mary	Student Assistant V	Instruction	13.00	03/06/17-06/30/17
Pizarro, Lizette	Student Assistant V	Instruction	13.00	04/04/17-06/30/17

SUBJECT: Personnel Transactions**DATE:** June 28, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Plummer, Destiny	Student Assistant III	Instruction	11.50	03/01/17-06/30/17
Pogosova, Elena	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Portis, John	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Preciado, Veronica	Student Assistant III	Student Services	11.50	03/14/17-06/30/17
Radcliffe, Samuel	Student Assistant V	President's Office	13.00	05/15/17-06/30/17
Ramirez, Alejandro	Student Assistant II	Instruction	10.75	03/08/17-06/30/17
Ramirez, John	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Ramirez, Laura	Student Assistant I	Instruction	10.50	03/21/17-06/30/17
Ramirez, Michelle	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Ramos, Jocelyn	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Razo, Elizabeth	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Recio, Marco	Student Assistant V	Instruction	13.00	02/27/17-06/19/17
Regas, Kristina	Student Assistant II	Instruction	10.75	03/13/17-06/30/17
Renslow, Kelly	Student Assistant I	Instruction	10.50	04/17/17-06/30/17
Rexwinkel, Renae	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Reyna, Marvin	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Reza, Araceli	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Rice, David	Student Assistant IV	Instruction	12.25	05/01/17-06/30/17
Robinson, Jacob	Student Assistant I	Instruction	10.50	03/06/17-06/30/17
Robles, Nicholas	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Rodriguez, Laura	Student Assistant II	Student Services	10.75	02/27/17-06/30/17
Rodriguez, Pricilla	Student Assistant I	Instruction	10.50	04/01/17-06/30/17
Rodriguez, Ulysses	Student Assistant IV	Student Services	12.25	03/08/17-06/30/17
Romero, Yesenia	Student Assistant V	Admin. Services	13.00	03/06/17-06/30/17
Romero, Yesenia	Student Assistant III	Admin. Services	11.50	05/02/17-06/30/17
Ross-Tupper, Aimee	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Ruiz, Briam	Student Assistant IV	Admin. Services	12.25	02/27/17-06/30/17
Ruiz, Jazmine	Student Assistant I	Instruction	10.50	06/01/17-06/30/17
Ruiz, Sean	Student Assistant V	Instruction	13.00	05/01/17-06/30/17
Saafi, Joshua	Student Assistant III	Student Services	11.50	03/03/17-06/30/17
Sakr, Marie Paule	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Salter, Tavonn	Student Assistant III	Admin. Services	11.50	03/20/17-06/30/17
Sampson, Kimberly	Student Assistant V	Instruction	13.00	04/17/17-06/30/17
Sanchez, Andrew	Student Assistant I	Instruction	10.50	04/01/17-06/16/17
Sanchez, Gustavo	Student Assistant II	Instruction	10.75	03/06/17-06/30/17
Sanchez Galvan, Jessica	Student Assistant IV	Student Services	12.25	04/07/17-06/30/17
Sandoval, Melissa	Student Assistant II	Instruction	10.75	03/06/17-06/30/17
Santamaria, Erik	Student Assistant IV	Student Services	12.25	04/07/17-06/30/17
Santiago, Michelle	Student Assistant I	Instruction	10.50	05/01/17-06/30/17
Scalise, Angelina	Student Assistant III	Instruction	11.50	04/10/17-06/30/17
Schiffman, Rachel	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Schulze, Denise	Student Assistant II	Student Services	10.75	04/28/17-06/30/17
Scott, Dariana	Student Assistant III	Instruction	11.50	03/07/17-06/30/17
Scott, Emetrious	Student Assistant III	Instruction	11.50	03/01/17-06/30/17

SUBJECT: Personnel Transactions**DATE:** June 28, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Scott, Lindsey	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Shah, Tanay	Student Assistant III	Student Services	11.50	04/10/17-06/30/17
Shamsi, Wajeeha	Student Assistant IV	Student Services	12.25	03/01/17-06/16/17
Siaki, Deja	Student Assistant III	Instruction	11.50	03/22/17-06/30/17
Sifuentes, Sergio	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Silguero, Levith	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Snyder, Logan	Student Assistant V	Instruction	13.00	04/01/17-06/30/17
Snyder, Rachel	Student Assistant V	Instruction	13.00	03/20/17-06/30/17
Soemardy, Ebryanto	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Solis, Nicole	Student Assistant III	Instruction	11.50	03/01/17-06/30/17
Sommers, Rhys	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Soto, Brayán	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Soto, Elizabeth	Student Assistant IV	Student Services	12.25	03/08/17-06/30/17
Stegner, Lisa	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Tabuena, Vincent	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Taghaboni, Niloufar	Student Assistant IV	Instruction	12.25	04/01/17-06/30/17
Tamura, Ariana	Student Assistant V	Instruction	13.00	02/27/17-06/19/17
Tang, Phat	Student Assistant IV	Student Services	12.25	03/01/17-06/16/17
Ting, Carey	Student Assistant V	Instruction	13.00	03/15/17-06/30/17
Torres, Christian	Student Assistant III	Instruction	11.50	06/01/17-06/30/17
Torres Castaneda, Erick	Student Assistant III	Student Services	11.50	04/07/17-06/30/17
Tran, Nguyet	Student Assistant IV	Student Services	12.25	03/01/17-06/16/17
Tran, Vu	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Trujillo Negrete, Adriana	Student Assistant V	Student Services	13.00	04/13/17-06/30/17
Tzunun, Josue	Student Assistant V	Instruction	13.00	04/01/17-06/30/17
Ueda, Seiji	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Uribe, Rodrigo	Student Assistant III	Instruction	11.50	03/20/17-06/30/17
Vainikolo, Alexander	Student Assistant III	Student Services	11.50	03/27/17-06/30/17
Valladares, Destina	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Van, Osmond	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Vanzutphen, Jenna	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Vaquerano, Carolina	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Vaquerano, Carolina	Student Assistant III	Instruction	11.50	03/13/17-06/30/17
Vazquez, Jorge	Student Assistant III	Student Services	11.50	02/27/17-06/30/17
Velasco, Diana	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Velasco Esparza, Eduardo	Student Assistant II	Instruction	10.75	03/13/17-06/30/17
Velazquez, Matthew	Student Assistant I	Instruction	10.50	04/01/17-06/16/17
Veliz, Jonah	Student Assistant II	Instruction	10.75	03/06/17-06/30/17
Veloz, Adrian	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Vera, Evelyn	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
Villafuerte, Juan Marco	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Villatoro, Christopher	Student Assistant III	Instruction	11.50	02/27/17-06/30/17
Villatoro, Christopher	Student Assistant IV	Instruction	12.25	04/07/17-06/30/17
Villaverde, Ma Anika	Student Assistant I	Instruction	10.50	02/27/17-06/30/17

SUBJECT: Personnel Transactions**DATE:** June 28, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Voytek, Timothy	Student Assistant I	Admin. Services	10.50	02/27/17-06/30/17
Wailase, Priscilla	Student Assistant V	Student Services	13.00	03/13/17-06/30/17
Walper, Sydney	Student Assistant V	Instruction	13.00	02/27/17-06/19/17
Wang, Amy	Student Assistant I	Instruction	10.50	03/22/17-06/30/17
Wangsadipura, Amy	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Watson, Fаметта	Student Assistant I	Instruction	10.50	02/27/17-06/30/17
White, Michael	Student Assistant V	Instruction	13.00	04/03/17-06/30/17
Williams, Cristian	Student Assistant III	Instruction	11.50	04/06/17-06/30/17
Wilson, Kimberly	Student Assistant IV	Student Services	12.25	04/07/17-06/30/17
Wolde, Dagnachew	Student Assistant IV	Instruction	12.25	02/27/17-06/30/17
Wu, Jeffrey	Student Assistant II	Admin. Services	10.75	02/27/17-06/30/17
Yip, Darren	Student Assistant II	Instruction	10.75	05/01/17-06/30/17
Yu, Rongkai	Student Assistant I	Instruction	10.50	03/18/17-06/30/17
Zapanta, Giancarlo	Student Assistant II	Instruction	10.75	04/01/17-06/30/17
Zaragoza, Arturo	Student Assistant IV	Student Services	12.25	04/07/17-06/30/17
Zendejas Salcedo, Trinidad	Student Assistant IV	Instruction	12.25	03/01/17-06/30/17
Zhang, Juefan	Student Assistant II	Instruction	10.75	02/27/17-06/30/17
Zhao, Leslie	Student Assistant I	Instruction	10.50	03/18/17-06/30/17
Zuniga, Kaylee	Student Assistant IV	Student Services	12.25	04/14/17-06/30/17

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

DATE: June 28, 2017

CONSENT

SUBJECT: Contract for Employee Assistance Services for Education – Los Angeles
County Office of Education

BACKGROUND

Mt. San Antonio College currently offers an employee assistance program which is available to assist employees in addressing personal issues which often impact their ability to effectively function in the workplace. On March 28, 2012, Mt. San Antonio College entered into an agreement with the Los Angeles County Office of Education, which has provided a joint powers agreement with a number of school districts since 1982.

The Employee Assistance Service for Education (EASE) is a cost-conscious employee assistance program that provides confidential professional counseling and consultation services to employees in need. The purpose of this item is to request that the Board approves the continuation of the joint powers agreement currently in place with the Los Angeles County Office of Education.

ANALYSIS AND FISCAL IMPACT

The proposed rate of \$10.20 per employee, with an estimated 1,000 benefit-eligible employees for a total of \$10,200.00 per fiscal year, is status quo from last year.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal of the EASE agreement with the Los Angeles County Office of Education.

Recommended by: Bill Scroggins Reviewed by: Abe Ali
Agenda Item: Consent #42

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 28, 2017</u>	CONSENT
SUBJECT:	<u>Contract for Fair Employment Housing Act/Americans with Disabilities Act Reasonable Accommodations – Shaw HR Consulting, Inc.</u>	

BACKGROUND

The Human Resources Department requires the services of a firm that specializes in Fair Employment Housing Act/Americans with Disabilities Act (FEHA/ADA) Reasonable Accommodations compliance that can operate as an independent third-party, separate from the College. Shaw HR Consulting, Inc., has been providing such services to school districts, including Mt. San Antonio College, for 17 years.

ANALYSIS AND FISCAL IMPACT

Under Government Code Section 53060, the Board of Trustees is authorized to contract with any persons who furnish special services and provides advice in FEHA/ADA matters as long as such persons are trained, experienced, and competent.

The intent is to use the services of Shaw HR Consulting, Inc., on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to conduct reasonable accommodations analysis and provide the College with recommendations and written reports of its findings.

The proposed rate of \$175.00 per hour, plus mileage, is status quo from last year, is competitive within the consultation services market, and is comparable to the College’s costs for similar services. The fees may be adjusted, with the College’s consent, from July 1, 2017, through June 30, 2018, the term of the agreement.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal of a contract for FEHA/ADA Reasonable Accommodation services with Shaw HR Consulting, Inc., as presented.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Abe Ali</u>
		Agenda Item:	<u>Consent #43</u>

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

DATE: June 28, 2017

CONSENT

SUBJECT: Contract for FRISK Training – Atkinson, Andelson, Loya, Ruud & Romo

BACKGROUND

The Human Resources Department requires the services of a firm that specializes in FRISK (Facts, Rules, Impact, Suggestions, Knowledge) training for management employees. The law firm of Atkinson, Andelson, Loya, Ruud & Romo have been providing such services for over 20 years.

FRISK training provides guidance in documenting unsatisfactory employee performance by providing management the tools necessary to provide steps for handling employee deficiencies and discipline. In an effort to motivate and improvement and correct performance deficiencies, these tools are needed to provide clear and effective feedback.

ANALYSIS AND FISCAL IMPACT

The term of the Agreement is for the period July 1, 2017, through June 30, 2018, at a rate of \$3,180 for a full day training and \$2,000 for a half day training.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves a contract agreement with the Atkinson, Andelson, Loya, Ruud & Romo, as presented.

Recommended by: Bill Scroggins Reviewed by: Abe Ali
Agenda Item: Consent #44

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 28, 2017</u>	CONSENT
SUBJECT:	<u>Contract for Interpreting Services – LIFESIGNS, Inc.</u>	

BACKGROUND

The College is required to provide American Disability Act accessibility accommodations to the public and College employees. The College has contracted services with LIFESIGNS, Inc. to fulfill its accommodation obligation. LIFESIGNS, Inc. is contracted to provide interpreter services to our employees and the public at-large, upon request, at various College-sponsored events. Contracting these services with LIFESIGNS, Inc. will afford the College the ability to fulfill its universal access needs.

ANALYSIS AND FISCAL IMPACT

Under Government Code Section 53060, the Board of Trustees is authorized to contract with any persons who furnish special services and advise in such matters as long as such persons are trained, experienced, and competent.

The intent is to use the services of LIFESIGNS Inc. on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to provide interpreting services for College-sponsored events and employee workshop/meeting activities.

The proposed rate of \$75.00 per hour (2-hour minimum) for service requests greater than 72 business hours advance notice, \$85.00 per hour (2-hour minimum) for service requests less than 72 business hours advance notice, and \$105.00 per hour (2-hour minimum) for emergency on-call (after hours 5:00 p.m.–8:30 a.m.) services, plus mileage, is status quo from last year. The fees may be adjusted, with the College’s consent, during the term of the agreement, July 1, 2017, through June 30, 2018.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract for interpreting services with LIFESIGNS, Inc., as presented.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Abe Ali</u>
		Agenda Item:	<u>Consent #45</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 28, 2017</u>	CONSENT
SUBJECT:	<u>Contract for Onboarding Services – PeopleAdmin</u>	

BACKGROUND

PeopleAdmin has been the College’s primary source for recruiting for the past nine years. The College has implemented electronic onboarding, which allows for a streamlined process and workflow for newly hired employees to complete all required documentation and to ensure that this documentation is received and processed by the appropriate department.

ANALYSIS AND FISCAL IMPACT

The proposed rate for onboarding services is \$4,500.00, which is status quo from last year. The term of this agreement is from July 1, 2017, through June 30, 2018.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal of a contract for onboarding services with PeopleAdmin, as presented.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Abe Ali</u>
		Agenda Item:	<u>Consent #46</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 28, 2017</u>	CONSENT
SUBJECT:	<u>New Classified Job Classification Descriptions</u>	

BACKGROUND

To reflect the current needs of the College, the following new Classified job classification descriptions are being submitted.

- Community Services Officer (New);
- Laboratory Technician – Aeronautics (New); and
- Police Officer (New).

ANALYSIS AND FISCAL IMPACT

These job classification descriptions are being brought forward for Board approval in accordance with Education Code § 88009 and 88010.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the New Classified Job Classification Descriptions, as presented.

Recommended by: <u>Bill Scroggins</u>	Reviewed by: <u>Abe Ali</u>
	Agenda Item: <u>Consent #47</u>

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: June 28, 2017

**COMMUNITY SERVICES OFFICER
FLSA NON-EXEMPT – A-75**

DEFINITION

Under general supervision, maintains a safe environment for students, staff, faculty, and campus visitors by patrolling grounds and other College property; enforcing College parking regulations and the California Vehicle Code; providing assistance to students, staff, faculty, and campus visitors. Serves as a first responder and liaison to local authorities, including the County Fire Department and County Sheriff's Department. The Police and Campus Safety Department operates 24 hours per day, 7 days per week.

