



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 24, 2011

4:00 p.m. Study Session

5:30 p.m. Closed Session

6:30 p.m. Public Session

Founders Hall, 1100 N. 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 (4:00 p.m.)**

## PUBLIC COMMUNICATION

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

## STUDY SESSION

- Meet with representatives from the Community College League of California and Political Data Inc. to review possible maps related to redistricting for Trustee elections and give direction to staff on next steps to meet legal mandates.

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

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

## **PUBLIC COMMUNICATION**

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

### **CLOSED SESSION (5:30 p.m.)**

- **Conference with Labor Negotiations Teams, per California Government Code Section 54957.6**  
Faculty Association and CSEA, Chapters 262 and 651
- **Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code Section 54956.9(c) (one case)**
- **General Consolidated Construction, Inc.’s May 2, 2011, Claim Pursuant to Government Code Sections 910 et seq. – Athletic Storage Building Project (Bid No. 2808-09) (Case No. 0811-1)**

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

### **INTRODUCTIONS AND RECOGNITION**

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

#### Classified Staff

Sue Ceja, Receptionist/Clerical Assistant, Humanities & Social Sciences Division  
Stacy Lee, Student Services Program Specialist, Admissions & Records  
Ricardo Pena, Custodian, Custodial Services  
Sangvan Thaysankram, Receptionist/Clerical Assistant, English, Literature, &  
Journalism  
Marcus White, Custodian, Custodial Services

### **APPROVAL OF MINUTES**

Approval of minutes of the regular meeting of July 25, 2011. (See backup packet pages 1 through 10.)

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

## PUBLIC COMMUNICATION

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

## REPORTS

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

1. Associated Students Report
2. Senates
  - A. Academic Senate
  - B. Classified Senate
3. Employee Groups
  - A. Faculty Association
  - B. CSEA Units
  - C. Other Unrepresented Groups
4. President – Bill Scroggins, President/CEO
  - Fall Enrollment Report – Audrey Yamagata-Noji
5. Informational Report – Distance Learning Program Update, prepared by Meghan Chen, Dean, Library and Learning Resources. (See backup packet pages 11 and 12.)

## 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.

## HUMAN RESOURCES

1. Consideration of approval of Personnel Transactions, dated August 24, 2011. (See backup packet pages 13 through 29.)
2. Consideration of approval of a contract with Liebert Cassidy Whitmore for Hiring the Equal Employment Opportunity (EEO) Way Training. (See backup packet page 30.)

3. Consideration of approval of a contract with Professional Interpreting Services – DEAFinitely Professional Interpreting Services. (See backup packet page 31.)

### **INSTRUCTION and STUDENT SERVICES**

4. Consideration of approval to accept funds and approve activities for the Student Support Services Grant. (See backup packet pages 32 and 33.)
5. Consideration of approval of a contract with UCLA Conference Center in Lake Arrowhead for the Annual Associated Students Fall Leadership Conference. (See backup packet page 34.)
6. Consideration of approval of a contract with Ted Tapia Mailing Services, Inc. (See backup packet page 35.)
7. Consideration of approval of activities and acceptance of funds for the Campus Suicide Prevention grant. (See backup packet page 36.)
8. Consideration of approval of a contract with Santa Rosa Junior College for the Family & Consumer Sciences Discipline/Industry Collaborative grant. (See backup packet page 37.)
9. Consideration of ratification of a contract with the Regents of the University of California, on behalf of its Irvine campus, for the Promoting STEM Research to College Freshmen and Sophomores grant. (See backup packet page 38.)
10. Consideration of approval to accept funds for the Career Technical Education Community Collaborative grant. (See backup packet page 39.)
11. Consideration of approval of activities and acceptance of funds for the Talent Expansion in Science and Technology – An Urban Partnership grant. (See backup packet page 40.)
12. Consideration of approval of activities for the Title V – Developing Hispanic-Serving Institutions grant. (See backup packet page 41.)
13. Consideration of approval of a contract with Hilltop Creative Group for the Center of Excellence Career and Technical Education Hub. (See backup packet page 42.)
14. Consideration of approval of activities and acceptance of funds for the Basic Skills grant. (See backup packet page 43.)
15. Consideration of approval for the Men’s Water Polo team to travel to the Naval Academy in Annapolis, MD, for a tournament September 2–5, 2011. (See backup packet page 44.)
16. Consideration of approval of additions and changes to the Continuing Education Fee-Based program. (See backup packet pages 45 and 46.)

17. Consideration of approval of an addition and a change to the Continuing Education Adult Education program. (See backup packet page 47.)

## **ADMINISTRATIVE SERVICES**

18. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet pages 48 through 73.)
19. Consideration of approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet pages 74 through 77.)
20. Consideration of approval of the Quarterly Financial Status Report for the period ending June 30, 2011. (See backup packet pages 78 through 80.)
21. Consideration of approval of the Quarterly Investment Report for the period ending June 30, 2011. (See backup packet page 81.)
22. Consideration of approval of the 2012 contract for the Chancellor's Office Tax Offset Program (COTOP). (See backup packet page 82.)
23. Consideration of approval to submit an application to the Los Angeles County Superintendent of Schools requesting Fiscal Independence status. (See backup packet pages 83 through 85.)
24. Consideration of ratification of a contract with Professional Account Management for processing parking citations. (See backup packet page 86.)
25. Consideration of approval of the Foundation for California Community Colleges Microsoft Campus Agreement for the period October 1, 2011, through September 30, 2014. (See backup packet page 87.)
26. Consideration of approval of an agreement with Moodlerooms, Inc. for a learning management system. (See backup packet page 88.)
27. Consideration of approval of a contract with PAL id studio for the Childcare Facility Furniture Consulting Services. (See backup packet pages 89 and 90.)
28. Consideration of approval of a three-year Maintenance and Service Agreement with Eaton Corporation for three Uninterrupted Power Supply units and one Liebert unit (battery backup) at the Data Center. (See backup packet page 91.)
29. Consideration of approval of agreements to provide Professional Design and Consulting Services with H2 Environmental Consulting for Classroom Building Renovation (formerly Agricultural Sciences Lab) project; with HMC Architects for the Student Services Annex Building project, and with Webb Food Service Design Consultants for the Row Building Food Laboratory 19B-5 project. (See backup packet pages 92 and 93.)

30. Consideration of approval of the following Bid:

- Bid No. 2892 Carpet, Installation, and Resilient Flooring. (See backup packet page 94.)