SUPERVISION RECEIVED AND EXERCISED

Receives general day-to-day supervision from a Police Sergeant. Incumbents also receive oversight and direction from the Chief or Deputy Chief of Police. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the first level in the public safety class series that performs work duties for the College campus; including patrolling grounds and other College property, enforcing College parking regulations, and other duties as described below. Responsibilities require the use of tact, discretion, and independent judgment. This class routinely responds to non-emergency calls for service and may assist in cases of emergency.

This class is distinguished from the Public Safety Officer I and II, in that, the latter performs general public safety work within the College campus such as report writing and enforcement of Penal Code. The Community Services Officer (CSO) retains the responsibility to observe and report on matters under their essential functions.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Performance of the following duties is dependent on the incumbent's assessment that appropriate actions can be taken in a safe and effective manner.

- Patrols assigned routes to enforce parking and related traffic regulations; assists in the safe parking and movement of vehicles; issues citations; places vehicle boots on tires if warranted.
- Issues non-moving parking citations for violations observed.
- Collects parking and parking permit fees; advises patrons of parking fees; performs cashier functions such as receiving payments, making correct change, and reconciling receipts and cash at the information kiosk.
- Picks up and transports currency, at management direction, from various sites and locations to the campus vault.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: June 28, 2017

- Responds to questions and complaints from the public or refers to supervisor, as necessary.
- Assists students, staff, and faculty with keys locked in vehicles, disabled vehicles, and related vehicle issues such as dead batteries on College property and adjacent public roadways.
- Reports safety issues, hazards, and needed repairs to the appropriate department.
- Reports traffic accidents and criminal activities, or related occurrences, to the appropriate staff.
- Operates and maintains specialized equipment, including but not limited to, police radios, hand-held citation devices, and traffic cones/barricades.
- Assists in controlling traffic and crowd control at accident scenes or other emergency situations as needed.
- Escorts responding Emergency Medical Service and Fire vehicles to medical assist calls on College property and adjacent public roadways.
- Assists other departments as needed; class postings after hours; assist_s with street closures and other special events.
- May assist in the Student Escorts program, as needed, to provide services for the campus community.
- Creates and posts signs throughout the campus to indicate direction, events, notices, or warnings.
- Maintains accurate records, log sheets, and files; submits copies of citations to appropriate staff; prepares related daily and monthly reports.
- May assist in operating, maintaining, and performing basic repairs on parking equipment and meters; may represent the College with related vendors.
- Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Functions, principles, and practices of parking enforcement activities.
- Understand, interpret, and apply applicable codes, regulations, policies, technical processes, and procedures, including California Vehicle Codes and parking ordinances.
- Principles of conflict resolution.
- Techniques of First Aid, CPR, Automated External Defibrillator, and use of Law Enforcement Medical Kit.
- Operating a motor vehicle in a safe manner under patrol conditions.
- Safety practices and equipment related to the work.
- Basic principles of record keeping.
- Modern office practices, methods, and computer equipment.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: June 28, 2017

- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, abilities, socio-economic and ethnic groups.
- Cash control principles and techniques.

Skills & Abilities to:

- Memorize codes, names, campus locations, and other information.
- Read and interpret maps and other pertinent documentation.
- Interpret, apply, and explain policies, procedures, and regulations.
- Assess situations while remaining calm and using sound, independent judgment.
- Maintain accurate records and files.
- Safely and effectively use and operate specialized equipment required for the work.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively resolve problems, both in person and over the telephone, involving diverse individuals and situations, situations may often be confrontational or stressed.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and one (1) year of related experience involving public contact, or customer service. College credit from a regionally accredited college in public safety coursework and parking control related services preferred.

Pay grade B qualifies unit members in this classification for a 2% salary increase upon certification that the incumbent has completed the training for meter and permit machine maintenance and repair through a College approved vendor. The number of such positions will be at management discretion.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: June 28, 2017

As a condition of continued employment, within sixty (60) days of employment:

- Possession of, or ability to obtain, a Pepper Spray certification.
- Possession of, or ability to obtain, a College Security Officer Training certification.
- Possession of, or ability to obtain, and maintain an American Red Cross First Aid and CPR certification or equivalent College-approved certification.
- Complete and pass an Automatic External Defibrillator course.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform light physical work, to climb and descent vehicles, and to operate varied tools and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work indoors and outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: June 28, 2017

**LABORATORY TECHNICIAN - AERONAUTICS
FLSA NON-EXEMPT – A-79**

DEFINITION

Under general supervision, provides instructional support services for faculty and students of the Aeronautic Program; prepares and sets up laboratory exercises, demonstrations, and instructional materials, equipment, and supplies; assists students and faculty in the use and operation of equipment and materials related to aeronautics; tracks use of aviation equipment and maintains logs and records of that equipment and time-limited parts.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean, Technology and Health. Exercises no direct supervision of staff. Provides technical and functional direction and training to student workers.

CLASS CHARACTERISTICS

This is a journey-level classification responsible for conducting a variety of instructional support activities to ensure student learning. Incumbents perform the full range of duties as assigned, working independently and exercising judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned area of responsibility. This classification is distinguished from other laboratory technicians by having subject matter expertise in aeronautics.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Prepares and sets up laboratory exercises, demonstrations, and instructional materials; monitors laboratory environment; organizes, arranges, stocks, and distributes materials, equipment, and supplies.
- Troubleshoots, repairs, maintains, and analyzes data from aeronautics equipment and simulators; ensures that all equipment and machines are in safe and operational condition.
- Maintains, tests, and manages rechargeable battery technologies and other battery equipment.
- Tracks the usage of aeronautics equipment and maintains a database of usage of equipment and time-limited parts.
- Provides instructional support services for the Aeronautics Program; assists in instructional demonstrations of unmanned aircraft; explains related principles, practices, procedures, methods, materials, terminology, simulators, drones, and equipment.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: June 28, 2017

- Cleans and ensures proper storage of laboratory equipment; ensures laboratory and work areas are in clean and orderly condition.
- Ensures proper use of laboratory equipment by monitoring activities according to established rules and policies.
- Works with faculty to ensure class timeline and agendas are met.
- Maintains accurate logs, reports, and records of work performed and materials and equipment used.
- Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment as directed.
- Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the Aeronautics Program.
- General methods and procedures for preparing course materials and laboratory exercises and demonstrations used in aeronautic courses.
- Set-up, operation, demonstration, and maintenance of various tools and equipment used in aeronautics.
- Use of hand-held tools and electronic testing equipment.
- Retrieving, decoding, and interpreting data from electronic devices and sensors.
- Principles and techniques to troubleshoot and determine appropriate action in the maintenance and repair of equipment, simulators, and drones.
- Methods, practices, and techniques of student learning and instruction.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and College staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

- Explain and apply principles, practices, procedures, methods, materials, tools, terminology, and equipment related to the aeronautic program.
- Assist students and faculty in the use and operation of aeronautic equipment and materials.
- Create an engaging and positive learning in a laboratory or other learning environments.
- Demonstrate proper use and maintenance of equipment, materials, and supplies used in aeronautics.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: June 28, 2017

- Demonstrate proper use and data interpretation of electronic test equipment.
- Read, interpret, and apply a wide variety of technical information from manuals, specifications, blueprints, and schematics.
- Interpret, apply, and explain applicable College policies, rules, and regulations related to areas of responsibility.
- Maintain tools and equipment in a clean working condition providing for proper security.
- Estimate and order required supplies and equipment.
- Establish and maintain a filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from a regionally accredited college in aeronautics, electronics, manufacturing, or a related field, and experience related to the position.

Preferred:

Two (2) years of experience working in an aeronautics classroom, laboratory, or similar setting.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a laboratory/classroom environment and in the field; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied aeronautic tools, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking and standing in operational areas to perform work and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment. Incumbents in this classification bend, stoop, kneel, reach, and climb to perform work. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: June 28, 2017

ENVIRONMENTAL ELEMENTS

Incumbents work in a laboratory/classroom and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, dust, fumes, and allergens, hazardous physical substances, mechanical and electrical hazards, and moving equipment and machinery. Incumbents may interact with staff and/or students in interpreting and enforcing departmental policies and procedures.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: June 28, 2017

**POLICE OFFICER
FLSA NON-EXEMPT – A-79**

DEFINITION

Under general supervision, the Police Officer's primary role is to prevent crime and the breach of public order. Primary responsibilities include protecting students, faculty, staff, and campus visitors; enforcing laws and traffic and parking regulations; apprehending violators; conducting criminal investigations; providing general information and assistance to the public; and participating in Community Oriented Policing efforts.

Police Officers serve as first responders on College property, and as directed through inter-agency agreements, and as liaisons to a wide variety of local and federal authorities, including the County Fire Department, Federal Bureau of Investigation, Drug Enforcement Administration, County Sheriff's Department, District Attorney's Office, and others. The Police and Campus Safety Department operates 24 hours per day, 7 days per week.

SUPERVISION RECEIVED AND EXERCISED

Receives general day-to-day supervision from a Police Sergeant. Incumbents also receive oversight and direction from the Chief or Deputy Chief of Police. May provide technical and functional direction to student workers, hourly workers, and departmental staff, as assigned. In the course of protecting safety and property, may give direction to faculty, staff, students, and campus visitors.

CLASS CHARACTERISTICS

This class is a fully sworn peace officer per California Penal Code section 830.32 and California Education Code section 72330. Members of this class enforce applicable federal, state, city, and county laws; enforce College rules and regulations; make arrests, write reports, testify in court, control traffic, and control parking; patrol buildings, grounds, and other College property; provide for the safety and protection of students, visitors, and personnel.

This class conducts criminal investigations and writes complex criminal and civil reports; maintains a high degree of independence, initiative, and interaction with all constituents of the College community and general public; incorporates Community Oriented Policing and problem solving methodologies; must integrate professional knowledge and law enforcement service with the culture of the diverse educational environment to accomplish Department and College objectives and goals.

This class is distinguished from the Public Safety Officer II in that the Police Officer has full peace officer authority throughout the state of California and requires Peace Officer Standards and Training (POST) basic academy training. This is further differentiated from the Police Sergeant in that the latter has management and general oversight of department employees.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: June 28, 2017

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Patrols the campus by foot or by vehicle and answers calls to protect personnel, property, and facilities independently or with other departmental personnel.
- Enforces laws, traffic regulations, and safety regulations; escorts people off campus (e.g., disruptive students, disruptive non-students); apprehends and arrests violators.
- Provides security and crowd control for large gatherings such as sporting events, dances, concerts, protests, job actions, and campus activities.
- Investigates and records irregularities that occur during assigned shifts and takes necessary action within limits of prescribed policies and procedures to correct the situation.
- Responds to traffic accidents and document accidents within a detailed report.
- Performs surveillance for criminal investigations.
- Identifies safety hazards on campus and reports them to the appropriate department for repair.
- Prepares written reports of violations of law or unusual occurrences.
- Maintains a log of daily activities.
- Responds to and investigates accidents and injuries relating to the campus; conducts follow-up investigations to initial reports, which may require officers to travel off campus to businesses and homes.
- Gathers, processes, and maintains integrity of evidence and interview witnesses; appears in court and testifies as arresting or investigating officer.
- Maintains confidentiality relative to matters under investigation.
- Actively employs Community Oriented Policing methods.
- Exercises reasonable judgment in carrying out duties, especially use of force.
- Maintains effective liaison activities with local law enforcement agencies, including responding to the requested assistance from the Los Angeles County Sheriff's Department for traffic and crime related incidents and assisting the Los Angeles County Animal Control officers in the capture and confinement of stray and dangerous animals on campus.
- Appropriately responds to reported incidents of sexual violence in accordance with applicable laws and regulations.
- Attends mandatory department training to maintain required California POST standards to include firearms, defensive tactics, and criminal law.
- Performs special assignments such as, but not limited to, emergency planning, student worker program, evidence and property, crime prevention, gangs, or specific grant funded assignments. May also be selected to serve as a detective or field training officer.
- Provides related support services as needed, such as locking and unlocking buildings and facilities; call-outs of facilities, grounds, custodial, academic, and administrative personnel for incidents occurring during evenings, weekends, holidays, and special events.
- Performs other related duties as required.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: June 28, 2017

QUALIFICATIONS

Knowledge of:

- Principles of conflict resolution.
- Thorough knowledge of current law enforcement methods and procedures.
- Operations, services, and activities of a law enforcement agency.
- Applicable court procedures.
- Police radio equipment, law enforcement radio protocols, and codes.
- Computers and standard computer software programs, including law enforcement databases.
- Various firearms, non-lethal weapons, and other common law enforcement equipment (e.g., handcuffs).
- Techniques and applications of self-defense and the proper use of force.
- Operational characteristics of police equipment, vehicles, and tools including firearms.
- Federal, state, and local laws, regulations, and sub-regulations to include California Penal and Vehicle codes; College policies and procedures; U.S. and state of California constitutions.
- College Student Code of Conduct and Discipline procedures.
- Title IX and Clery Act laws, regulations, and responsibilities.
- Patrol techniques; crime prevention; crime scene documentation including evidence preservation.
- Rules of evidence pertaining to search and seizure.
- Principles and practices of data collection and analysis.
- Interview and interrogation techniques pertaining to witnesses, victims, and suspects.
- Drug and other substance use recognition.
- Crowd control techniques.
- Parking enforcement and traffic control.
- Methods and techniques of report preparation and writing.
- Principles and applications of public relations.
- Techniques for providing a high level of customer service.
- Principles and procedures of record keeping and filing.
- Proper English usage, spelling, grammar, and punctuation.

Skills & Abilities to:

- Assess the appropriate use of force options.
- Respond to life-threatening situations and take appropriate action as necessary.
- Provide traffic and crowd control during large-scale events.
- Answer questions from students, employees, and the general public regarding laws, regulations, incidents, or services.
- Provide training for department staff in such areas as defensive tactics, use of firearms, defensive driving, crowd control, use of chemical agents, and other specialized functions.
- Speak in public and make presentations representing the Department and the College.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: June 28, 2017

- Demonstrate standard procedures for the use of police radios and telephones.
- Read, understand, and interpret standard official legal documents.
- Read, correct, and prepare clear and concise reports and routine correspondence.
- Effective oral and written communication skills; follow and understand written and oral instructions.
- Work independently; exercise judgment and discretion in analyzing, resolving, and making critical decisions with minimal supervision.
- Determine appropriate level of force response when encountering combative or disruptive persons.
- Effectively handle and resolve problems, both in person and over the telephone, involving diverse individuals and situations, often times when situations may be confrontational or stressed.
- Demonstrate sensitivity to, and respect for, a diverse campus and community population.
- Communicate tactfully and effectively, and establish and maintain cooperative working relationships with students, faculty, staff, and all other members of the campus community to resolve a wide variety of sensitive situations.
- Effectively conduct a variety of criminal and special investigations.
- Accurately observe and remember names, faces, numbers, incidents, and places.
- Learn the geography of the campus and local area.
- Use and care for firearms and other specialized police equipment and vehicles.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and Graduation from a POST Certified academy with a Basic Course Certificate within the past three years or employment as a California peace officer at a POST law enforcement agency within the past three years. Working knowledge of current law enforcement methods, procedures, criminal codes, and laws.

Preferred Education and Experience:

Three (3) years' experience in effectively carrying out job duties related to this position in a public safety or police department.

Licenses, Certifications, and other requirements:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Must be at least 21 years of age.
- Complete and pass an Automatic External Defibrillator course.
- Possession of a POST Basic Certificate for appointment as a peace officer, as per Penal Code 830.32 and Education Code 72330.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: June 28, 2017

- Pass a POST background check to include a psychological and medical examination completed within 30 days of a conditional offer of employment.
- Be a citizen of the U.S. or be a permanent resident alien who is eligible for and has applied for citizenship (Government Code Section 1031(a)).
- Obtain and maintain an American Red Cross First Aid and CPR certification or equivalent College-approved certification.
- Have no felony convictions nor misdemeanor convictions.

PHYSICAL DEMANDS

Must possess the mobility and physical strength and stamina to respond to emergency situations and accidents; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Must have the ability to operate specialized law enforcement tools and equipment including firearms, expandable batons, chemical agents, and handcuffs. The job involves fieldwork requiring frequent walking on uneven terrain, climbing, and descending structures to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate various equipment and devices. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work indoors and outdoors, during all hours of the day and night, including weekends; are occasionally exposed to loud noise levels including sirens and firearms training, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives in potentially hostile environments, and be involved in interpreting and enforcing College policies and procedures as well as California Penal Codes and Vehicle Codes.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 28, 2017</u>	CONSENT
SUBJECT:	<u>Salary Schedules – Professional Experts, Short-Term Hourly Employees, Student Assistants, and Substitute Employees</u>	

BACKGROUND

The Human Resources Department, in an effort to remain compliant with the law and to provide clarity to the College, has updated the salary schedules and guidelines for Professional Experts, Short-Term Hourly, Student Assistants, and Substitute Employees.

ANALYSIS AND FISCAL IMPACT

The salary schedules and guidelines follow the requirements and are in compliance with Education Code Section 88003.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Salary Schedules for Professional Experts, Short-Term Hourly Employees, Student Assistants, and Substitute Employees.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Abe Ali</u>
		Agenda Item:	<u>Consent #48</u>

SUBJECT: Salary Schedules – Professional Experts, Short-Term Hourly Employees,
Student Assistants, and Substitute Employees

DATE: June 28, 2017

**Professional Experts Hourly Pay Schedule
Effective July 1, 2017**

Job Category	Level I	Level II	Level III	Level IV	Level V
Category I					
Art Model Expert	25.00	N/A	N/A	N/A	N/A
Project Expert	15.00	25.00	35.00	N/A	N/A
Project Manager	45.00	50.00	55.00	N/A	N/A
Technical Expert	30.00	40.00	45.00	50.00	55.00
Tutorial Expert	15.00	17.00	19.00	21.00	23.00
Category II					
Not-for-Credit-Instructor	25.00	35.00	45.00	55.00	60.00
Licensed Professionals	42.00	49.00	56.00	63.00	70.00
Category III					
Interpreter	31.00	37.00	42.00	49.00	55.00
Real Time Captioner	42.00	49.00	55.00	N/A	N/A
Category IV					
Project Administrator	60.00	70.00	80.00	90.00	100.00
Special Assignment Expert/Administrator	80.00	90.00	100.00	110.00	120.00

Guidelines for Hiring a Professional Expert:

- The Professional Expert exemption allows districts to go outside the classified service when the scope of the work is discrete, temporary, and requires expertise unavailable within the classified service. Professional Experts should be hired for a defined project, with specified start and end dates, and continued employment contingent upon continued demand and/or funding.
- Professional Experts are temporary employees. They are employed on an “as-needed” basis, subject to termination at will by either the College or the employee.
- Professional Experts cannot be employed to perform duties that have previously been exclusively performed by bargaining unit workers. Employment shall not result in the displacement of Classified personnel (EC§88003).
- Requires specialized knowledge, skills, or expertise not generally required of, or found within, the existing classified service.

SUBJECT: Salary Schedules – Professional Experts, Short-Term Hourly Employees, Student Assistants, and Substitute Employees

DATE: June 28, 2017

Job Category I	Brief Description
Art Model Expert	Requires specialized knowledge, skills, and experience of performing as a model, both clothed and unclothed, in support of a variety of art courses.
Tutor Expert	Requires a minimum to advanced level of specialized knowledge, skills, and experience in tutoring methodologies, including peer tutoring, embedded tutoring, and/or supplemental instruction. Requires subject matter and content area competency. <ul style="list-style-type: none"> • <u>Level I or II</u> – minimum level of specialized knowledge and expertise. • <u>Level III</u> – moderate level of specialized knowledge and expertise. • <u>Level IV or V</u> – advanced level of specialized knowledge and expertise.
Project Expert, Project Manager, Technical Expert	Requires a minimum to advanced level of specialized knowledge, skills, and experience in the specific duties, responsibilities, and functions of assigned project. <ul style="list-style-type: none"> • <u>Level I</u> – minimum level of specialized knowledge and expertise. Duties include a variety of advanced tasks pertaining to more complex work and/or skills. Must be capable of using independent judgment and able to serve as a lead to others who are less skilled as needed. • <u>Level II</u> - moderate level of specialized knowledge and expertise. Leadership and communication skills, use of independent judgment as needed, and knowledge of relevant College policies and procedures are required. May work independently. • <u>Level III</u> – advanced level of specialized knowledge and expertise. Must be able to manage, coordinate, or oversee multiple complex tasks or assignments; provide guidance and leadership; and work independently as needed. Strong leadership and communication skills, regular use of discretion and independent judgment, and knowledge of relevant College policies and procedures are required.

Job Category II	Brief Description
Not-for-Credit-Instructor	Provides not-for-credit-instruction requiring a minimum to advanced level of professional expertise. <ul style="list-style-type: none"> • <u>Level I or II</u> – The minimum level of professional expertise is based upon Associate degree OR certification in the area of service OR the full-time equivalent of one year of related professional and/or occupational experience. • <u>Level III</u> - Mid-level professional expertise is based upon a Bachelor's degree related to the area of service and certification in the area of service OR a Bachelor's degree related to the area of service and the full-time equivalent of two years of related professional and/or occupational experience OR the full-time equivalent of five years of related professional and/or occupational experience. • <u>Level IV or V</u> - Advanced level of professional expertise based upon a graduate degree related to the area of service OR a Bachelor's degree related to the area of service and advanced certification in the area of service OR the full-time equivalent of five years of related professional and/or occupational experience at an advanced level.
Licensed Professionals	This job category may include, but is not limited to: Advanced Practice R.N., Licensed Marriage and Family Therapist, Licensed Clinical Psychologist, Licensed Clinical Social Worker, and Physician.

SUBJECT: Salary Schedules – Professional Experts, Short-Term Hourly Employees,
Student Assistants, and Substitute Employees

DATE: June 28, 2017

Job Category III	Brief Description
Interpreter	Interpreters facilitate communication between Deaf, Hard-of-Hearing, Deaf-Blind, and hearing consumers. Hourly pay level is based on the education, training, certifications, and years of experience of the incumbent.
Real Time Captioner	Must be proficient with experience in real-time transliteration.

Job Category IV	Brief Description
Project Administrator	Must be able to manage, coordinate, or oversee multiple complex tasks or assignments; provide guidance and leadership; and work independently as needed. Strong leadership and communication skills, regular use of discretion and independent judgment, and knowledge of relevant College policies and procedures are required. Typically reports to an associate or executive-level administrator.
Special Assignment Expert / Administrator	Requires extensive specialized management-level knowledge, skills, and experience in the specific functions and responsibilities of assignment. Typically, incumbent acts in the capacity of a mid-level director to executive-level administrator.

SUBJECT: Salary Schedules – Professional Experts, Short-Term Hourly Employees, Student Assistants, and Substitute Employees

DATE: June 28, 2017

**Short-Term Hourly Pay Schedule
Effective July 1, 2017**

Job Category	Level I	Level II	Level III	Level IV	Level V
Administrative Support	14.00	17.00	20.00	23.00	26.00
Athletics Support	11.00	12.00	13.00	14.00	15.00
Campus Safety Support	11.00	13.00	15.00	17.00	19.00
Campus Services Support	11.00	14.00	17.00	20.00	23.00
Fiscal Support	12.00	16.00	20.00	24.00	28.00
Instructional Support	11.00	13.00	15.00	17.00	19.00
Student Services Support	11.00	13.00	15.00	17.00	19.00
Technical Support	12.00	16.00	20.00	24.00	28.00

Job Category	Level I	Level II
Facilities Support – Custodial	15.00	20.00
Facilities Support – Grounds	18.00	23.00
Facilities Support – Maintenance	18.00	23.00

HR Guidelines for Hiring a Short-Term Hourly Employee:

- Short-term employee is any person who is employed to perform a service for the College, upon the completion of which, the service required or similar services will not be extended or needed on a continuous basis. May be employed to perform work at a one-time event that occurs on an irregular basis. Employment shall not result in the displacement of Classified personnel (EC§88003).
- May not exceed 160 working days within the fiscal year. This is to be a cumulative figure, the sum being the combined days worked in all departments. Hiring managers must monitor and ensure employee does not work beyond 160 days regardless of hours worked in a day. Authorization to work an employee beyond the 160 days must be obtained by VP, HR prior to the extension.
- Limited to 999 hours worked per fiscal year as required by CalPERS retirement law §20305(3)(B).
- At-will, no entitlement rights to any position in the College, and not benefits eligible.
- Entitled to sick leave per Labor Code §2810.5 (effective 7/1/15).

SUBJECT: Salary Schedules – Professional Experts, Short-Term Hourly Employees,
Student Assistants, and Substitute Employees

DATE: June 28, 2017

Job Category	Brief Description
Administrative Support	On a temporary basis provides general clerical, secretarial, and administrative support assistance to various campus divisions, departments, and programs.
Athletics Support	On a temporary basis provides general assistance during athletic events.
Campus Safety Support	On a temporary basis provides campus safety assistance.
Campus Services Support	On a temporary basis provides assistance to areas supporting campus technical services.
Facilities Support	On a temporary basis provides assistance in the areas supporting facilities including custodial, grounds, and maintenance services.
Fiscal Support	On a temporary basis provides assistance to the fiscal operations.
Instructional Support	On a temporary basis provides services in support of instructional programs, divisions, and departments.
Student Services Support	On a temporary basis provides services in support of student services programs, divisions, and departments.
Technical Support	On a temporary basis provides technical assistance to divisions, departments, events and programs.

Level	Brief Description
Level I	Provides basic help for basic tasks and duties under supervision.
Level II	Some work experience in the particular job field is mandatory. Duties include responsibility for more complex functions and tasks. This level requires minimal direct supervision.
Level III	Requires experience and specialized knowledge. Duties include a variety of advanced tasks pertaining to more complex work and/or skills. Must be capable of using independent judgment and able to serve as a lead to others who are less skilled.
Level IV	Extensive experience required. Should have specialized knowledge or training for specific functions. Strongly independent judgment, leadership, and communication skills as well as knowledge of relevant College policies as necessary. May work independently.
Level V	Extensive experience required. Must have specialized and advanced knowledge for specific functions as well as judgment and problem solving skills. Must be able to handle complex tasks and provide guidance and leadership. Detailed knowledge of relevant College policies is necessary.

SUBJECT: Salary Schedules – Professional Experts, Short-Term Hourly Employees, Student Assistants, and Substitute Employees

DATE: June 28, 2017

**Student Assistant Hourly Pay Schedule
Effective July 1, 2017**

Job Category	Level I	Level II	Level III	Level IV	Level V
Student Assistant	10.50	10.75	11.50	12.25	13.00

HR Guidelines for Hiring a Student Assistant Employee:

- Full- and part-time Mt. SAC students shall only be employed part-time regardless of funding source and shall not be a part of the Classified service nor perform tasks commensurate with an established classified position.
- Employing student assistants in various departments on campus is to help them gain work experience and to develop new skills in order to be prepared to eventually accept the responsibilities of permanent careers.
- Only currently enrolled Mt. SAC students are eligible to be hired as student assistants.
- Hiring parameters:
 - Students must be enrolled in a minimum of six (6) units for either Fall or Spring, and a minimum of two (2) units for either Winter or Summer;
 - Students enrolled in minimum units for Fall may be hired through end of Winter;
 - Students enrolled in minimum units for Spring may be hired through end of Summer; and
 - New hire document must be submitted for the new fiscal year (July 1).
- At-will, no entitlement rights to any position in the College, and not benefits eligible.
- Entitled to sick leave per Labor Code §2810.5 (effective 7/1/15).

Job Category	Brief Description
Student Assistant I	Provides very basic support working under direct supervision. Performs manual and/or clerical tasks that require no specialized knowledge, skills, experience, or training. May require minimal computer literacy.
Student Assistant II	Some specialized knowledge, skills, experience, or training is required in order to perform duties adequately. Performs general and specialized tasks under direct supervision. May require prior experience or proficiency with some computer software.
Student Assistant III	Some level of specialized knowledge, skills, experience, or training is required. Performs general or specialized tasks using some independent judgment and less supervision. May require prior experience or proficiency with some computer software.
Student Assistant IV	Requires the use of specialized knowledge, skills, experience, or training to perform mainly specialized tasks. Works with minimal supervision. Requires prior experience or proficiency with computer software.
Student Assistant V	Performs technically difficult work requiring the use of specialized knowledge and skills. This student is able to work independently with minimum supervision. Must be able to direct the work of other student workers, when needed. Should be highly proficient concerning the software used to perform daily responsibilities.

SUBJECT: Salary Schedules – Professional Experts, Short-Term Hourly Employees,
Student Assistants, and Substitute Employees

DATE: June 28, 2017

**Substitute Hourly Pay Schedule
Effective July 1, 2017**

HR Guidelines for Hiring a Substitute Employee:

- Substitute employee means any person employed to:
 - Replace any classified employee who is temporarily absent from duty **OR**
 - Temporarily fill a vacancy in any classified position, if the College is engaged in a procedure to hire a permanent employee to fill said vacancy.
- To replace a classified employee, substitute shall not be employed more than 75% of a college year (FY July 1 – June 30) (or 195 days) regardless of how many hours worked in a day (EC§88003).
- To fill a vacancy, substitute may not be employed for not more than 60 calendar days (EC§88003).
- At-will, no entitlement rights to any position in the College, and not benefits eligible.
- Entitled to sick leave per Labor Code §2810.5 (effective 7/1/15).
- Substitute Pools are only currently provided for Custodial Services and Grounds

Job Category	Brief Description
Any classified Unit A or Unit B classification	Absence, vacancy, or pool of any classified Unit A or Unit B classification. Paid at step 1 of salary range substituting for.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 28, 2017</u>	CONSENT
SUBJECT: <u>Community Services Program/Offerings for Academic Year 2017-18</u>	

BACKGROUND

The Continuing Education Division presents a wide variety of programs and courses each semester. Proposed community services offerings for Academic Year 2017-18 are listed below. Additions and/or changes will be submitted as needed throughout the year. The fees shown below are per each scheduled offering and are for instruction only unless a material fee is specifically indicated. Material fees are paid directly to the instructor.