31. Consideration of approval of the following Change Orders:

- Bid No. 2605 Art Studio Renovation – Inland Empire Builders (General Contractor) – Change Order No. 11. (See backup packet page 95.)
- Bid No. 2652 Campus-wide Infrastructure – Phase F – Inland Empire Builders (General Contractor) – Change Order No. 5. (See backup packet page 96.)
- Bid No. 2773 Agricultural Sciences Complex – K.A.R. Construction, Inc. (Concrete Contractor) – Change Order No. 9. (See backup packet pages 97 and 98.)
- Bid No. 2775 Agricultural Sciences Complex – Harbor Construction Co., Inc. (General Contractor) – Change Order No. 16. (See backup packet pages 99 and 100.)
- Bid No. 2777 Agricultural Sciences Complex – Continental Plumbing (Plumbing Contractor) – Change Order No. 15. (See backup packet pages 101 through 103.)
- Bid No. 2808-09 Athletic Storage Building – General Consolidated Construction, Inc. (General Contractor) – Change Order No. 4. (See backup packet page 104.)
- Bid No. 2829 Child Development Center – Edge Development (Building Concrete and Masonry Contractor) – Change Order No. 2. (See backup packet pages 105 and 106.)
- Bid No. 2851 Design Technology Center – HPL Mechanical (Plumbing Contractor) – Change Order No. 4. (See backup packet pages 107 and 108.)
- Bid No. 2852 Design Technology Center – West Tech Mechanical (HVAC Contractor) – Change Order No. 4. (See backup packet pages 108 and 109.)
- Bid No. 2853 Design Technology Center – Brewster Electrical (Electrical Contractor) – Change Order No. 9. (See backup packet pages 109 through 111.)

- Bid No. 2858 Administration Building Remodel – DSG Corporation (Mechanical Contractor) – Change Order No. 1. (See backup packet page 112.)
- Bid No. 2882 Purchase of Furniture for Administration Building – Corporate Business Interiors (Allsteel) (Furniture Contractor) – Change Order No. 1. (See backup packet page 113.)

32. Consideration of approval of the following Contract Amendments:

- Contract Annual Fire Alarm Monitoring – First Fire Systems (Consultant) – Amendment No. 1. (See backup packet page 114.)
- Contract Annual Water Treatment Service Agreement – Water Chemists Incorporated (Consultant) – Amendment No. 1. (See backup packet pages 114 and 115.)

33. Consideration of ratification of the following Contract Amendments:

- Contract Design Technology Center – HMC Architects (Professional Design and Consulting Services Consultant) – Amendment No. 8. (See backup packet page 116.)
- Contract Administration Building Renovation – PAL id studio (Professional Design and Consulting Services Consultant) – Amendment No. 1. (See backup packet page 116.)
- Contract Physical Education Program Building Renovation – PAL id studio (Professional Design and Consulting Services Consultant) – Amendment No. 1. (See backup packet page 117.)

## ACTION ITEMS

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

1. Consideration of approval of a Three-Year Negotiated Agreement between the Faculty Association and the District. (See backup packet pages 118 through 122.)
2. Consideration of approval of Confidential and Management Reclassification and Pay Scale Adjustments. (See backup packet pages 123 through 133.)

## DISCUSSION ITEMS

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

1. Receive for first reading and discussion proposed revisions to Board Policy 4270 – Use of General Education Courses Completed at Other Accredited Institutions. (See backup packet pages 134 and 135.)

## 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.

## ADJOURNMENT

Future Board Meetings:    September 14, 2011 (2<sup>nd</sup> Wednesday)  
  October 26, 2011  
  November 16, 2011 (3<sup>rd</sup> Wednesday)

### Upcoming Events:

August 26, 2011	<b>Fall Opening Meeting for Faculty</b> – 8:15-9:30 a.m., Clarke Theater <b>Fall Opening Meeting for Classified Staff</b> – 10:00-11:00 a.m., Clarke Theater <b>Welcome Back BBQ</b> – 11:00 a.m.-2:00 p.m., Founders Hall
August 29, 2011	<b>First Day of Fall Semester</b>
August 31, 2011	<b>Foundation Board of Directors Meeting</b> – 4:00 p.m., Founders Hall
September 6, 2011	<b>Labor Day Holiday</b> (Campus Closed)
September 15-October 14	<b>Michael Falzone: Examined</b> (Art Exhibit) – Art Gallery Reception: Thursday, September 15, 4:00-6:00 p.m.
September 22, 2011	<b>International Students Welcome Reception</b> – 4:00-6:00 p.m., Founders Hall
September 23-25, 2011	<b>Associated Students Fall Leadership Conference</b> – UCLA Conference Center at Lake Arrowhead
September 27, 2011	<b>Welcome Reception for President Bill Scroggins</b> – 5:00-7:00 p.m., Founders Hall



## Upcoming Sports Events:

- August 26-28, 2011      **Mt. SAC Hosting Adidas/Azteca Men's Soccer Tournament** – Soccer Field  
August 26 – Mt. SAC vs. DeAnza – 7:00 p.m.,  
August 28 – Mt. SAC vs. Hartnell – 11:00 a.m.
- August 27, 2011      **Women's Soccer Alumni Game** – 5:00 p.m., Soccer Field
- September 2, 2011      **Women's Soccer vs. Chaffey** – 6:00 p.m., Soccer Field
- September 3, 2011      **Football vs. Victor Valley** – 1:00 p.m., Hilmer Lodge Stadium
- September 9, 2011      **Volleyball Tournament** – 3:00 p.m., Gym
- September 14, 2011      **Volleyball vs. Chaffey** – 6:00 p.m., Gym
- September 16, 2011      **Women's Soccer vs. L.A. Pierce** – 4:00 p.m., Soccer Field
- September 16-17, 2011      **Men's Water Polo Tournament** – All Day, Pool
- September 17, 2011      **Football vs. College of the Desert** – 1:00 p.m., Hilmer Lodge Stadium
- September 21, 2011      **Women's Water Polo vs. Chaffey** – 3:00 p.m., Pool  
**Men's Soccer vs. Santa Ana** – 4:00 p.m., Soccer Field  
**Men's Water Polo vs. Chaffey** – 4:15 p.m., Pool  
**Men's Water Polo vs. Concordia University** – 5:30 p.m., Pool
- September 23-24, 2011      **Women's Water Polo Tournament** – All Day, Pool
- September 27, 2011      **Men's Soccer vs. El Camino** – 2:00 p.m., Soccer Field  
**Women's Soccer vs. El Camino** – 4:00 p.m., Soccer Field
- September 30, 2011      **Volleyball vs. L.A. Trade Tech** – 6:00 p.m., Gym

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 N. 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**

**August 24, 2011**







# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 25, 2011

### MINUTES

#### CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 5:30 p.m. on Monday, July 25, 2011. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

#### STAFF PRESENT

Bill Scroggins, President/CEO; Virginia Burley, Vice President, Instruction; Michael D. Gregoryk, Vice President, Administrative Services; Audrey Yamagata-Noji, Vice President, Student Services; and Annette Loria, Vice President, Human Resources.

#### 1. PUBLIC COMMUNICATION

None.

#### 2. CLOSED SESSION

The Board adjourned to Closed Session to discuss the following items:

- Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6  
Faculty Association and CSEA, Chapters 262 and 651
- Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957 (one position)

#### 3. PUBLIC SESSION

The public meeting reconvened at 6:31 p.m.

#### 4. STUDENT TRUSTEE OATH OF OFFICE

President Scroggins administered the Oath of Office to Bruno Hernandez and welcomed him to the Board as the Student Trustee.

## 5. INTRODUCTIONS/RECOGNITION

- **Introductions**

- The following newly appointed and promoted staff were introduced to the Board:

Classified

Maria De Lourdes Granda, Coordinator, ESL  
Amber Sprague, Library Technician II, Library/Learning Resources  
Jennifer Turner-Wiseman, Laboratory Technician, Mathematics & Computer  
Science, Natural Sciences

Management

James Jenkins, Dean, Humanities & Social Sciences

- **Recognition**

- Trustee Chen Haggerty presented Certificates of Service to the following retiring classified staff, faculty, and managers in recognition of their years of service.

Janette Henry, Director, Child Development Center, 30½ years of service  
Alan Lawson, Professor, Business Administration, 24 years of service  
Harold Richardson, DSP&S Computer Technician, 12 years of service

## 6. APPROVAL OF MINUTES

It was moved by Trustee Bader, seconded by Trustee Hall, to approve the minutes of the regular meeting of June 22, 2011. Motion unanimously carried. Student Trustee concurred.

## 7. ACTION TAKEN IN CLOSED SESSION

Trustee Chen Haggerty reported that, in Closed Session, the Board voted unanimously to dismiss classified employee #2776, effective July 26, 2011.

## 8. PUBLIC COMMUNICATION

- Nelson Aguilar, a broadcasting student, said he is interested in speaking to Board members about the changes being made at KSAK. He left contact information with the President's Office and asked Board members to contact him.
- Mark Ferguson, Grounds/Equipment Operator, said it saddens him that he will no longer be working for the College. He said he has enjoyed his tenure here and wished only the best for the College.

## 9. REPORTS

A. Alex Mendoza, Associated Students President, reported the following:

- President Mendoza introduced the following Associated Student Officers:

*Newly Elected Associated Students Officers:*

Kenneth Baca – A.S. Vice President of Activities  
 Bruno Hernandez – Student Trustee  
 Matt Foresta – Senator Pro-temp  
 Karla Estrada – Senator Pro-temp  
 Guadalupe de la Cruz – ICC Vice Chair  
 Kacy Padilla – ICC Chair

*Returning Associated Students Officers:*

Yue Yan – Arts Senator  
 Jary Tsuei – Elections Senator  
 Mergnan Zhang – Finance Senator  
 Jose Jimenez – Internal Auditor Senator  
 Ahmad Azzawi – Public Relations Senator  
 Edgar Soto – Activities Senator  
 Carlos Caudillo – Historian Senator

President Mendoza said that these student leaders look forward to passionately serving the personal growth of every student, as well as the enrichment of the Mt. SAC community. He said it is their responsibility to represent the voices of the student body, and, with absolute integrity, execute their duties to the best of their ability.

B. Eric Kaljumagi, Academic Senate President, reported the following:

- The full Senate will not meet again until September 1.
- President Kaljumagi said the Academic Senate exists to advise the Board of Trustees on “academic and professional matters.” A goal- and priority-setting retreat for the coming academic year is planned for August 25. Mr. Kaljumagi extended an invitation to Board members to suggest any academic & professional matters that the Senate might discuss this year.
- The professional development “Flex Day” for the 2011-12 academic year is scheduled for Friday, August 26. The day will consist of a general session attended by all full-time faculty, two breakout sessions, and department (or division) meetings. This year, 13 different breakout sessions will be available to faculty on topics as diverse as disaster preparedness, student veterans, using iOS to access campus email, and the Academic Senate. On behalf of the Senate, Mr. Kaljumagi thanked the many people who work to put on Flex Day.
- The Academic Senate Secretary and State Delegate attended the Academic Senate for California Community Colleges’ Leadership Institute, June 16–18. They attended sessions on training and organizing senators, State and local budgets, Robert’s Rules of Order, the Brown Act, and program discontinuance and reductions.
- The Academic Senate Curriculum Liaison, Assistant Curriculum Liaison, and Faculty Outcomes Coordinator were part of a team of five who attended the Academic Senate for California Community Colleges’ Curriculum Institute, July

14–16. They attended a wide variety of sessions, including dealing with prerequisites and content review, the C-ID project, credit by exam, and the new State AA-T and AS-T degrees.

C. Marchelle Nairne-Proulx, Classified Senate President, reported the following:

- President Nairne-Proulx welcomed Dr. Scroggins to the Mt. SAC family and thanked him for meeting with her and the Senate Past President. She also thanked Past President Donna Lee for mentoring her throughout the past year.
- Last week was Ms. Nairne-Proulx's first meeting with the Senate as President. During that meeting the Senate discussed working with the CSEA units on workshops for classified staff to be conducted during the Convocation/Flex Day. Also, the following four new senators and one alternate were introduced:
  - Naomi Abesamis, Project/Program Coordinator, Bridge Program
  - Julie Hasslock, Clerical Specialist, Mathematics & Computer Sciences
  - Obdulia Reynoso, Clerical Assistant, Physical Education
  - Darlene Vale, Registered Veterinary Lab Tech, Agricultural SciencesAlternate Senator is Erika Aparicio, Clerical Specialist, Human Resources
- The Senate is interested in reinstating the New Classified Employee/Mentoring Program, which was eliminated due to lack of staff.

D. Jennifer Galbraith, Faculty Association President, reported the following:

- Ratification ballots for the new collective bargaining agreement have been mailed to all Faculty Association members. One Open Forum has been held and another is planned to discuss the tentative agreement. Ratification ballots are due back to the Faculty Association Office by Monday, August 1.
- President Galbraith and Vice President Howell attended the CTA Presidents' Conference last week at the Asilomar Conference Center. Both found the conference to be very enlightening.

E. Rosa Asencio, CSEA, Chapter 262 Secretary, reported the following:

- Secretary Asencio reported that CSEA leaders Laura Martinez, Cason Smith, Mark Fernandez, and Katherine MacDonald are attending the CSEA Annual Conference in Las Vegas this week.
- On behalf of CSEA, Chapter 262, Ms. Asencio welcomed President Scroggins to Mt. SAC and congratulated Marchelle Nairne-Proulx for being elected President of the Classified Senate.
- Ms. Asencio said CSEA members are encouraged and enthusiastic about being included in the Fall Convocation. The two CSEA chapters and the Classified Senate are working together to provide informative workshops for the classified staff.
- CSEA is pleased that contract negotiations are moving forward and have been productive.

F. President Scroggins' report included the following:

- President Scroggins said his first three weeks at Mt. SAC have been very busy meeting with the Vice Presidents, getting to know the Deans, and becoming better acquainted with the College. Dr. Scroggins said he is looking forward to getting out into the community. Being from the area, he commented that it feels like coming home.
- Dr. Scroggins welcomed Marchelle Nairne-Proulx to the Board leadership table and said he looks forward to working with her and the Classified Senate. He also welcomed Alex Mendoza to his student leadership role.
- President Scroggins asked the Board to consider having a 1½ day Retreat in January for in-depth discussion of the College's mission, budget, etc. January would be a good time because of the budget development timeline. The location of the Retreat can be determined later. He thought one of our local universities might host such an event. Board members seemed receptive to a Friday afternoon and all-day Saturday meeting. The President's Office will follow up with Board members to find a date that works for everyone.