ANALYSIS AND FISCAL IMPACT

Course Title/Program	Presenter	Payment	Fee
CAREER AND PROFESSIONAL DEVELOPMENT			
FAA Computerized Testing Service (CATS)	Various	No Pay	\$150
FAA Computerized Testing Service (CATS for Aircraft Owners & Pilots Association Members)	Various	No Pay	\$140
Flight Simulator Basic	Various	Hourly	\$75/hour
Flight Simulator Advanced	Various	Hourly	\$75/hour
Precision Flight Controls G1000	Various	Hourly	\$70/hour
Garmin G1000 Avionics Suite – Operation and Functional Use	Darwin, Katherine	40%	\$140
Air Traffic Control Radar Simulation Program	Bannon, Kevin Brown, Robert Decker, James Hroblak, Jeremy Patel, Zoem	40%	\$140
Flight Simulator Advanced Motion	Mt. SAC Flight Simulator Instructor	Hourly	\$85/hour

Prepared by: Madelyn A. Arballo Reviewed by: Irene M. Malmgren
 Recommended by: Bill Scroggins Agenda Item: Consent #49

SUBJECT: Community Services Program/Offerings for Academic Year 2017-18

DATE: June 28, 2017

Cash In with a Successful Home-Based Business	Krusemark, LeeAnne	40%	\$52 Material Fee: \$20
Become a Professional Child Visitation Monitor	Douglass, Shirley	40%	\$285 Material Fee: \$75
Make Money with a Home-Based Typing/Word Processing Business	Krusemark, LeeAnne	40%	\$27 Material Fee: \$10
Make Extra Income: Auto Wholesale Business from Home	Trust Auto Sales (Williams, Ronald Wayne)	40%	\$89 Material Fee: \$20
OnBase System Administration	Hyland Staff	No Pay	\$350
CSET Math Subtest	Conquer Test Tutoring, LLC (Tarman, Shana)	40%	\$151
Principles of Computed Tomography (CT) and Exam Review	McLaughlin, David L.	40%	\$349
Phlebotomy Program Preparation: • Theory/Externship • Program Coordinator	Manriquez-Castillo, Xochitl Sabio, Edgardo Morris, Jabari TBA	\$50/hour \$50/hour \$50/hour Fee for Service \$1,000/ semester	\$1,800
Makeup Artistry Certification	Simon, Carolyn	50%	\$352
Threading A to Z	Mikhael, Sameira	40%	\$90 Material Fee: \$10
Become A Notary Public	Notary Public Seminars, Inc. (Christensen, Carrie)	40% + 50% of proctor fees	\$101 Material Fee: \$30
Renew Your Notary Commission		40%	\$52 Material Fee: \$30

SUBJECT: Community Services Program/Offerings for Academic Year 2017-18

DATE: June 28, 2017

<u>Water Technology Program:</u>			
• Water Distribution I	Sira, Jesus	50%	\$177 Material Fee: \$20
• Water Distribution II	Sira, Jesus	50%	\$177 Material Fee: \$20
• Water Distribution Exam Review	Sira, Jesus	50%	\$177 Material Fee: \$20
• Introduction to Water Systems	Ariza, Ernest	50%	\$177 Material Fee: \$20
• Water Treatment	Ariza, Ernest	50%	\$177 Material Fee: \$20
• Math for Water Operators	Ariza, Ernest	50%	\$177 Material Fee: \$20
• T1-T2 Water Treatment Operator Exam Review	Ariza, Ernest	50%	\$77 Material Fee: \$20
• Cross-Connection Control – Certified Tester	Higham, Thomas	50%	\$177 Material Fee: \$20
• Cross-Connection Control Certified Specialist	Higham, Thomas	50%	\$177 Material Fee: \$20

SUBJECT: Community Services Program/Offerings for Academic Year 2017-18

DATE: June 28, 2017

<p><u>Fire Technology Program:</u></p> <ul style="list-style-type: none"> • Intermediate Incident Command System I-300 • Management 1 – Management/Supervision for Company Officer • Fire Command 1A • Fire Command 1B • S-230: Crew Boss • ICS-200 • S-190: Intro to Wildland Fire Behavior • S-290: Intermediate Wildland Fire Behavior • S-231: Engine Boss • Training Instructor 1A • Training Instructor 1B • Firefighter Agility Test • Basic Fire Academy Entrance Exam 	<p>Adams, Timothy Beckman, Richard Lazer, Edward</p> <p>Russell, Patrick</p> <p>Note: Instructors may vary.</p> <p>Ward, Elizabeth</p> <p>Morris, Jabari</p>	<p>All Instructors 50%</p> <p>40%</p> <p>No Pay</p>	<p>\$90</p> <p>\$197</p> <p>\$197</p> <p>\$197</p> <p>\$197</p> <p>\$90</p> <p>\$90</p> <p>\$90</p> <p>\$197</p> <p>\$90</p> <p>\$197</p> <p>\$197</p> <p>\$25</p> <p>\$25</p>
<p>Ladder Orientation and Terminology</p>	<p>Various</p>	<p>Hourly or No Pay</p>	<p>\$24</p>
<p>Command A1: Structure Fire Command Operations for the Company Officer</p> <ul style="list-style-type: none"> • Fire Command 1C: WUI Command Operations for the Company Officer • Fire Command 1C: I-Zone Fire Fighting for Company Officers 	<p>Lazar, Edward</p> <p>Russell, Pat</p>	<p>\$53.50 per student</p> <p>\$53.50 per student</p>	<p>\$197</p> <p>\$197</p>

SUBJECT: Community Services Program/Offerings for Academic Year 2017-18

DATE: June 28, 2017

<p><u>Medical Insurance Billing Specialist</u> <u>Preparation:</u></p> <ul style="list-style-type: none"> • Medical Insurance Billing Principles • Coding: ICD 10-CM - 8 weeks • Coding: Update for ICD 10 Coding • Medical Insurance Computerized Billing • Collection of Unsecured Assets • Computerized Insurance Billing • Legal Issues and Risk Management • Medical Terminology 	<p>Capili, Joselito Jobal Enterprises (Villanueva, Bal) Supan, Antonio Manuel</p>	<p>40%</p> <p>40%</p> <p>40%</p> <p>40%</p> <p>40%</p> <p>40%</p> <p>40%</p> <p>40%</p>	<p>\$293</p> <p>\$293</p> <p>\$124</p> <p>\$183</p> <p>\$152</p> <p>\$215</p> <p>\$124</p> <p>\$293</p>
<p>LA City Welder Certification for SMAW or FCAW</p>	<p>TBA</p>	<p>40%</p>	<p>\$152 Material Fee: \$100</p>
<p><u>Community Health Programs:</u></p> <ul style="list-style-type: none"> • Basic Life Support Provider • Basic Life Support Provider Renewal • Heartsaver CPR AED – Adult & Pediatric • Heartsaver First Aid CPR –Adult & Pediatric • Advanced Cardiac Life Support • Advanced Cardiac Life Support Renewal • Pediatric Advanced Life Support • Pediatric Advanced Life Support Renewal 	<p>Primary/Assistant Instructors: Alarcon, Claudine Baca, Michael Baca, Susan Coppolecchia, Sonya Davis, Rita Diaz, Fernando English, Wendi Fowler, Joshua Gergis, Nasr Gonzalez, Gail Malone, Kristine Moden, Lisa Rodriguez, William Trinidad, Larry</p>	<p>Single Instructor</p> <p>40%</p> <p>10 students or more: Primary Instructor</p> <p>35% and Assistant Instructor</p> <p>15%</p>	<p>\$65</p> <p>\$45</p> <p>\$50</p> <p>\$65</p> <p>\$180</p> <p>\$125</p> <p>\$180</p> <p>\$125</p>

SUBJECT: Community Services Program/Offerings for Academic Year 2017-18

DATE: June 28, 2017

• BLS Instructor Course			\$250
• Dysrhythmias for RN Students	Moden, Lisa	40%	\$50
IV Skills for Radiologic Technologist	Gilbertson, Cathy	40%	\$175
Woodworking	Shreve, Robin	60%	\$145-162
Cabinetmaking/Woodworking	Cogger, Charles	50%	\$150
Crash Course on Solar Panel Installation	Abdul, Quayum	40%	\$200 Materials Fee: \$40
A Beginner's Guide to Paid Advertising on Social Media, Google & Bing	Leadership Build, LLC (Aguilar, Allen)	40%	\$79 Materials Fee: \$20
How to Optimize Google, Bing and Social Media Advertising to Improve your ROI	Leadership Build, LLC (Aguilar, Allen)	40%	\$79 Materials Fee: \$20
Simple Techniques to Optimize your Website and Increase Traffic and Sales	Leadership Build, LLC (Aguilar, Allen)	40%	\$79 Materials Fee: \$20
CHILDREN AND TEENS			
Group Violin Program	Hymel, Margy	50%	\$92 Winter & Summer \$212 Spring & Fall
SAT Preparation	Madrigal, Yahaira	40%	\$152
Commercial Acting for Kids	June Chandler, Inc.	40%	\$81
VEX Robotics	TBA	\$25 per hour	\$180 Materials Fee: \$25
Ice Skating Program	Center Ice Arena	60%	\$57-\$77 \$82/pair

SUBJECT: Community Services Program/Offerings for Academic Year 2017-18**DATE:** June 28, 2017

DRIVER EDUCATION			
California Motorcycle Training	Arroyo's Motorcycle Training (Contractor costs include: instructor payment, motorcycles, fuel and motorcycle maintenance)	68%	Age 21 and over \$258
Motorcyclist Intermediate Riding Clinic			Under age 21 \$180
Motorcyclist Advanced Riding Clinic			\$250
			\$350
ONLINE LEARNING			
Online Learning Courses	Education To Go, Inc.	Education to Go will pay Mt. SAC \$65-\$85/student	\$99-\$120
Online Career Training Programs	Education To Go, Inc.	Education to Go will pay Mt. SAC \$100-\$500/student	\$495-\$5,595
PERSONAL ENRICHMENT			
How to Make a Living as an Artist	Shepard, Elizabeth Jane (Eza Studios, Inc.)	40%	\$55 Materials Fee: \$15
Turbulence and Wind Shear Flight Seminar	Randazzo, John	40%	\$50 Materials Fee: \$2
Alaska by Air Seminar			
Flying into the Backcountry			\$52
English for the California Visitor	Jimenez, Steven Madrigal, Yahaira Pena, Kathleen Perez, Nelida Sunnaa, Andrea Rivera, Edith Janet	\$50/hour	\$30-\$160

SUBJECT: Community Services Program/Offerings for Academic Year 2017-18

DATE: June 28, 2017

	Vanegas, Yazmin		
Advanced Hindi	Chaplot, Surekha	40%	\$100 Materials Fee: \$15
Beginning Blackjack	Pellitteri, John	40%	\$35
Acting for Film and Television	June Chandler, Inc.	40%	\$129
Comedy Improv			\$67
Color Analysis with an Emphasis on Makeup Application	Simon, Carolyn	50%	\$42
Salsa Dancing	Ramirez, Rudy	40%	\$57
Belly Dance	Smith, Catharae	40%	\$52
Seven Simple Secrets to Financial Freedom	Krusemark, LeeAnne	40%	\$52 Material Fee: \$20
Mammography Initial Training Course	Hockett, Diane	40%	\$952
Real Estate Appraisal: A New Career/A New Home Business	Mansfield, William	40%	\$49
Pass the Real Estate Sales Exam on the First Try			\$59 Material Fee: \$40
Retirement Planning Today	Yoon, Edward	40%	\$61
Accelerated Personal Financial Planning	Chou, Andrew	40%	\$52 Material Fee: \$10
Passport to Retirement	Mosley, Tom	40%	\$39

SUBJECT: Community Services Program/Offerings for Academic Year 2017-18**DATE:** June 28, 2017

Master Your Investments and Retirement	O'Connell, Jalon	40%	\$61
Investment Bootcamp			\$41
Strategies to Maximize your Social Security			
Writing Techniques for the APA Format	Dawson, Dovie D.	40%	\$101 Material Fee: \$10
Become A Transaction Escrow Coordinator	Notary Public Seminars, Inc. (Christensen, Carrie)	40%	\$101 Materials Fee: \$60
Become A Loan Signing Agent			
Goal Setting – Living Life by Design	Marcouillier, Dale	40%	\$39 Materials Fee: \$10
Rejuvenate Your Retirement	Mosley, Tom	40%	\$39
eBay 1- The Basics of Selling	Preferred Discounts LLC (Boyd, Kevin)	50%	\$59
eBay 2- Advanced Selling Strategies			
eBay Selling Series			\$99
Candle Making for Beginners	Abdul, Quayum	40%	\$41 Materials Fee: \$25
Soap Making for Beginners	Abdul, Quayum	40%	\$41 Materials Fee: \$25
Cold Process Soap Making from Scratch	Abdul, Quayum	40%	\$51 Materials Fee: \$40
How to Make Your Own Bath Products (Shampoo, Shower Gel, Bubble Bath)	Abdul, Quayum	40%	\$41 Materials Fee: \$35
Meet the Publisher: Get Your Manuscript Critiqued	Krusemark, LeeAnne	40%	\$25 Materials Fee: \$10

SUBJECT: Community Services Program/Offerings for Academic Year 2017-18

DATE: June 28, 2017

Beginner's Guide to Getting Published	Krusemark, LeeAnne	40%	\$49 Materials Fee: \$20
Explore 50 Different Self-Publishing Options	Krusemark, LeeAnne	40%	\$25 Materials Fee: \$10
Introduction to Screenwriting	Krusemark, LeeAnne	40%	\$25 Materials Fee: \$10
Violin for Beginners and First Year Students	Hymel, Margy	50%	\$162
SPORTS AND FITNESS			
Exercise Science/Wellness Center Exercise Session Cards:			
<ul style="list-style-type: none"> Strength Training for Fat Loss Cardio Dance 	Brunzell, Brook Dominica, Shell	50% 50%	\$45 \$45
Wellness Center Testing:	Staff	Hourly	\$65
<ul style="list-style-type: none"> V02 Maximum Test \$30Hydrostatic Weighing Hydrostatic Weighing-Group Discount (10 people or more) 3-Site Skin Fold Measurement V02 Maximum & Hydrostatic Weighing Resting Metabolic Rate (RMR) V02 Maximum, Hydrostatic Weighing and Resting Metabolic Rate Baseline Fitness Assessment 			\$30 \$25 \$15 \$85 \$35 \$115 \$65
Cardio Circuit Training	Staff	Hourly	\$20-\$45
Cardio Dance	Dominica, Shell	50%	\$35

SUBJECT: Community Services Program/Offerings for Academic Year 2017-18**DATE:** June 28, 2017

Strength Training for Fat Loss	Brunzell, Brook	50%	\$35
Conditioning for Sports (Various)	Various Instructors	No Pay	\$23-\$46
Filipino Martial Arts	DelCastillo, Steve Gonzales, Mark Karr, Kandace	40%	\$77/6 weeks \$175/16 weeks
Filipino Boxing			\$37/5 Weeks Materials Fee: \$10 \$37/4 Weeks Materials Fee: \$10 \$62/9 Weeks Materials Fee: \$10
Filipino Martial Arts (Kids-Teens)			\$37 Materials Fee: \$25
Kick Boxing	DelCastillo, Steve Maldonado, Saul	40%	\$57 – Winter \$65 – Spring
Brazilian Jiu-Jitsu	Maldonado, Saul	40%	\$57 – Winter \$65 – Spring
Mixed Martial Arts	Maldonado, Saul	40%	\$67
Brazilian Jiu-Jitsu (One-day course)	DelCastillo, Steve	40%	\$25
Jeet Kune Do	Rivas, Mike	40%	\$60/6 Weeks \$50/4 Weeks
SWIM PROGRAMS			
Open Fitness Swim	Boehle, Louis Iwata, David Lepp, Jodi Stump, Errol Rieben, Mike	\$21/hour	\$120
Swim Session Cards		No Pay	\$20-\$60