## 10. INFORMATIONAL REPORT

Board members were provided with a written briefing on Disabled Student Programs and Services (DSPS), prepared by Grace Hanson, Director, Disabled Student Programs & Services.

Established in 1973, this year marks the 38<sup>th</sup> year DSPS has been at Mt. SAC. In 1974, the program served 150 students (primarily those who had physical disabilities). During 2010-11, DSPS served 2,602 students. This is an increase of 714 students (37.8 percent) over the number of students served in 2009-10. The highest growing populations are students with autism spectrum, veterans with multiple disabilities, students with learning disabilities, and students with psychological disabilities.

The DSPS population has grown by approximately 37.8% from last year (1,881 to 2,602). This represents a 37.8% increase in workload with the same number of staff. DSPS developed pilot projects to address the issue of increasing numbers of students resulting in higher costs. Examples of these processes include a new summer student intake, addressing irresponsible use of DSPS services, and sharing resources and workload with other departments on campus. DSPS embarked on a public information campaign mainly for outreach purposes; however these pieces are designed to dispel myths, stigmas, and stereotypes about disability, in general. DSPS is most proud of its new award-winning video, Success with Disability (which was shown to the Board). The video won the Most Distinguished Communicator Award for 2011 from the International Academy of the Visual Arts.

## 11. CONSENT AGENDA

Trustee Chen Haggerty noted the addition of an addendum to the Personnel Transactions, consent item #1.

It was moved by Trustee Baca, seconded by Trustee Chyr, to approve or ratify the following items:



## **HUMAN RESOURCES**

1. Approval of Personnel Transactions, dated July 25, 2011, with the addendum.

## **INSTRUCTION and STUDENT SERVICES**

2. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 12.
3. Approval of a new Associate in Science Computer Graphics Digital Technology degree, effective with the 2011-12 academic year, upon approval by the Chancellor's Office.
4. Approval of an Interior Design – Level 1 Certificate and three new Interior Design courses for noncredit, effective with the 2011-12 academic year, upon approval by the Chancellor's Office.
5. Approval of a contract with Cole-Schaefer Ambulance Service for coverage at all five home football games for the 2011 season.
6. Approval of a contract with Dr. Thomas Bryan for health screenings for new football athletes and physician coverage at all Mt. SAC football games for the 2011 season.
7. Approval for the Men's Soccer Team to travel to Texas to compete against two of the top Junior College programs in the nation.
8. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 13.
9. Approval of activities and acceptance of funds for the Family & Consumer Sciences Discipline/Industry Collaborative grant.
10. Ratification of a contract for the Scholarships in Science, Technology, Engineering, and Mathematics grant.
11. Approval of activities and acceptance of Funds for the Enrollment Growth and Retention for Associate Degree Nursing Programs grant.
12. Approval of contracts for the Health Care Sector and Other High Growth and Emerging Industries – Building Automation grant.
13. Approval of contracts and acceptance of funds for the Child Development Center.
14. Approval of Community Services Programs/Courses for Fall 2011.
15. Approval of additions and changes to the Continuing Education Adult Education Program.
16. Approval of contract changes to an existing agreement through Community Services.

17. Approval of additions and changes to the Continuing Education Fee Based Program.
18. Ratification of a contract between the Child Development Center and Sodexo to provide lunch meals for children enrolled in the Center.

### **ADMINISTRATIVE SERVICES**

19. Approval of the Appropriation Transfers and Budget Revisions Summary.
20. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
21. Approval of a three-year agreement with Higher One Inc. for Student Refund Management Services.
22. Approval of Public Safety Department personnel to be enrolled in the Peace Officer Standards and Training (POST) Certification training.
23. Ratification to purchase American Heart Association Publications and ECC/CPR/AED Training Products.
24. Approval to pay an assessment fee for Mt. SAC's secondary internet circuit for fiscal year 2011-12.
25. Approval to reduce from 10% to 5% the retention for Daart Engineering Company, Inc. for the Agricultural Sciences Complex (Fire Sprinklers) project; and for Janus Corporation for the Administration Building Remodel (Abatement & Demolition) project.
26. Approval of agreements to provide Professional Design and Consulting Services with H2 Environmental Consulting for the Aircraft Technology Building Fire Alarm Upgrade project; and with Psomas for the Earthwork Planning Study project.
27. Approval of the Final Project Proposal for the Technology Building Renovation project.
28. Approval of the following Change Orders:
  - Bid No. 2772      Agricultural Sciences Complex – Griffith Company (Earthwork and Demo Contractor) – Change Order No. 6.
  - Bid No. 2779      Agricultural Sciences Complex – American Electric Company (Electrical Contractor) – Change Order No. 11.
  - Bid No. 2781      Agricultural Sciences Complex – Lozano Casework (Casework Contractor) – Change Order No. 4.
  - Bid No. 2827      Child Development Center – Doja Inc. (Grading Contractor) – Change Order No. 2.

- Bid No. 2829 Child Development Center – Edge Development (Building Concrete and Masonry Contractor) – Change Order No. 1.
- Bid No. 2834 Child Development Center – Tri-Power Electric (Electrical Contractor) – Change Order No. 2.
- Bid No. 2848 Design Technology Center – Lozano Casework (Casework Contractor) – Change Order No. 2.
- Bid No. 2849 Design Technology Center – RC Construction (General Contractor) – Change Order No. 8.
- Bid No. 2853 Design Technology Center – Brewster Electrical (Electrical Contractor) – Change Order No. 8.
- Bid No. 2854 Administration Building Remodel – Janus Corporation (Hazardous Materials Abatement Contractor) – Change Order No. 5.
- Bid No. 2856 Administration Building Remodel – Donald M. Hoover Company (Flooring Contractor) – Change Order No. 3.

29. Ratification of the following Contract Amendments:

- Contract Child Development Center – Global Geo-Engineering, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 1.
- Contract Administration Building Remodel – Marlene Imirzian & Associates Architects (Professional Design and Consulting Services Consultant) – Amendment No. 13.

30. Approval of the following Proposed Gifts and Donations to the College:

- Harry Lord – Series of books of infrared spectrometry and a reference collection of gas phase data and identification of molecular spectra (six books total), valued by donor at \$200, to be used by the Natural Sciences Division.
- Steve Shackelford – Electronically adjustable professional drafting table with all drafting table tools and accessories; and 8' tall tornado vortex generalizing system, valued by donor at \$4,000, to be used by the Natural Sciences Division.
- Andy Edwards – Filly, AQHA Registered Name, "Smart Little Diva," and Serial No. 5170379, valued by donor at \$20,000, to be used by the Natural Sciences Division.

Motion unanimously carried. Student Trustee concurred.

### **13. ASSOCIATE IN ARTS TRANSFER DEGREES**

Trustee Bader asked for clarification on how many AA-T degrees the College currently offers. Academic Senate President Kaljumagi said SB 1440 requires each college to start offering degrees this fall. The two presented to the Board tonight are Mt. SAC's first two; however, there are six programs where an AA-T may be offered.

It was moved by Trustee Hall, seconded by Trustee Bader, to approve two new Associate degrees – Associate in Arts Transfer Degree in Communication Studies and Associate in Arts Transfer Degree in Psychology, effective with the 2011-12 academic year, upon approval by the Chancellor's Office. Motion unanimously carried. Student Trustee concurred.

### **14. AGREEMENT TO PAY SPORTS OFFICIALS**

Trustee Bader asked if there had been a problem in paying sports officials. Vice President Gregoryk said the College has used outside vendors in past years to pay sports officials. This company is one that the College has not used in the past.

It was moved by Trustee Hall, seconded by Trustee Bader, to approve an agreement with ArbiterSports RefPay to pay sports officials. Motion unanimously carried. Student Trustee concurred.

### **15. TRANSFER OF TERRITORY TO THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

It was moved by Trustee Chyr, seconded by Trustee Baca, to approve Resolution No. 11-01, Petition for Transfer of Territory from the Mt. San Antonio Community College District to the North Orange County Community College District. Motion unanimously carried. Student Trustee concurred.

### **16. BOARD COMMUNICATION**

- All Board members shared the following comments:
  - Congratulations were offered to newly appointed and newly promoted staff.
  - Retiring faculty, staff, and managers were thanked for their years of service to the College.
  - Trustees welcomed Marchelle Naime-Proulx to her new position as President of the Classified Senate and Alex Mendoza as the new Associated Students President.
  - Trustees welcomed President Scroggins to Mt. SAC.
  - Trustees said they enjoyed riding in the Hacienda Heights 4<sup>th</sup> of July parade and appreciated Student Trustee Hernandez joining them.
- Student Trustee Hernandez said he is looking forward to working with the Board and the Associated Students leaders in his new role as Student Trustee.
- Trustee Bader said she attended an event in La Verne where the mayor introduced her and had some very complimentary things to say about Mt. SAC. She also

appreciated having the opportunity to introduce Dr. Scroggins to members of the community at the San Gabriel Valley Regional Chamber Board Installation Gala.

- Noting that the Board won't be voting on the College budget until September, Trustee Chyr asked the College leadership to focus on the importance of classes for students. Even though the budget needs to be reduced, and the College already offers more classes than the budget will allow, Trustee Chyr stressed the need for the College to offer classes needed by students in order to transfer – especially core classes like English and math.
- Trustee Hall agreed that these are not easy times for the College. He is looking forward to hearing how the State's budget will impact the College budget. Trustee Hall thanked the College for again hosting a recent Relay for Life event, sponsored by the American Red Cross, and noted that he matched the donations sent to him by College staff.

## **17. ADJOURNMENT**

The meeting adjourned at 7:45 p.m.

WTS:dc

## Distance Learning Program: A Report to the Board of Trustees

### Background

Mt. SAC's Distance Learning Program has experienced steady growth since the June 2010 report to the Board: the College now has 130 courses available in online or hybrid delivery while 11 new course proposals are in development. The College increased the number of sections of Distance Learning by 112 sections, or 34.5%, from 2009-10. More specifically, hybrid classes grew by 129% while online classes declined by 17%. The program enables students to earn two degrees, earn 11 certificates, and complete more than 50% of credits in general education through Distance Learning (DL). Approximately 1.6% of students in the DL program take only online courses; the vast majority take a combination of traditional, hybrid, and online courses. Chart 1 illustrates the development of online and hybrid classes and enrollment (duplicated count):

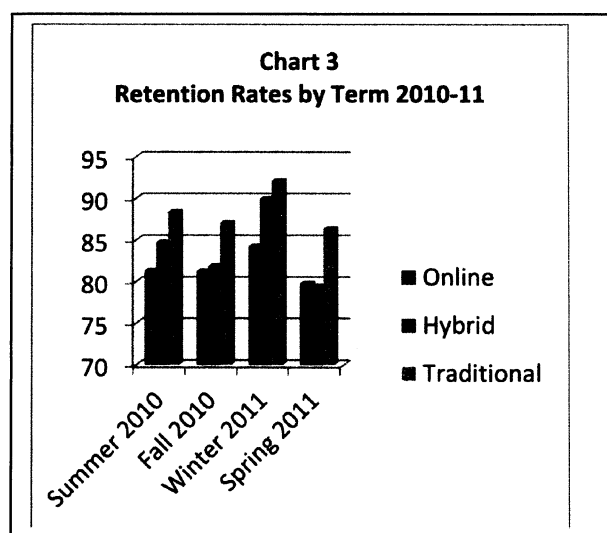
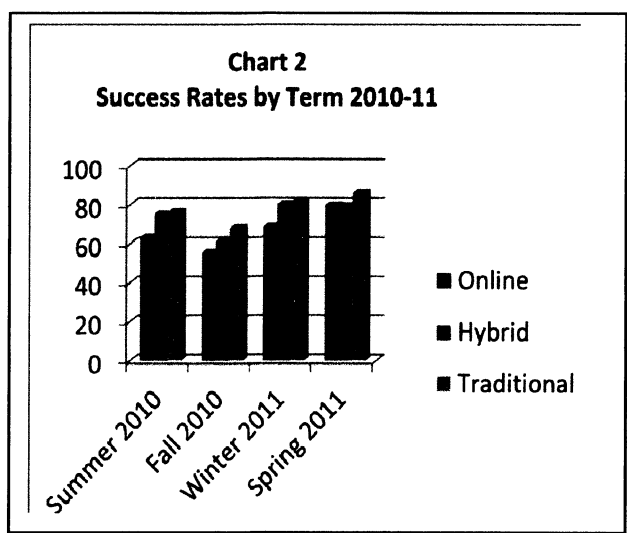
**Chart 1: Comparison of Online and Hybrid Classes and Enrollment 2009-10 and 2010-11**

Type	2009-10		2010-11		# Increase/Decrease from 2009-10		% Increase/Decrease from 2009-10	
	Sections	Enrollment	Sections	Enrollment	Sections	Enrollment	Sections	Enrollment
Online	209	6,905	173	6,369	-36	-536	-17%	-7.7%
Hybrid	115	3,661	263	7,971	+148	+4,310	+128%	+117%
<b>Total</b>	<b>324</b>	<b>10,566</b>	<b>438</b>	<b>14,340</b>	<b>+112</b>	<b>+3,774</b>	<b>+34.5%</b>	<b>+35.7%</b>

*N.B.: Enrollment as of census dates, excludes "W," "D", "F" grades.*

### Student Success

Mt. SAC's student retention and success rates in online classes trail those in hybrid and traditional classes, consistent with State and national statistics on student success in distance learning courses. Baseline figures for 2008-09 showed an overall success rate in traditional classes at **68.1%**, compared to **61.4%** in hybrid classes, trailed by **56.6%** in online classes. In 2010-11, the trend is repeated, with a notable difference: Chart 2 shows improved success rates in online and hybrid classes in Spring 2011, although they remain lower than those in traditional classes. Chart 3 illustrates 80% or higher retention rates, suggesting that students remain in classes even if they do not end up passing them. Studies on student success in online classes cite unpredictable job demands, caring for dependents, and illness as key challenges. Student expectations of Distance Learning courses and mode of learning sometimes reflect their lack of experience with DL but also their challenge in fitting class work in their busy lives.