SUBJECT: Community Services Program/Offerings for Academic Year 2017-18

DATE: June 28, 2017

Funding Source

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

RECOMMENDATION

It is recommended that the Board of Trustees approves the Community Services offerings for Academic Year 2017-18, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 28, 2017</u>	CONSENT
SUBJECT:	<u>School of Continuing Education Additions and Changes</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

1. Education for Older Adults

Course Title/Program	Fee
<u>Use of Facility Agreement</u> Baldwin Park Aquatic Center 4100 Baldwin Park Boulevard Baldwin Park, California 91706 William Steinmetz Senior Center 1545 South Stimson Avenue Hacienda Heights, California 91745	No cost

2. Community Services – Additional Classes

Course Title/Program	Presenter	Payment	Fee
Mexican Folklorico Dance (Adults)	Navarro, Maria Consuelo	14 or more students \$50/hour 13 or fewer students \$40/hour	\$99

Prepared by: Madelyn A. Arballo Reviewed by: Irene M. Malmgren
 Recommended by: Bill Scroggins Agenda Item: Consent #50

SUBJECT: School of Continuing Education Additions and Changes

DATE: June 28, 2017

Mexican Folklorico Dance (Children)	Navarro, Maria Consuelo	16 or more students \$50/hour	\$90
		15 or fewer students \$40/hour	

3. Contract Changes

Course Title/Program	From	To
Contract #16-0254 State of California Employment Training Panel	80 hours	200 hours

4. Contract Renewal

Course Title/Program	Amount
<p>Motorcycle Safety Program Worker's Comp and Employers' Liability Insurance Effective July 1, 2017 – July 1, 2018</p> <p><u>Providing Agency:</u> US Insurance Services/Janice Bagley License #P165657 P.O. Box 47380 Jacksonville, Florida 32247</p> <p><u>Underwritten by:</u> Philadelphia Indemnity Insurance Company</p> <p><u>Additional Insured:</u> Total Control Training, Inc. 15329 Bonanza Road, Suite B, Victorville, California 92392</p> <p>Specific coverage as per Contract – <i>RiderCourse</i> Insurance Plan, Agreement for California Site Administrators</p>	\$8,908

SUBJECT: School of Continuing Education Additions and Changes

DATE: June 28, 2017

<p>Community Services Fee Program – Student Insurance Fee-Based Classes (excluding Motorcycle Safety) Policy coverage: July 4, 2017 – July 4, 2018</p> <p><u>Providing Agency:</u> Student Insurance 10801 National Blvd., Suite 603 Los Angeles, California 90064</p> <p><u>Broker:</u> Maksin Management Corporation P.O. Box 2648 Camden, New Jersey 08101-2648</p> <p><u>Underwritten by:</u> National Union Fire Insurance Company of Pittsburgh PA</p>	<p>\$2,245</p>
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5. Curriculum

Course Modifications

The noncredit courses listed below have been modified and/or corrected to meet Title 5 requirements and to provide additional program options, meet industry standards, and to respond to advisory committee recommendations. They were approved through the curriculum approval process since the last Board meeting.

Course ID	Course Title
VOC CPDI	Digital Photography for the Beginner

Funding Source

Community Services - Student Registration Fees.
 Contracts - Contracting Agency.

RECOMMENDATION

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

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

DATE: June 28, 2017

CONSENT

SUBJECT: Technical Assistance Provider for Contract Education Grant Renewal:
Acceptance of Funds and Approval of Purchases

BACKGROUND

Mt. San Antonio College has received notification of funding for a grant renewal titled “Technical Assistance Provider for Contract Education.” The purpose of the grant is to provide guidance, professional development, and technical assistance to California community colleges at the local, regional, and statewide level in order to expand, improve, and promote contract education (CE) for California community colleges, employers, and incumbent workers.

ANALYSIS AND FISCAL IMPACT

The grant award totals \$237,525. The grant period is July 1, 2017, through June 30, 2018. The funding agency has approved the expenditure of grant funds to support the following: a project director, faculty, hourly, and student personnel; employee benefits; travel and professional development for grant personnel; participant support costs; instructional supplies and materials; printing/marketing; consultant services; contracted services; facilities and catering; indirect costs; and other grant-related expenses.

As part of the grant activities, project staff will conduct periodic professional development, CE conferences and other meetings. Authorization is requested for facilities rental, the purchase of food and/or catering services, and advance payment or deposit fees. Additionally, authorization is requested to utilize honorariums in order to effectively coordinate meetings and conferences, purchase training industry membership, establish a quarterly newsletter, and to conduct statewide surveys of CE.

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

Funding Source

California Community Colleges Chancellors Office.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Technical Assistance Provider for Contract Education Grant funds and approves the project’s expenditures, as presented.

Prepared by: Madelyn A. Arballo Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #51

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 28, 2017</u>	CONSENT
SUBJECT: <u>Center of Excellence 2017-2018 Grant Renewal</u>	

BACKGROUND

The Center of Excellence for Labor Market Research (COE) is funded by the California Community Colleges Chancellor’s Office, as part of the “Doing What Matters for Jobs and the Economy” initiative. The COE provides data and research services and technical assistance with data consultation and application to the community colleges in Los Angeles and Orange counties.

ANALYSIS AND FISCAL IMPACT

The COE grant for the 2017-2018 fiscal year has been renewed by the Chancellor’s Office. The performance period is July 1, 2017, through June 30, 2018. The amount awarded is \$200,000.

Funding Source

California Community Colleges Chancellor’s Office (SB1402).

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of the Technical Assistance Provider-Center of Excellence for Labor Market Research for the Los Angeles and Orange County region 2017-2018 grant renewal for the Center of Excellence, as presented.

Prepared by: Lori Sanchez/Jennifer Galbraith Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #52

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

DATE: June 28, 2017

CONSENT

SUBJECT: Acceptance of Funds: Southeast Los Angeles County Workforce
Development Board Slingshot Initiative

BACKGROUND

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) Slingshot Initiative has the focus of collecting and documenting available training providers for the occupational focus of care coordinators. The Los Angeles Orange County Center of Excellence (LAOC COE), hosted at Mt. San Antonio College has a proven history of compiling and analyzing labor market supply side data and information. As such, the SELACO WDB would like to contract the research and data collection services of the LAOC COE for Labor Market Research. Authorization is requested to enter into a contract agreement with SELACO WDB to provide these services.

ANALYSIS AND FISCAL IMPACT

The LAOC COE, hosted at Mt. SAC, will conduct research to develop an electronic database that lists all training programs/courses in: 1) health care coordination and 2) health care case management with a care coordination course component.

The performance period is July 1 through August 30, 2017. SELACO WDB will pay the LAOC COE a fee of \$35,000.

Funding Source

Southeast Los Angeles County Workforce Development Board.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the funds for the SELACO WDB Slingshot Initiative, as presented.

Prepared by: Lori Sanchez/Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #53

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 28, 2017</u>	CONSENT
SUBJECT:	<u>Acceptance of Funds: Ventura County Community College District, Moorpark College</u>	

BACKGROUND

Currently, the South Central Region Center of Excellence for Labor Market Research (COE) has a vacancy for the Center Director. In an effort to support the regional colleges, the Los Angeles Orange County COE, hosted at Mt. San Antonio College, will provide interim support until the Director position has been filled.

ANALYSIS AND FISCAL IMPACT

The COE will provide the following services to the eight California community colleges in the South Central Coast Region via the agreement with Ventura Community College District, Moorpark College:

- Support to Strong Workforce planning meetings, college data workshops, and other regional events that require labor market data or technical assistance.
- Data compilation and final report to support discussions for Strong Workforce funding.
- Regional labor market reports.
- Other labor market supply and demand services, i.e., Launchboard, code alignment.
- Assistance with the hiring of regional COE Director and support staff.

Authorization is requested to enter into a Memorandum of Understanding (MOU) between Mt. SAC and Ventura County Community College District, Moorpark College. The performance period is July 1 through December 31, 2017. The amount agreed upon is not to exceed \$75,000.

Funding Source

Ventura County Community College District, Moorpark College.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the funds for the MOU with Ventura County Community College District, Moorpark College for services, as presented.

Prepared by: <u>Lori Sanchez/Jennifer Galbraith</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #54</u>

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

DATE: June 28, 2017

CONSENT

SUBJECT: Contract Agreement with Bays Mountain Production for the Purchase
of "Totality," a Planetarium Show

BACKGROUND

On August 21, 2017, a solar eclipse will be visible across the entire lower 48 states. A solar eclipse of this scale has not been seen in the United States for 99 years! This is a once-in-a-lifetime event that we plan to celebrate at the Mt. San Antonio College Randall Planetarium. The Planetarium is planning an event with free solar telescope viewing and planetarium shows for Mt. SAC students and the local community.

To highlight this special event, we would like to purchase a planetarium show about eclipses from Bays Mountain Productions called "Totality." This show is not specific to this year's special eclipse, therefore, it can be easily modified for future partial eclipse events. Additionally, this show covers several other topics such as gravitational lensing, sun structure, moon phases, and lunar eclipses that Earth Science and Astronomy instructors will find very useful for their classes. Authorization is requested to enter into a contract with Bays Mountain Productions to purchase "Totality."

ANALYSIS AND FISCAL IMPACT

The Planetarium frequently offers astronomy outreach programs for local scout groups, schools, and the community. Additional authorization is requested to utilize funds from the revenue generated tickets sales for this purchase. The purchase of a 25-year show license, hard drive with the show, taxes, and shipping and handling will not exceed \$1,500.

Funding Source

Restricted Revenue Generated Account.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Bays Mountain Productions and permits the use funds from Planetarium tickets sales, as presented.

Prepared by: Heather Jones/Matthew Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #55

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 28, 2017</u>	CONSENT
SUBJECT:	<u>Memorandum of Understanding between International Polytechnic High School and Mt. San Antonio College – Non-Assembly Bill 288 (Dual Enrollment)</u>	

BACKGROUND

Assembly Bill (AB) 288 (Holden) was enacted January 1, 2016, and added to the California Education Code Section 76004. AB 288 enables the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district. The AB 288 CCAP Partnership Agreement and non-AB 288 shall be for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio College will offer credit courses at International Polytechnic High School (iPoly) and requests authorization to enter into a Memorandum of Understanding (MOU) (distributed as a separate document) with iPoly. The MOU will be effective July 1, 2017, through June 30, 2018, and will award college credit for high school students enrolled in the Mt. SAC dual enrollment program. High school students pay no fees for registration and textbooks. The College will pay the Mt. SAC hourly rate of instruction for the Mt. SAC credit class and student textbooks. The total cost will not exceed \$250,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Memorandum of Understanding agreement between International Polytechnic High School (iPoly) and Mt. San Antonio College – Non-AB 288 (Dual Enrollment), as presented.

Prepared by:	<u>Joumana McGowan</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #56</u>

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

DATE: June 28, 2017

CONSENT

SUBJECT: Memorandum of Understanding between Rowland Unified School
District and Mt. San Antonio College – Non-Assembly Bill 288
(Dual Enrollment)

BACKGROUND

Assembly Bill (AB) 288 (Holden) was enacted January 1, 2016, and added to the California Education Code Section 76004. AB 288 enables the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district. The AB 288 CCAP Partnership Agreement and non-AB 288 shall be for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio College will offer credit courses at Rowland Unified School District (RUSD) and requests authorization to enter into a Memorandum of Understanding (MOU) (distributed as a separate document) with RUSD. The MOU will be effective July 1, 2017, through June 30, 2018, and will award college credit for high school students enrolled in the Mt. San Antonio College dual enrollment program. High school students pay no fees for registration and textbooks. The College will pay the Mt. SAC hourly rate of instruction for the Mt. SAC credit class and student textbooks. The total cost will not exceed \$250,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Memorandum of Understanding agreement between Rowland Unified School District and Mt. San Antonio College – Non-AB 288 (Dual Enrollment), as presented.

Prepared by: Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #57

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 28, 2017</u>	CONSENT
SUBJECT:	<u>Memorandum of Understanding between West Covina Unified School District and Mt. San Antonio College – Non-Assembly Bill 288 (Dual Enrollment)</u>	

BACKGROUND

Assembly Bill (AB) 288 (Holden) was enacted January 1, 2016, and added to the California Education Code Section 76004. AB 288 enables the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district. The AB 288 CCAP Partnership Agreement and non-AB 288 shall be for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio College will offer credit courses at West Covina Unified School District (WCUSD) and requests authorization to enter into a Memorandum of Understanding (MOU) (distributed as a separate document) with WCUSD. The MOU will be effective July 1, 2017, through, June 30, 2018, and will award college credit for high school students enrolled in the Mt. San Antonio College dual enrollment program. High school students pay no fees for registration and textbooks. The College will pay the Mt. SAC hourly rate of instruction for the Mt. SAC credit class and student textbooks. The total cost will not exceed \$250,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Memorandum of Understanding agreement between West Covina Unified School District and Mt. San Antonio College – Non-AB 288 (Dual Enrollment), as presented.

Prepared by:	<u>Joumana McGowan</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #58</u>

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

DATE: June 28, 2017

CONSENT

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

BACKGROUND

The following courses, certificates, and degrees have been reviewed, 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

R-TV 41	Video Engineering
THTR 28	Directing for the Stage

4-Year Review

Course Title

CISP 11	Programming in Visual Basic
CISP 11L	Programming in Visual Basic Laboratory
AMLA 31R	American Language Basic Reading
AMLA 32R	American Language Intermediate Reading
AMLA 33R	American Language Advanced Reading

Modified Courses

Course Title

CHLD 69	Early Childhood Development Field Work Seminar
CHLD 91	Early Childhood Development Field Work
EMS 10	Anatomy and Physiology for Paramedics
EMS 20	Emergency Cardiac Care for Paramedics
EMS 30	Pharmacology for Paramedics
EMS 50	Paramedic Skills Competency
EMS 60	EMS Theory for Paramedics
EMS 70	Paramedic Clinical Internship
EMS 80	Paramedic Field Externship
EMT 90	Emergency Medical Technician
EMT 90-A	Introduction to EMS System
ENGL 90	Accelerated Developmental Writing
MATH 110S	Integrated Statistics

Prepared by: Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #59

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

DATE: June 28, 2017

New Certificates

Video Engineering

Modified Certificates

Emergency Medical Technician EMT 90
Infant and Toddler Development
Paramedic

Modified Degrees

Emergency Medical Services

ANALYSIS AND FISCAL IMPACT

New, 4-year review, modified courses, as well as new and modified degrees and certificates, were developed and approved by their respective College departments and Divisions. Documentation has been reviewed by the Educational Design Committee and approved by the Curriculum 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: June 28, 2017

CONSENT

SUBJECT: Agreement with Emerald Data Solutions

BACKGROUND

In an effort to increase efficiency and provide for a streamlined electronic review and approval process for monthly Board Meeting agenda packets, the President's Office has researched an Agenda Management Software program. After input from College stakeholders and super-users, two systems were demonstrated, OnBase by Hyland and BoardDocs by Emerald Data Solutions and the Community College League of California. BoardDocs was the overall preferred choice. BoardDocs is a state-of-the-art, cloud-based board management service specifically designed for governing bodies. This service will replace the current time-consuming manual Board Agenda preparation process. Currently, 42 California Community Colleges are using BoardDocs to manage their Board Meetings.

ANALYSIS AND FISCAL IMPACT

	BoardDocs	OnBase
Implementation Fee (one-time)	\$1,000	\$50,000
Licensing Fee	\$0 for unlimited users	\$10,000 for 10 licenses
Maintenance Fee (yearly)	\$17,500	\$2,000

The Agreement with Emerald Data Solutions is an initial term of one year beginning on the first day of the month in which the implementation of the service takes place, with an anticipated start date of September 1, 2017. The Agreement will automatically renew and remain in effect for consecutive one-year periods. The Agreement can be terminated at any time with 30 days written notice. During implementation, Emerald Data Solutions will provide all users hands-on training. An Implementation Specialist and Technical Analyst will be assisting the College in the implementation of the program and will conduct three on-site training sessions.

The annual cost of the program is \$17,500, with a one-time implementation training fee of \$1,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Emerald Data Solutions, as presented.

Recommended by: Bill Scroggins Agenda Item: Consent #60

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 28, 2017</u>	CONSENT
SUBJECT: <u>Contract with Cal Poly Pomona Foundation, Inc. for the DREAM Program Student Leadership Symposium</u>	

BACKGROUND

The DREAM Program is requesting approval to contract with Cal Poly Pomona Foundation, Inc. for a three-day Student Leadership Symposium beginning on Friday, August 18, 2017, through Sunday, August 20, 2017. DREAM Program staff, students, and full-time faculty will participate in activities and strategies to strengthen services to our students.

ANALYSIS AND FISCAL IMPACT

The contract covers a two-night stay, parking, continental breakfast, lunch, dinner, refreshments, and use of meeting rooms at Kellogg West Conference Center. The Student Leadership Symposium will host 34 participants. The total amount of the contract is not to exceed \$11,060.

A non-refundable deposit of \$10,000 is required by June 29, 2017.

Funding Source

Restricted Fund – Student Equity.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Cal Poly Pomona Foundation, Inc., for the DREAM Program Student Leadership Symposium.

Prepared by: Francisco Dorame Reviewed by: Audrey Yamagata-Noji
Recommended by: Bill Scroggins Agenda Item: Consent #61

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

DATE: June 28, 2017

CONSENT

SUBJECT: Renewal Agreement with Durham School Services, L.P.

BACKGROUND

In March 2016, the College entered into a five-year agreement with Durham School Services, L.P., located in Rosemead, CA, to provide bus services for transporting students to athletic events, field trips, and Continuing Education programs. Durham provides school-bus-type services for trips occurring within a 60-mile radius of the campus and returning on the same day.

ANALYSIS AND FISCAL IMPACT

The term of the agreement with Durham is for a one-year period commencing March 26, 2016, through March 25, 2017, with the option to renew for up to four additional one-year periods. The College requests to extend the agreement with Durham for the period March 26, 2017, through March 25, 2018. Durham has requested a cost increase as follows:

Bus Capacity	Previous Minimum Flat Rate (5 hours) 2016-17	Previous Excess Rate per Hour Over Minimum	New Minimum Flat Rate (5 hours) 2017-18	New Excess Rate per Hour Over Minimum
10 Passengers	\$319.98	\$44.28	\$328.62	\$45.48
28 Passengers	\$382.72	\$65.00	\$393.05	\$66.76
44 Passengers	\$382.72	\$65.00	\$393.05	\$66.76
53 Passengers	\$382.72	\$65.00	\$393.05	\$66.76
61 Passengers	\$382.72	\$65.00	\$393.05	\$66.76
79 Passengers	\$382.72	\$65.00	\$393.05	\$66.76
84 Passengers	\$382.72	\$65.00	\$393.05	\$66.76

The estimated costs for the 2017-18 fiscal year are approximately \$116,000. However, the actual costs for these services will vary depending on the number of trips that are taken during the contract period.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the renewal agreement with Durham School Services, L.P., as presented.

Prepared by: Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #62

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 28, 2017</u>	CONSENT
SUBJECT: <u>Contract with Community College Search Services</u>	

BACKGROUND

The College has an occasional need to contract with a company who can assist in finding qualified candidates for executive management positions. Such services were needed in the recruitment of candidates for the position of the Vice President, Human Resources and the Interim Associate Vice President, Fiscal Services.

ANALYSIS AND FISCAL IMPACT

To fulfill the need in searching for qualified candidates for the Vice President, Human Resources and an Interim Associate Vice President, Fiscal Services, the College contracted with Community College Search Services (CCSS). CCSS specializes in all aspects of hiring community college executives. Their primary focus is conducting comprehensive searches for interim/temporary executive assignments, recruitments, and reference services.

The term of this contract was March 1, 2016, through September 30, 2016, for a total cost of \$12,180.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the contract with Community College Search Services, as presented.

Prepared by: Teresa Patterson Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #63

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

DATE: June 28, 2017

CONSENT

SUBJECT: Contract for the Rent-a-Risk-Manager Program - Construction Program

BACKGROUND

Since 2012, the College has contracted with the Alliance of Schools for Cooperative Insurance Programs to provide a Risk Management consultant for ongoing construction projects on campus. The consultant performs safety inspections of facilities under construction and identifies practices that may contribute increased risks to the College. This agreement is for the current and following fiscal year.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	Alliance of Schools for Cooperative Insurance Programs
	Project:	Rent-a-Risk-Manager Program - Construction Program
Item	Description:	Amount
	Provide professional construction safety inspection services, up to two days of service per week, for ongoing and future construction projects for the 2016-17 and 2017-18 fiscal years.	\$90,000.00
	Contract Amount:	\$90,000.00

Funding Sources

Measure RR Bond (Series A) funds, 2017 Bond Anticipation Note (BAN).

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the contract for the Rent-a-Risk-Manager Program – Construction Program with Alliance of Schools for Cooperative Insurance Programs, as presented.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #64

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 28, 2017</u>	CONSENT
SUBJECT: <u>Contract with Cal Poly Pomona Foundation, Inc. for the International Students Program Training Day</u>	

BACKGROUND

The Admissions and Records/International Students Program is requesting ratification of a contract with Cal Poly Pomona Foundation, Inc. for a one-day Training Day held June 20, 2017. The International Students Program Director, staff, and Student Assistants engaged in team building activities and a workshop directed at strengthening our services to the students.

ANALYSIS AND FISCAL IMPACT

The contract covers parking, continental breakfast, lunch, refreshments, a 2-hour workshop, and use of a multi-purpose meeting room for the hosted 22 participants in attendance. The total amount of the contract is \$1,121.39.

Funding Source

Unrestricted General Fund – International Students Program.

RECOMMENDATION

It is recommended the Board of Trustees ratifies the contract with Cal Poly Pomona Foundation, Inc. for the International Students Program Training Day, as presented.

Prepared by: George Bradshaw/Darren Grosch Reviewed by: Audrey Yamagata-Noji
Recommended by: Bill Scroggins Agenda Item: Consent #65

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

DATE: June 28, 2017

ACTION

SUBJECT: Set Aside Approvals for West Parcel Solar Project and Addendum
to the 2012 Master Plan Environmental Impact Report (EIR)

BACKGROUND

Mt. San Antonio Community College District is the lead agency for the West Parcel Solar Project, which is among the projects identified and evaluated in the Mt. San Antonio College Facility Master Plan 2012 dated February 18, 2013, and received California Environmental Quality Act (CEQA) lead agency approval by the Board of Trustees' certification of the 2012 Master Plan's Subsequent Environmental Impact Report (2012 Master Plan EIR) (SCH 2002041161).

On September 16, 2015, the Board of Trustees at a duly noticed special meeting adopted Resolution No. 15-01 approving the Solar Project. The Board found the Solar Project, as then designed, could have significant effects on the environment; however, the Board found that all potentially significant effects had been analyzed in the 2012 Master Plan EIR pursuant to applicable standards and have been avoided or mitigated pursuant to the 2012 Master Plan EIR including mitigation measures that were adopted in the 2012 Mitigation Monitoring Program applicable to the Solar Project. For these reasons, the Board determined that no additional environmental analysis was required under CEQA. On January 13, 2016, the Board approved an Addendum to the 2012 Master Plan EIR related to the Solar Project.

The 2012 Master Plan EIR and Addendum do not satisfy the requirements for project specific environmental review of the Solar Project under CEQA. The 2012 Master Plan EIR is a programmatic EIR that may be used for tiering but not for project specific CEQA approval.

ANALYSIS AND FISCAL IMPACT

Not applicable.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended the Board of Trustees set aside approvals for the West Parcel Solar Project and the Addendum to the 2012 Master Plan Environmental Impact Report, as presented.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #1

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 28, 2017</u>	ACTION
SUBJECT: <u>Proposed New Board Policy 3730 – Text Messaging</u>	

BACKGROUND

Text messaging has become a common and popular way to communicate. Mt. San Antonio College has recently expanded its use of text messaging and proposes Board Policy 3730 – Text Messaging to guide the use of this valuable communication tool.

ANALYSIS AND FISCAL IMPACT

The goal is to continue to review and update Mt. SAC policies to ensure the needs of the College and its programs are being met.

Board Policy 3730 – Text Messaging has gone through the governance process of the College and was approved by President’s Advisory Council and President’s Cabinet.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves proposed new Board Policy 3730 – Text Messaging.

Recommended by: Bill Scroggins Reviewed by: Uyen Mai
Agenda Item: Action #2

SUBJECT: First Reading of Board Policy 3730 – Text Messaging

DATE: June 28, 2017

Chapter 3 – General Institution

BP 3730 Text Messaging (NEW)

References:

Telephone Consumer Protection Act (47 U.S.C § 227)

Mt. San Antonio College uses text messaging as supplemental means of communicating with its community.

Text messages will be used by authorized College personnel to relay important information and time sensitive information, such as emergency notifications, registration appointments, and financial aid.

Text messages will also be sent to faculty, staff, and students through Emergency Alerts handled by the campus Emergency Notification System, following Mt. SAC's Emergency Response and Evacuation Plan.

Text messages will clearly identify Mt. SAC as the sender and will not be used as the sole means of communicating important information.

Text messages must follow state and federal regulations, including the Telephone Consumer Protection Act (enacted in 1991 and updated in 2016), which restricts communication with people on the Do Not Call List, limits prerecorded calls, and limits communication to mobile phones using an auto-dialer.

Approved:

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 28, 2017</u>	ACTION
SUBJECT: <u>Expenditure Authorization for 2017-18 Associated Students Budget</u>	

BACKGROUND

The College collects fees from students who desire to pay a Student Activities Fee for each regular semester. The Associated Students, under the guidance of the Director, Student Life, receives requests for funding from student organizations, student teams, College departments, and College programs. The Associated Students develops targeted goals and funding priorities and conducts budget request hearings. The Associated Students funds are received and managed by Fiscal Services.

ANALYSIS AND FISCAL IMPACT

The Associated Students receives requests and allocates funds to be expended by College departments, programs, teams, and other student organizations. Strict accounting of funds is maintained.

Authorization is requested for approval of the expenditures of Associated Students funds for specific costs, mostly related to contracted services which includes pre-payments, awards, and deposits.

Funding Source

Associated Students funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the expenditure authorization for Associated Students Funds for the 2017-18 academic year.

Prepared by: Andrea Fejeran Sims Reviewed by: Audrey Yamagata-Noji
Recommended by: Bill Scroggins Agenda Item: Action #3

SUBJECT: Expenditure Authorization for 2017-18 Associated Students Budget

DATE: June 28, 2017

Associated Students Budget Analysis 2017-18

Analysis of Annual Revenue & Expenses

Student Activities Fee Budget Year	2014-15	2015-16	2016-17	2017-18
A.S. Revenue				
Balance Total Funding	\$570,525	\$572,227	\$562,417	\$578,334
A.S. Expenses				
Employee Salary/Benefits	\$268,115	\$172,987	\$113,802	\$117,198
A.S. Projects	\$302,410	\$399,240	\$448,615	\$461,136
College Unrestricted General Funds				
Employee Salary/Benefits	\$0	\$76,077	\$131,950	\$176,051

Student Rep Fee Budget Year	2014-15	2015-16	2016-17	2017-18
Total Funding	\$28,741	\$26,505	\$26,459	\$27,001

Notes

A.S. Expenses: Employee Salary/Benefits

Beginning in 2015-16 and continuing into 2017-18, two permanent, full time positions are being paid out of the College's unrestricted general fund as part of the New Resource Allocation process: Coordinator, Student Activities and Student Center Specialist. The Associated Students continue to directly fund the salaries and benefits for the following positions: one permanent, full time Administrative Specialist III and hourly support staff, including student workers.

A.S. Expenses: A.S. Projects

The salary and employee benefits savings have provided for an increase in revenues for A.S. projects:

- +4% Team and department support funding for new Robotics Team.
- +20% AS Scholarships second year of increasing award amounts and additional STEM scholarship; creation of new award support program for future Athletic State Championships; increase refreshments for Students Leader & Advisor Awards; increase catering costs for Students & Educators of Distinction.
- +10% Retention & Transfer programming Honors program catering costs; Library increase for refreshments; WIN increase for tutoring supplies.
- +3% Student Leadership & Conferences increase to support Robotics travel.

SUBJECT: Expenditure Authorization for 2017-18 Associated Students Budget

DATE: June 28, 2017

Analysis of Tentative Budget 2017-2018

Associated Students allocated a tentative budget of \$578,334 that comprises the following six categories:

1) FIXED SALARIES and BENEFITS	\$117,198
2) ACTIVITIES, PROGRAMS, and PROJECTS	\$126,406
3) TEAMS and DEPARTMENTS	\$ 64,280
4) AWARDS and RECOGNITION	\$141,800
5) RETENTION and TRANSFER	\$ 55,650
6) STUDENT LEADERSHIP and CONFERENCES	\$ 73,000

Additionally and separately, the Student Representation Fees provides for \$26,459 for costs associated with legislative matters such as travel and conference, food supplies, and contracted services.