## **Instructional and Academic Support for Online Learning**

- Online Counseling: this email-based service is drastically reduced because existing counseling resources are now directed to in-person sessions.
- Online Orientation to College: interface with Banner, as of August 2010, enables students to complete orientation and be cleared to register.
- Library electronic resources (databases including scholarly journal articles, streaming video clips, and e-books) are highly used due in part to the library link being included in every DL course proposal. Examples of usage data include: ProQuest database bundle (15 major sources) saw **69,000** unique searches and downloads of **56,677** full text articles last year. E-books via NetLibrary were accessed 17,500 times.
- Limited Virtual Librarian is available 4-6 hours per week for reference instruction by email.
- Captioned media titles: the Library increased the percentage of closed captioned or subtitled media titles from **30%** in 2009-10 to **55 %** in 2010-11.
- Online Tutoring: since its inception 18 months ago, student participation grew from 34 sessions to 92 sessions, an increase of 170%. The number of students who used online tutoring grew from 12 students to 279 students.

## **Faculty Development**

Distance Learning's growth is supported by significant faculty development, course approval process, content management systems administration, and online learning support. Blackboard Basics (Bb) and Skills and Pedagogy for Online Teaching (SPOT) faculty certification program were offered online and in person. Like students, faculty used both in-person and online learning modes: **33** faculty completed Blackboard Basics Online; **34** faculty completed in-person BB workshops; **12** faculty completed SPOT Online. The number of faculty certified to teach Distance Learning courses is now 195 compared to 135 as of 2010, an increase of **44%**. From 2006-10, 414 faculty completed Blackboard Basics training; that figure is now **453**, reflecting an increase of **9%**.

## **Challenges and Future Developments**

Distance Learning's expected growth at Mt. SAC will require careful planning to preserve the quality of student learning and success against an austere fiscal landscape. Since 2000, the Distance Learning Program has grown 700%; however, personnel resources allocated to support the program has not kept pace. To assure a quality program as it grows exponentially, the College needs to invest more resources to support student readiness for e-learning, student success activities, and continuous faculty development. While the College planned to apply for a successive Title V grant this year, the U.S. Department of Education suspended a grant competition until 2012-13. The College will submit a grant proposal then. Plans to maximize use of existing resources are underway to (1) convene a campus dialogue on the direction for Distance Learning; (2) conduct a student survey on interest in online courses/programs and ways to increase their success; (3) continue efforts in online counseling, online tutoring, and virtual librarian instruction; and (4) develop online readiness activities for students.

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Personnel Transactions

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: Franco, Heather  
 Position: Clerical Specialist New: No  
 Department: Facilities Planning & Management  
 Sal Range/Step: A-69, Step 1 Salary: \$1,576.00/month  
 % of Position: 47.5% # Mos.: 12  
 Effective: 8/25/11

Name: Gardner, Nancy  
 Position: ESL Instructional Support Assistant New: Yes  
 Department: ESL  
 Sal Range/Step: A-45, Step 1 Salary: \$1,241.19/month  
 % of Position: 47.5% # Mos.: 12  
 Effective: 8/25/11

Name: Granillo, Bruno  
 Position: Lead Custodian New: No  
 Department: Custodial Services  
 Sal Range/Step: B-46, Step 1 Salary: \$3,257.14/month  
 % of Position: 100% # Mos.: 12  
 Effective: 8/25/11

Name: Hong, Krystal  
 Position: ESL Instructional Support Assistant New: Yes  
 Department: ESL  
 Sal Range/Step: A-45, Step 1 Salary: \$1,241.19/month  
 % of Position: 47.5% # Mos.: 12  
 Effective: 8/25/11

Name: Miranda, Guillermo  
 Position: Office Assistant New: Yes  
 Department: Financial Aid  
 Sal Range/Step: A-45, Step 2 Salary: \$1,303.25/month  
 % of Position: 47.5% # Mos.: 12  
 Effective: 8/25/11

Prepared by: Human Resources Staff

Reviewed by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #1



**SUBJECT:** Personnel Transactions**DATE:** August 24, 2011**CLASSIFIED EMPLOYMENT****Permanent New Hires** (continued)

**Name:** Nunez, Alma  
**Position:** Office Assistant  
**Department:** Financial Aid  
**Sal Range/Step:** A-45, Step 2  
**% of Position:** 47.5%  
**Effective:** 8/25/11

**New:** Yes  
  
**Salary:** \$1,303.25/month  
**# Mos.:** 12

**Name:** Phillips, Elisa  
**Position:** Computer Facilities Assistant  
**Department:** Information Technology  
**Sal Range/Step:** A-79, Step 1  
**% of Position:** 47.5%  
**Effective:** 8/25/11

**New:** No  
  
**Salary:** \$1,740.89/month  
**# Mos.:** 10

**Name:** Rusich, Tiffany  
**Position:** ESL Instructional Support Assistant  
**Department:** ESL  
**Sal Range/Step:** A-45, Step 1  
**% of Position:** 47.5%  
**Effective:** 8/25/11

**New:** Yes  
  
**Salary:** \$1,241.19/month  
**# Mos.:** 12

**Name:** Smith, Sarah  
**Position:** ESL Instructional Support Assistant  
**Department:** ESL  
**Sal Range/Step:** A-45, Step 1  
**% of Position:** 47.5%  
**Effective:** 8/25/11

**New:** Yes  
  
**Salary:** \$1,241.19/month  
**# Mos.:** 12

**Change in Assignments**

**Name:** Bencomo, Leticia  
**Position:** Secretary  
**Department:** Student Health Services  
**Sal Range/Step:** A-81, Step 6  
**% of Position:** 80%  
**Effective:** 8/25/11  
**Comments:** Increased from 60%

**New:** No  
  
**Salary:** \$3,817.30/month  
**# Mos.:** 12

**SUBJECT:** Personnel Transactions

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**DATE:** August 24, 2011

**CLASSIFIED EMPLOYMENT**

**Change in Assignments** (continued)

Name:	Struck, Naaman	New:	No
Position:	Public Safety Officer		
Department:	Public Safety		
Sal Range/Step:	A-88, Step 2	Salary:	\$4,208.82/month
% of Position:	100%	# Mos.:	12
Effective:	8/25/11		
Comments:	Increased from 47.5%		

**Temporary Assignments**

Name:	Bean, Ronald
From:	Mid-Range Systems Programmer
To:	Senior Systems Programmer
Department:	Information Technology
Effective:	7/1/11
End Date:	6/30/12

Name:	Castillo, Olga
From:	Parking Officer
% of Position:	47.5%
To:	Public Safety Officer
% of Position:	100%
Effective:	9/1/11
End Date:	6/30/12

Name:	Mesa, Florencio
From:	Parking Officer
% of Position:	47.5%
To:	Public Safety Officer
% of Position:	100%
Effective:	9/1/11
End Date:	6/30/12



**SUBJECT:** Personnel Transactions

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**DATE:** August 24, 2011

### **CLASSIFIED EMPLOYMENT**

#### **Personal/Professional Growth Benefits** (continued)

##### **Three Semester/Four Quarter Units or more, Upper Division Work - \$500**

Hernandez, Ditmara  
Martinez, Julia

##### **Master's or Higher - \$1,500**

Banks, Clarence

### **TEMPORARY EMPLOYMENT**

#### **Substitute Employees**

Per employment list (See page 9 of the personnel transactions.)