Category Student Activities Fee	16-17 Budgeted	17-18 Approved
1) FIXED ACCOUNTS SALARIES and BENEFITS		
Classified and Short-term Hourly	\$113,802	\$117,198
2) ACTIVITIES, PROGRAMS, and PROJECTS		
Office Supplies and Maintenance	\$4,300	\$4,300
A.S. President's Hospitality [<i>New Officer Summer and Winter training refreshments; leadership teambuilding costs; facilities; additional support for end of the year recognition supplies</i>]	\$3,900	\$5,600
Campus Activities [<i>decrease of talent show; Halloween celebration; and Rock the Vote</i>]	\$79,742	\$69,293
Campus Projects [<i>AS contribution of lasting value to improve campus environment for students. Goals for 2017-18: campus mural, microwaves, artwork for student centers</i>]	\$24,146	\$21,613
Inter-Club Council Activities [<i>Club officer/advisor conference and training</i>]	\$6,000	\$6,000
Student Center Supplies, Maintenance, Repairs, and Equipment	\$8,600	\$8,600
Student Publicity Supplies [<i>decrease due to overage of promotional items remaining from previous year</i>]	\$21,000	\$11,000
Totals	\$147,688	\$126,406

SUBJECT: Expenditure Authorization for 2017-18 Associated Students Budget

DATE: June 28, 2017

3) TEAMS and DEPARTMENTS		
Livestock Show Team	\$8,500	\$8,500
Flying Team	\$6,500	\$6,500
Association for Computer Machinery <i>[increase to cover association membership]</i>	\$324	\$450
Agricultural Farm Day <i>[increase in promotion/supplies]</i>	\$1,800	\$3,500
Turf Team	\$9,000	\$9,000
STEM Robotics <i>[new proposal for STEM Center office supplies]</i>	\$0	\$880
Music Instrumental	\$10,000	\$10,000
KSAC Radio	\$1,700	\$1,700
Choral Singers	\$9,500	\$9,500
Horse Show Team	\$7,750	\$7,750
Art Gallery	\$6,500	\$6,500
Totals	\$61,574	\$64,280
4) AWARDS and RECOGNITION		
Award Programs <i>[*new Athletic award support for projected state championships (state championship rings 2016-17 partially funded for Women's Basketball, Men's Track and Field, and Men's soccer); Student LEAD and Club Leader recognition reception; Students of Distinction additional costs]</i>	\$36,497	\$54,400
ICC Club Awards <i>[increase in awards for Club of the Year, Join-A-Club Best Award]</i>	\$1,450	\$2,400
Scholarships <i>[increase scholarship amounts for Students of Distinction; added new STEM scholarship]</i>	\$80,000	\$85,000
Totals	\$117,947	\$141,800
5) RETENTION and TRANSFER		
A.S. Visibility	\$2,850	\$2,850
Transfer Achievement Celebration	\$13,000	\$13,000
New Student Welcome	\$10,000	\$10,000
EOPS	\$800	\$800
Library <i>[increase for Brain Food during extended hours and finals]</i>	\$4,000	\$4,500
Honors Program <i>[increase catering for Summer/Winter events and travel]</i>	\$5,000	\$6,500
University Tours	\$9,000	\$9,000

SUBJECT: Expenditure Authorization for 2017-18 Associated Students Budget

DATE: June 28, 2017

WIN Program <i>[increase in tutoring supplies, books, and printing]</i>	\$6,000	\$9,000
Totals	\$50,650	\$55,650
6) STUDENT LEADERSHIP and CONFERENCES		
Center for Constructive Leadership	\$1,000	\$1,000
Fall Leadership Institute	\$29,756	\$30,000
Local Conferences	\$40,000	\$40,000
Robotics Conference <i>[*new request specific for partial travel of Robotics Team]</i>	\$0	\$2,000
Totals	\$70,756	\$73,000
TOTAL Student Activities Fee Budget	\$562,417	\$578,334

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

DATE: June 28, 2017

DISCUSSION

SUBJECT: Memorandum of Understanding Between Pomona Unified School District and Mt. San Antonio College – Assembly Bill 288 (Dual Enrollment)

BACKGROUND

Assembly Bill (AB) 288 (Holden) was enacted January 1, 2016, and added to California Education Code Section 76004. AB 288 enables the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district. The AB 288 CCAP Partnership Agreement and non-AB 288 shall be for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio College will offer credit courses at Pomona Unified School District (PUSD) and requests authorization to enter into a Memorandum of Understanding (MOU) (distributed as a separate document) with PUSD. The MOU will be effective July 1, 2017, through June 30, 2018, and will award college credit for high school students enrolled in the Mt. SAC dual enrollment program. High school students pay no fees for registration and textbooks. The College will pay the Mt. SAC hourly rate of instruction for the Mt. SAC credit class and student textbooks. The total cost will not exceed \$250,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees receives for discussion and first reading the Memorandum of Understanding between Pomona Unified School District and Mt. San Antonio College – AB 288 (Dual Enrollment), as presented.

Prepared by: Joumana McGowan Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Discussion #1

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>June 28, 2017</u>	INFORMATION
SUBJECT: <u>Revisions to Administrative Procedure 3250 – Institutional Planning</u>	

BACKGROUND

Mt. San Antonio College is updating the College’s Administrative Procedures and proposes the following changes to Administrative Procedure 3250 – Institutional Planning.

ANALYSIS AND FISCAL IMPACT

The goal is to continue to review and update Mt. SAC procedures to ensure the needs of the College and its programs are being met.

Administrative Procedure 3250 has gone through the governance process of the College and was approved by President’s Advisory Council and President’s Cabinet.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information Administrative Procedure 3250 – Institutional Planning.

Recommended by: Bill Scroggins Reviewed by: Irene M. Malmgren
Agenda Item: Information #1

SUBJECT: Revisions to Administrative Procedure 3250 – Institutional Planning

DATE: June 28, 2017

Chapter 3 - General Institution

AP 3250 Institutional Planning

References:

Accreditation Standards; Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.

The College has an institutional planning body, known as the President's Advisory Council (PAC), which includes representatives from management, faculty, staff, and Associated Students. The charge of PAC is to represent the overall interests of the College consistent with the College's Mission, Vision, and Core Values. One of the functions of PAC is to assure the effectiveness of ongoing planning processes by periodically reviewing and recommending institutional planning decisions and processes that are coordinated and consistent with the established direction and focus of the College.

These planning processes include, but are not limited to the following:

- Planning for Institutional Effectiveness
- Accreditation Criteria
- Student Equity Plan
- Facilities Plan
- Long Range Educational or Academic Master Plan
- Faculty and Staff Diversity Plan
- Matriculation Plan
- Strategic Plan
- Budget Processes

These plans are recommended to PAC by established governance committees with distinct responsibilities related to overall planning of the institution.

The institution assures the effectiveness of its ongoing planning processes by systematically reviewing, evaluating, and modifying, as appropriate, all parts of the cycle, including institutional and other research efforts.

SUBJECT: Revisions to Administrative Procedure 3250 – Institutional Planning

DATE: June 28, 2017

Program Review

The Institutional Effectiveness Committee will coordinate and periodically evaluate the College's program review process. The goal of program review is to conduct unit/department based planning and evaluation that supports and aligns with College procedures for budget development and resource allocation as well as integrate with the intentions and practices relating to student learning outcomes. The College recognizes that an effective planning and evaluation process should be user friendly, data driven, and ongoing (as opposed to multi-year cycles).

Assessment of Integrated Planning

At least twice each year, PAC will convene as an expanded body to assess the effectiveness of integrated planning. The purpose of this periodic assessment is (1) to assess the effective integration of ongoing planning processes, and (2) to make recommendations on integrated planning to the College President. The expanded body shall include the following positions/assignments:

1. Members of the President's Advisory Council
2. Vice President, Instruction
3. Vice President, Student Services
4. Vice President, Administrative Services
5. Vice President, Human Resources
6. **Associate Vice President, Instruction**
7. **Associate** Dean, Instruction
8. Chief Technology Officer
9. **Associate Dean, Student Success and Equity**
10. Director, Facilities Planning and Management
11. Director, Assessment and Matriculation
12. Director, Research and Institutional Effectiveness
13. Faculty Outcomes Coordinator
14. Faculty (Co-)chair of Campus Equity and Diversity Committee
15. Faculty (Co-)chair of Student Equity Committee
16. Faculty (Co-)chair of ~~Assessment and Matriculation~~ **Student Success Support Plan Advisory** Committee
17. Faculty (Co-)chair of Basic Skills ~~Steering~~ **Coordinating** Committee
18. Four classified staff appointed jointly by CSEA 262 and 651
19. Four students appointed by Associated Students
20. One faculty member appointed by the Faculty Association

References revised: February 2008

Revised: September 2011

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: May 10, 2016

Revised: April 26, 2017

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>June 28, 2017</u>	INFORMATION
SUBJECT: <u>Revised Administrative Procedure 7120 – Recruitment and Hiring: Faculty</u>	

BACKGROUND

Mt. SAC is updating the College’s Administrative Procedures and proposes the following changes to Administrative Procedure 7120 – Recruitment and Hiring: Faculty.

ANALYSIS AND FISCAL IMPACT

The goal is to continue to review, update, and create Mt. SAC procedures to ensure the needs of the College and its programs are being met.

Administrative Procedure 7120 has gone through the governance process of the College and was approved by President’s Advisory Council and President’s Cabinet.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives for information the changes to Administrative Procedure 7120 – Recruitment and Hiring: Faculty.

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

SUBJECT: Revised Administrative Procedure 7120 – Recruitment and Hiring: Faculty

DATE: June 28, 2017

Chapter 7 – Human Resources

AP 7120 Recruitment and Hiring: Faculty

References:

Education Code Sections 87100 et seq., 87400, and 88003; **Title 5 Section 53000 et. seq.; Mt. San Antonio College Equal Employment Opportunity Plan; Accreditation Standard III.A; Immigration Reform and Control Act (IRCA, Public Law 99-603)**

Applicant Travel Reimbursement

~~The College is authorized to pay for and/or reimburse necessary traveling expenses to and from the College for candidates who travel to the College for full-time faculty interviews.~~

Eligibility for Reimbursement

~~Full-time faculty (contract and regular) applicants who must travel 150 miles or more (subject to verification) one way from their residence to the College to interview for the following classifications of positions will be eligible for the reimbursement.~~

Reimbursable Expenses

- ~~A. The College shall reimburse up to a total of \$500 for actual and necessary traveling expenses associated with the applicant's interview. Any expenses exceeding this amount shall be the applicant's responsibility.~~
- ~~B. Travel may be by air, private or rented automobile, bus, or rail. Expenses for lodging, meals, parking, and incidental expenses such as cab fare shall be considered appropriate expenses. Expenses for lodging and meals are subject to approval by the Vice President, Human Resources. It is expected, however, that airline tickets will be booked at coach or tourist class rates.~~
- ~~C. Mileage for using one's own car shall be reimbursed at the appropriate College mileage rate, not to exceed what it would have cost for air fare.~~
- ~~D. Reimbursement is limited to the expenditures incurred by the applicant on behalf of himself/herself only.~~

SUBJECT: Revised Administrative Procedure 7120 – Recruitment and Hiring: Faculty

DATE: June 28, 2017

~~E. The total number of travel days for which lodging and meal expenses may be claimed will normally be limited to one day prior and one day following the interview depending on the distance to be traveled and the time of the interview. Exceptions will be determined by the Vice President, Human Resources in consultation with the appropriate hiring managers.~~

Required Documentation for Reimbursement

~~Applicants shall submit to the Office of Human Resources a Candidate Reimbursement for Interview Form providing all required documentation of expenses within 30 days of completing travel. Original receipts for lodging and carrier expenses must be submitted in order for the applicant to be reimbursed. The Candidate Reimbursement for Interview Form will be authorized by Human Resources.~~

Preamble

Mt. San Antonio College seeks to hire qualified and diverse faculty. The process of faculty position creation, prioritization, and recruitment should be a collaborative effort between academic managers, discipline faculty, faculty leadership, and Human Resources to address student needs. Every effort should be made to respect the expertise of discipline faculty in the goal of reaching mutual agreement on the College's annual faculty hiring priorities. The College's mission and goals, strategic planning documents, regional and national accreditation standards, and the College's Equal Employment Opportunity Plan will guide and inform this process.

Full-Time Faculty Selection Procedures

The following provisions are applicable to all non-management, academic, full-time positions:

A. Vacant Faculty Positions

1. ~~Growth~~ **Full-Time Tenure-Track Positions:** The need for contract tenure-track faculty shall be developed by each department and recommended to the area administrator in **the Spring semester for positions requested to be hired for the following academic year (e.g., Spring 2016 for academic hiring for 2016-17, start date of Fall 2017). Department chairs, academic managers, and the Academic Senate Executive Board, to the fullest extent possible, should develop a clear, concise set of criteria by which to evaluate position requests that are disseminated in advance of position review and based on the values and documents referenced in the preamble of this AP.** The area administrator, in consultation with the department chairs, **academic managers,** or a representative of the department if a department chair is not available, will prioritize those **the** requests **submitted by the departments within the division** and **will** forward them to the Vice President, Instruction by the end of **the**

SUBJECT: Revised Administrative Procedure 7120 – Recruitment and Hiring: Faculty

DATE: June 28, 2017

Spring semester. The Vice President, Instruction will provide the lists of requests for faculty positions prioritized by each division to the Academic Senate. The Instruction Team and the Academic Senate Executive Board will independently prioritize the submitted requests. The priorities for the Academic Senate and Instruction Team will be brought to Academic Mutual Agreement Council (AMAC) for the development of a single list to represent the faculty ~~growth~~ positions priorities for the College. The prioritized list shall be submitted to the College President/**CEO** for a decision regarding the number of ~~growth~~ positions approved for hire in that **for the following** academic year.

The **College** President/**CEO** of the ~~College~~ will issue instructions to the ~~Office of Human Resources~~ regarding filling the open positions based on the following procedures listed under Recruitment below.

2. ~~Vacancy~~ **Replacement Positions:** When a faculty member submits a formal notice of resignation or retirement ~~or does not have his/her contract renewed~~ **after prioritization occurs, but before the end of the Fall semester**, a replacement for the vacancy must be requested by the department and the area administrator using the forms developed for requesting a faculty position. ~~If the vacancy is declared before the end of the fall semester, replacements will be considered in AMAC based on documentation of need. The determination will be made by AMAC, after consultation with the department chair and area administrator, whether to replace, to open recruitment for the next on the list, or to not fill the position that year. If the position is not filled that year, it will remain a vacancy for reconsideration as a replacement the following year.~~

~~Following approval by AMAC, the Vice President of Instruction will issue instructions to the Office of Human Resources regarding filling the open positions based on the following procedures listed under Recruitment below.~~

3. ~~Unusual Situations~~ **Emergency Replacement:** When a department experiences an **unexpected** vacancy, **other than retirement**, ~~due to faculty reassignment or to department restructuring,~~ the decision to replace will be made by mutual agreement in AMAC. The department, in consultation with the area administrator, should submit a request for a faculty position as described under Section 2 (~~Vacancy~~ **Replacement Positions**) above.
4. Following approval by AMAC, the Vice President/**CEO** of ~~Instruction~~ will issue instructions to the ~~Office of Human Resources~~ **using the Request to Fill (RFT) form to fill** regarding filling the open positions based on the following procedures listed under **section B, Recruitment of Full-Time Tenure Faculty,** below.