#### **Hourly Non-Academic Employees**

Per employment list (See pages 9 and 10 of the personnel transactions.)

#### **Professional Experts Employees**

Per employment list (See pages 10 through 13 of the personnel transactions.)

#### **Student Employees**

Per employment list (See pages 13 through 17 of the personnel transactions.)

#### **Part Time Playground Employee**

Per employment list (See page 17 of the personnel transactions.)

New rate and title effective 8/1/11

Playground Assistant                      \$10.00/hour

### **ACADEMIC EMPLOYMENT**

#### **Approval of Payment for Work Experience Instructor/Coordinator – Spring 2011**

Payment for the following faculty members at 0.1 LHE per student enrolled in the Work Experience courses, according to the District Faculty Agreement, Article 10, Workload.

<u>Instructor</u>	<u>Number of Students</u>	<u>Amount</u>
Ito, Billy	12	\$1,450.22



**SUBJECT:** Personnel Transactions

**DATE:** August 24, 2011

**ACADEMIC EMPLOYMENT**

**Salary Advancement for Full-time Faculty Column Crossover 2011-12** (continued)

Coursework and/or degree earned

Name: Sanchez, Lizbet  
 Position: Professor New: No  
 Department: Foreign Languages  
 Sal Range/Step: Column II, Step 10 Salary: \$85,960.00/annual  
 Contract status: Third Contract # Mos.: 10  
 % of Position: 100%  
 Effective: 8/29/11

Name: Shackelford, Stephan  
 Position: Professor New: No  
 Department: Aeronautics, Transportation  
 Sal Range/Step: Column III, Step 10 Salary: \$89,840.00/annual  
 Contract status: Second Contract # Mos.: 10  
 % of Position: 100%  
 Effective: 8/29/11

Name: Williams, Deborah  
 Position: Professor New: No  
 Department: Mathematics, Computer Science  
 Sal Range/Step: Column III, Step 12 Salary: \$96,000.00/annual  
 Contract status: Tenure # Mos.: 10  
 % of Position: 100%  
 Effective: 8/29/11

**Salary Advancement for Part-time Faculty Column Crossover, 2011-12**

Coursework and/or Degree earned

Name: Miho, Yoshiko  
 Position: Professor  
 Department: ESL  
 Salary/Range: Column III, Step 2 Salary: \$52.53/hour  
 Effective: 08/29/11  
 Remarks: Column crossover from Column II

**SUBJECT:** Personnel Transactions**DATE:** August 24, 2011**ACADEMIC EMPLOYMENT****Approval of Stipend**Master's Degree-\$1,500  
Shackelford, Stephan**Faculty Interns**

<u>Faculty Name</u>	<u>Department</u>	<u>Mentor</u>	<u>Semester</u>
Stevenson, James	Communication	Reinhart, Lieselott	Fall 2011 Spring 2012

**Student Interns**

Sanchez, Leticia, Counseling, California State University, Bakersfield, effective 7/5/11-8/14/11 and 8/29/11-12/18/11

**Additional Assignments**

<b>Provider</b>	<b>Area/ Department</b>	<b>Service/ Agreement</b>	<b>Dates</b>	<b>Amount</b>
Gilbertson, Cathy	Continuing Education	Curriculum Development	7/1/11 – 8/31/11	\$40.28/hr.
Rios-Rietveld, Liza	Student Services/ Student Life/LEAD Program	Three presentations for the LEAD program on “Effective Communication Skills” and “Public Speaking”	7/1/11 – 6/30/12	\$44.66/hr. Not to exceed \$225

**MANAGEMENT****Approval of Stipend**Doctorate Degree - \$2,000

Arballo, Madelyn, Director, Adult Basic Education





**SUBJECT:** Personnel Transactions**DATE:** August 24, 2011**TEMPORARY EMPLOYMENT****Hourly Non-Academic Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Edwards, Ann Christin	Study Skills Assistant III	Learning Assistance Ctr.	12.48	10/26/11-12/18/11
Frochen, Stephen	Study Skills Assistant III	Tutorial Services	12.48	08/25/11-06/30/12
Garcia, Jessica	Interpreter Trainee	DSPS	13.00	08/29/11-06/30/12
Goldsmith, Jami	Administrative Aide	Interior Design	12.76	08/25/11-06/30/12
Gomez, Tanya	Study Skills Assistant III	Tutorial Services	12.48	08/29/11-06/30/12
Hardgrow, Jamila	Study Skills Assistant III	Tutorial Services	12.48	08/25/11-02/24/12
Harris, Tamara	Learning Assistant	Learning Assistance Ctr.	13.00	10/26/11-12/18/11
Hasan, Nida	Study Skills Assistant III	Tutorial Services	12.48	08/25/11-06/30/12
Jackson, Linda	Learning Assistant	Learning Assistance Ctr.	13.00	09/12/11-06/30/12
Jimenez, Amy	Administrative Aide	HCRC	12.76	08/29/11-06/30/12
Jow, Kimberly	Study Skills Assistant II	Tutorial Services	11.32	08/25/11-02/24/12
*Llanas, Sandra	Caseworker Aide	CalWORKs	11.88	07/01/11-06/30/12
Lopez, Annalisa	Clerk Typist II	Financial Aid	10.05	07/01/11-10/30/11
Lu, Anthony	Study Skills Assistant III	Tutorial Services	12.48	08/29/11-06/30/12
Maas, Laurie	Clerk Typist I	Continuing Education	9.55	08/29/11-06/30/12
Mages, Jonathan	Study Skills Assistant III	The Writing Center	12.48	08/29/11-02/19/12
Morley, Deborah	Model	Fine Arts	21.00	08/29/11-06/29/12
Nazaroff, Jonathon	Study Skills Assistant II	Tutorial Services	11.32	08/29/11-06/30/12
Nazaroff, Jonathon	Study Skills Assistant III	The Writing Center	12.48	08/24/11-02/27/12
Orona, Anthony	Study Skills Assistant III	The Writing Center	12.48	08/29/11-02/19/12
Otsuka, Sylvia	Interpreter Trainee	DSPS	13.00	08/29/11-06/30/12
Parks, Tim	Model	Fine Arts	21.00	08/29/11-06/29/12
Pennett, Wendy	Study Skills Assistant III	Tutorial Services	12.48	08/29/11-06/30/12
Phoolserm, Diane	Caseworker Aide	CalWORKs	11.88	07/26/11-06/30/12
Quintero, Catalina	Study Skills Assistant I	Tutorial Services	10.27	08/29/11-06/30/12
Pickell, Don	Model	Fine Arts	21.00	08/01/11-06/28/12
Ramey, Anthony	Model	Fine Arts	21.00	08/29/11-06/29/12
Rocha, Lauren	Study Skills Assistant III	The Writing Center	12.48	08/24/11-09/30/11
Ruiz de Fierro, Araceli	Study Skills Assistant III	Tutorial Services	12.48	08/29/11-06/30/12
Spease, Maria	Lab Assistant-HCRC	HCRC	13.27	08/25/11-06/30/12
Taylor, Angela	Lab Assistant-HCRC	HCRC	13.27	08/25/11-06/30/12
Tran, Karen	Study Skills Assistant III	Learning Assistance	12.48	08/29/11-12/12/11
Tromble, Emily	Interpreter Trainee	DSPS	13.00	08/29/11-06/30/12
Valencia, Susana	Secretarial Aide	Adult Basic Education	11.88	08/25/11-12/31/11
Vella, James	Study Skills Assistant III	Tutorial Services	12.48	08/25/11-02/24/12
Wang, Jialun	Study Skills Assistant I	Tutorial Services	10.27	08/25/11-06/30/12
Williams, Brandy	Learning Assistant	Learning Assistance	13.00	09/12/11-06/30/12
Woodcock, Jennifer	Tutor III	The Writing Center	10.50	08/24/11-02/27/12