SUBJECT: Revised Administrative Procedure 7120 – Recruitment and Hiring: Faculty

DATE: June 28, 2017

~~4. Temporary Full-time Positions: Either when a vacancy remains unfilled after the prioritization process because of a failed recruitment or when a department demonstrates a need for a full-time position because of program expansion or loss of faculty after the prioritization process, a department may request a one-year, temporary full-time position. Such requests require the approval of the appropriate Dean and Vice President, who, after consultation with AMAC, will take the request to President's Cabinet for final approval. Candidates for temporary positions may be drawn from applicant pools formed for a tenure-track position or from other sources. If a search is conducted, every effort will be made to notify part-time faculty of the opportunity to apply for the temporary position. Candidates for temporary positions must have the support of the department chair and appropriate administrator.~~

~~A selection committee will be formed and a formal interview will be held using the processes outlined below.~~

~~a. Screening – Temporary Positions: The Screening Committee shall consist of one area administrator, the department chair, and one to three faculty chosen by the department. If the department wishes to select faculty persons from outside the department, this is permissible. These individuals will be voting members of the Committee. The voting members of the Screening Committee shall elect the Screening Committee Chair. The Screening Committee may appoint two additional non-voting Screening Committee members who may be managers, industry representatives, faculty, classified staff, and/or students. The Academic Senate President, or designee, may approve faculty appointments to the Screening Committee.~~

~~The Committee will screen all applications meeting job-related criteria, determine the list of candidates to be interviewed, and conduct the interviews. Every effort will be made to establish a diverse committee membership with regard to sex, race, color, ancestry, religious creed, national origin, age, medical condition, mental and physical disabilities, marital status, sexual orientation, or Vietnam Era Veteran Status.~~

~~b. Interviews – Temporary Positions: The Screening Committee Chair will schedule interviews so that they will not conflict with classes taught by Committee members or applicants. Any conflicts will be discussed with Committee members or applicants prior to scheduling. The established College interview procedure shall be used in all interviews. Questions to be asked in the interviews will be developed and agreed upon by the Committee. The questions will be subject to approval by the Vice President, Human Resources, or designee, to ensure that they are not illegal or discriminatory.~~

SUBJECT: Revised Administrative Procedure 7120 – Recruitment and Hiring: Faculty

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~~c. Final Selection of Temporary Positions: It will be the Screening Committee's task to recommend one or more candidates for an interview by the appropriate Vice President. The final interview shall include the appropriate Vice President, the department chair (or designee) and the area administrator (or designee). The Vice President will make the final recommendation to the Board of Trustees.~~

B. Recruitment of Full-Time Tenure Track Faculty

~~Full-time Tenure Track: It is the policy of the College that all full-time position vacancies be advertised in and out of the District.~~

The appropriate subject area faculty, together with the area administrator, shall develop the faculty position descriptions, requirements, and desired **preferred** qualifications.

The job notice **posting** will include all job-related skills, requirements **minimum qualifications, occupational licenses or certificates**, and any additional **applicable** qualifications recommended by faculty when appropriate. Criteria for hiring that go beyond the minimum qualifications ~~may~~ **shall** be established by the College and will usually be limited to knowledge in the specific subjects to be taught **in compliance with EEO regulations**.

The ~~position descriptions~~ **job posting** will be approved by AMAG **the appropriate Vice President and the Academic Senate President**. If any changes are recommended by AMAG which differ from those submitted by the department, consultation with department representation will be held prior to advertising for the position. Every attempt will be made to obtain agreement. If this is not possible, the recommendation of the College President/CEO will be used.

C. Applications for Employment

The **employment** application form is the document by which standard information about each applicant is obtained. In addition to the standard form, a supplemental ~~application form~~ **questionnaire** may be used for certain positions to gather specialized **job-related** information for use in the screening process. All applicants shall submit completed application forms, a résumé, and transcripts of ~~the~~ **all relevant** college work completed. Departments, in consultation with their area administrator, will determine whether to require letters of recommendation or whether to make letters of recommendation optional at the time the ~~hiring brochure~~ **job posting** is prepared. Documents will be submitted into the system electronically either by the applicant or the Office of Human Resources. In addition, the applicant may include other pertinent materials to be used in the screening ~~procedures~~ **process**. All application materials shall be addressed to the Office of Human Resources and will be kept on file for ~~three years~~ **in accordance with established rules**.

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State law allows local districts to establish equivalencies to the degree or experience requirements. If the position announcement allows applicants to have equivalent qualifications, they must be verified by documentation. This documentation will be considered part of the application. Human Resources will determine if the applicant meets minimum qualifications. When appropriate or necessary, ~~the Office of~~ Human Resources will consult with the Academic Senate President regarding verification of minimum qualifications. The Academic Senate President will review all equivalency requests before including candidates in the applicant pool to be reviewed by the Screening Committee.

D. Screening Committees

The Screening Committee shall consist of one area administrator, department chair and three faculty persons selected by vote of the department. If the department chair is not available, a fourth faculty person shall be selected by vote of the department. If the department wishes to select faculty persons from outside the department, this is permissible. These five persons will be voting members. All Screening Committees will include an Equal Employment Opportunity Representative. This individual shall be a non-voting member of the Committee and will be appointed by Human Resources, in consultation with the Academic Senate President. The voting members of the Screening Committee shall elect the Screening Committee Chair. The Screening Committee may appoint two additional non-voting Screening Committee members who may be managers, industry representatives, faculty, classified staff, and/or students. The Academic Senate President, or designee, shall approve faculty appointments to the Screening Committee.

The **Screening** Committee will electronically screen all applications ~~meeting~~ **which meet Minimum Qualifications or locally established equivalencies, as well as other** job-related criteria, determine the list of candidates to be interviewed, and conduct the interviews. Any committee member who does not complete prescreening tasks assigned to the committee will be removed from the committee. ~~Every~~ **Departments shall make an effort will be made to establish a diverse Committee membership with regard to sex, race, color, ancestry, religious creed, national origin, age, medical condition, mental and physical disabilities, marital status, sexual orientation, or Vietnam Era Veteran Status ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry, sexual orientation, language, accent, citizenship status, marital status, economic status, military and veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.** Each Committee, upon its formation, will ~~contact~~ **coordinate with the** Equal Employment Opportunity Officer to confirm that the procedures it will be following in screening and interviewing will conform to the College's equal employment and non-discrimination policies. All members of the ~~hiring~~ **screening** committee will have Equal Employment Opportunity training in accordance **with** Title 5 Section 53003(c)(4).

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E. Interviews

In coordination with the area administrator, ~~the Office of Human Resources~~ will make the necessary arrangements for all interviews, which will be conducted by the Screening Committee. Every effort will be made by ~~the Office of Human Resources~~ and the Screening Committee Chair to schedule interviews so that they will not conflict with classes taught by Committee members or applicants. Any conflicts will be discussed with Committee members or applicants prior to scheduling. The established College interview procedure shall be used in all interviews. Questions to be asked in the interviews will be developed and agreed upon by the committee in conjunction with the Chief Human Resources Officer, or designee ~~at least one day before the interviews begin~~ **before applications are released to the screening committee**. The questions will be subject to approval by the ~~Vice President,~~ **Chief Human Resources Officer,** or designee, to ensure that they are not illegal or discriminatory.

F. Final Selection

It will be the Screening Committee's task to recommend two or more applicants for interview by the College President/CEO and/or designee(s). A recommendation of fewer than two candidates must be accompanied by a written explanation. The Screening Committee's recommendations and all interview materials must be sent to ~~the Office of Human Resources~~. The Screening Committee's recommendations and evaluation sheets on the finalists will be sent forward to the College President/CEO and/or designee(s) and will be taken into consideration when making the final selection. The College President/CEO will make the final recommendation to the Board of Trustees.

The final interview shall include the College President/CEO or his/her designee, the appropriate Vice President **or designee**, the chair of the Screening Committee, and the EEO representative. If the chair of the Screening Committee is the area administrator, then the faculty department chair or designee will be invited to participate. Likewise, if the Screening Committee chair is a faculty member, then the area administrator will be invited to participate. The College President/CEO **or designee** may request additional candidates to be identified by the Screening Committee if he/she determines that the candidates recommended by the Screening Committee do not meet Mt. San Antonio College standards. In such cases, the Screening Committee will reconvene to determine if it will recommend two or more additional candidates for interview or to recommend additional recruitment for additional applicants.

G. Board Approval

~~Prior to submission of the selected finalist to the Board of Trustees,~~ **The** College President/CEO or designee will ~~review any selection that does not align with~~

SUBJECT: Revised Administrative Procedure 7120 – Recruitment and Hiring: Faculty

DATE: June 28, 2017

~~recommendations from the Screening Committee with the Academic Senate President, or designee. Upon selecting the finalist for submission to the Board of Trustees, the College President/CEO will inform the area administrator of the decision, who will inform the members of the Screening Committee as to the decision~~ **submit the selected finalist to the Board of Trustees for approval.**

H. Revision

~~The hiring process and its procedures are subject to review and revision at the request of the Academic Senate, College President/CEO, or the Board of Trustees.~~

- H. Temporary Full-time Positions: Either when a vacancy remains unfilled after the prioritization process because of a failed recruitment or when a department demonstrates a need for a full-time position because of program expansion or loss of faculty after the prioritization process, a department may request a one-year, temporary full-time position. Such requests require the approval of the appropriate Dean and Vice President, who, after consultation with AMAC, will take the request to President's Cabinet for final approval. Candidates for temporary positions may be drawn from applicant pools formed for a tenure-track position or from other sources. If a search is conducted, every effort will be made to notify part-time faculty of the opportunity to apply for the temporary position. Candidates for temporary positions must have the support of the department chair and appropriate administrator.

A selection committee will be formed and a formal interview will be held using the processes outlined below.

1. Screening - Temporary Positions: The Screening Committee shall consist of ~~a minimum~~ one area administrator, the department chair, and one to three faculty chosen by the department. If the department wishes to select faculty persons from outside the department, this is permissible. These individuals will be voting members of the Committee. The voting members of the Screening Committee shall elect the Screening Committee Chair. The Screening Committee may appoint two additional non-voting Screening Committee members who may be managers, industry representatives, faculty, classified staff, and/or students. The Academic Senate President or designee may approve faculty appointments to the Screening Committee.

The Committee will screen all applications meeting job-related criteria, determine the list of candidates to be interviewed, and conduct the interviews. ~~Every~~ **Departments shall make an** effort ~~will be made~~ to establish a diverse committee membership with regard to ~~sex, race, color, ancestry, religious creed, national origin, age, medical condition, mental and physical disabilities, marital status, sexual orientation, or Vietnam Era Veteran Status~~ **ethnic group identification, race, color, national origin, religion,**

SUBJECT: Revised Administrative Procedure 7120 – Recruitment and Hiring: Faculty

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age, gender, disability, ancestry, sexual orientation, language, accent, citizenship, status, marital status, economic status, military and veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. Each committee, upon its formation, will coordinate with the Equal Employment Opportunity Officer to confirm that the procedures it will be following in screening and interviewing will conform to the College's equal employment and non-discrimination policies.

2. Interviews - Temporary Positions: The Screening Committee Chair will schedule interviews so that they will not conflict with classes taught by Committee members or applicants. Any conflicts will be discussed with Committee members or applicants prior to scheduling. The established College interview procedure shall be used in all interviews. Questions to be asked in the interviews will be developed and agreed upon by the Committee **in conjunction with the Chief Human Resources Officer or designee before applications are released to the screening committee at least one day before the interviews begin.** ~~The questions will be subject to approval by the Vice President, Human Resources, or designee, to ensure that they are not illegal or discriminatory.~~
3. Final Selection of Temporary Positions: It will be the Screening Committee's task to recommend one or more candidates for an interview by the appropriate Vice President. The final interview shall include the appropriate Vice President, the department chair or designee, and the area administrator or designee. The **appropriate** Vice President will make the final recommendation to the Board of Trustees.

Faculty Conditions of Employment and Assignment

Required Personnel Records

- A. ~~Academic personnel must provide the following information and records for the Office of Human Resources: (1) credentials or verification of minimum qualifications; (2) professional records and official, sealed college transcripts; and (3) verification of freedom from active tuberculosis. New employees must secure this verification prior to their first day of employment (results obtained up to 60 days prior to start date are acceptable); continuing employees shall file verification every four years from the previous date of clearance; failure to comply may result in the withholding of next month's payroll warrant until this requirement is satisfied; (5) fingerprint clearance (LiveScan) and (6) Employment and/or vocational verifications.~~
- B. ~~The following information and records must be provided for the Payroll Office: (1) Employee's Withholding Exemption Certificate; (2) Loyalty Oath; and (3) Copy of Social Security Card and California Driver's License.~~

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~~C. The Office of Human Resources must be notified whenever changes occur which make records incorrect.~~

Hourly Academic Employee Selection Procedures

The following provisions are applicable to instructional part-time hourly positions:

A. Vacancy

Appropriate department chairs, program supervisors, or directors, ~~and/or faculty~~ will inform the appropriate Division when openings for part-time positions occur and ~~determine how recruitment should be conducted, as well as provide updates to job notice~~ **postings**.

The job notice **posting** will include all job related skills, requirements **minimum qualifications, equivalencies, occupational licenses or certificates**, and any additional qualifications recommended by faculty when appropriate. Criteria for hiring that go beyond the minimum qualifications may **shall** be established by the College and will usually be limited to knowledge in the specific subjects to be taught. **in compliance with EEO regulations.**

B. Recruitment

~~The Office of Human Resources will recruit~~ **applicants in consultation with the department requesting the hire** using widespread local announcements with sufficient time for applicants to respond.

C. Screening

Human Resources will screen the applications to determine candidates who meet the minimum qualifications or equivalencies. Any application for equivalency shall be forwarded to the Academic Senate President for approval. At least one faculty/program supervisor or department chair from the appropriate content area **discipline** will **review the resulting group of candidates and select candidates for interviews.** ~~screen the applications to determine candidates who meet the minimum qualifications or equivalencies. From this group, candidates will be selected for interviews.~~

D. Interviews

At least one faculty/program supervisor or department chair from **the** appropriate content area **discipline** will interview qualified applicants. Based on interview results and after references are checked by the Vice President or the supervising manager, the **faculty program supervisor or department chair** Committee will create a pool of available candidates. A list of these candidates will be sent to ~~the Office of Human Resources.~~

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E. Maintaining the Pool

Such a pool will be maintained and updated by ~~the Division~~ **Human Resources** (with proper notification to the ~~Office of Human Resources~~ **division**) during the calendar year **on an annual basis** in order to be available when hiring is required.

F. Hiring

The department chair, **program supervisor, or director** ~~or designee~~ will select from the pool a candidate(s) for hire as needed and submit hiring documentation to the **appropriate division office, which will forward the information to** ~~Office of Human Resources~~.

G. Emergency Procedures

Whenever a qualified candidate is not available from ~~this~~ **the** pool for a specific position, every effort will be made to apply the aforementioned procedures. When this is not possible, the division dean or **division designee** ~~Associate Dean~~ will consult with faculty within the content area **discipline** before selecting a candidate for hire. **If no discipline faculty are available for consultation, the division designee may complete the selection process.** Persons ~~hired or rehired~~ **selected** will be required to go through the required hiring procedures before employment can begin.

H. Revisions

~~This hiring process and its procedures are subject to review and revision at the request of the Academic Senate, College President/CEO, or the Board of Trustees.~~

Faculty Conditions of Employment and Assignment

Required Personnel Records

- A. Academic personnel must provide the following information and records for ~~the Office of Human Resources~~: (1) credentials or verification of minimum qualifications; (2) professional records and official, sealed college transcripts; and (3) verification of freedom from active tuberculosis **(in accordance with prescribed regulations)**. New employees must secure this verification prior to their first day of employment (results obtained up to 60 days prior to start date are acceptable); continuing employees shall file verification every four years from the previous date of clearance; failure to comply may result in the withholding of next month's payroll warrant until this requirement is satisfied; (5) fingerprint clearance (LiveScan); ~~and~~ (6) Employment and/or vocational verifications; **and (7) other required employment documents or clearances.**

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- ~~B. The following information and records must be provided for the Payroll Office: (1) Employee's Withholding Exemption Certificate; (2) Loyalty Oath; and (3) Copy of Social Security Card and California Driver's License.~~
- ~~C. The Office of Human Resources must be notified whenever changes occur which make records incorrect.~~

Approved: November 10, 2009
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