\*Inadvertently placed on July 25, 2011 board under the Professional Expert heading

**SUBJECT:** Personnel Transactions**DATE:** August 24, 2011**TEMPORARY EMPLOYMENT****Professional Expert Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Acosta, Albert	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Acosta, Anthony	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Alatorre, Frank	Interpreter V	DSPS	45.00	07/06/11-06/30/12
Aldana, Carolina	Event Supervisor II	Technical Services	13.75	07/01/11-08/28/11
Aldecoa, Joseph	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Alonzo, Jason	Lecturer-Fire Technology	Fire Technology	37.26	08/01/11-06/29/12
Armellini, Daniel	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Arriola, Rowel	Athletic Injury Specialist	Physical Education	22.00	07/04/11-06/29/12
Baeza, Veronica	Project/Program Aide	Teacher Prep. Institute	19.76	08/25/11-06/18/12
Bales, Glen	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Biller, Valerie	Event Supervisor II	Technical Services	13.75	07/01/11-06/30/12
Biller, Valerie	Theatrical Rigger II	Technical Services	16.50	07/05/11-06/30/12
Bognacki, David	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Brambila, Frank	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Brambila, Frank	Paramedic Specialist	Medical Services	15.60	07/28/11-06/30/12
Byrne, David	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Cantrell, Jaimie	Video Jib Operator	Technical Services	60.00	07/05/11-06/30/12
Carr, Brian	Interpreter I	DSPS	18.00	07/01/11-06/30/12
Carroll, Brandon	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Cass, Aaron	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Castro, Jorge	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Castro, Sarai	Interpreter I	DSPS	18.00	07/01/11-06/30/12
Cavanaugh, Sean	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Chapman, Lisa	Interpreter III	DSPS	30.00	07/01/11-06/30/12
Choi, Jung-Jin	Tutorial Specialist IV	Tutorial Services	23.22	07/05/11-08/14/11
Cox, Douglas	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Cox, Kioko	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Cutler, Jalane	Interpreter III	DSPS	30.00	07/18/11-06/30/12
Dang, Ezekiel	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Di Donato, Lisa	Project Coordinator	Research & Inst. Effec.	35.00	07/11/11-06/30/12
Diaz, James	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Dorman, Gregory	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Driggers, Joann	Project Manager	Consumer & Design Tech.	55.00	07/01/11-06/30/12
Edney, Dora	Technical Expert II	Technology & Health	45.00	07/12/11-06/30/12
Ellis, Kelly	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Ellis, Kelly	Paramedic Specialist	Medical Services	15.60	07/28/11-06/30/12
Espinoza, Juan	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Ferrer, Gabriel	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Ford, Dover	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Gehr, Scott	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Giffin, Alex	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Goforth, Timothy	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12

**SUBJECT:** Personnel Transactions**DATE:** August 24, 2011**TEMPORARY EMPLOYMENT****Professional Expert Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Guerrero, Jerry	Theatrical Rigger II	Technical Services	16.50	07/05/11-06/30/12
Harris, Ty	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Herrera, Mario	EMS Licensing Examiner II	Medical Services	20.00	07/28/11-06/30/12
Holloway, Jack	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Ippolito, Matthew	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Jackson, Susanne	Interpreter II	Continuing Education	22.00	07/13/11-06/30/12
Jarvis, Christopher	Aquatics Assistant I	Technical Services	10.00	07/07/11-06/30/12
Jeckell, Andrew	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Kelly, Meagan	Interpreter I	DSPS	18.00	07/01/11-06/30/12
Kelly, Stillman	Vision Mixer	Technical Services	50.00	07/05/11-06/30/12
La Russo, Nathan	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Lamarre, Chris	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Landas, Michael	Athletic Injury Specialist	Physical Education	22.00	07/04/11-06/29/12
Lazar, Ryan	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Lazar, Trevor	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Leal, Michael	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Lerma, Francisco	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Li, Jinbai	Tutorial Specialist IV	Tutorial Services	23.22	07/05/11-08/14/11
Linder, Scott	Head Production Audio Engineer	Technical Services	50.00	07/05/11-06/30/12
Littlefield, David	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Martinez, Giovann	EMS Licensing Examiner II	Medical Services	20.00	07/28/11-06/30/12
Martinez, Marlise	Project Coordinator	Adult Basic Education	35.00	07/20/11-06/30/12
Maxwell, Ian	Lecturer-Fire Technology	Physical Education	37.26	08/01/11-06/29/12
McGovern, Terry	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
McLaughlin, Bonny	Project Expert/Specialist	Instruction Office	25.00	06/20/11-06/30/11
Mendoza, Christopher	Event Supervisor II	Technical Services	13.75	07/01/11-08/28/11
Miho, Yoshiko	Project Coordinator	ESL	35.00	07/01/11-06/30/12
Miranda, Anthony	Theatrical Rigger II	Technical Services	16.50	07/05/11-06/30/12
Moden, Lisa	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Morales, Sarah	Interpreter I	DSPS	18.00	07/01/11-06/30/12
Morris, Jabari	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Morris, Jabari	Lecturer-Fire Technology	Physical Education	37.26	08/01/11-06/29/12
Musselman, Robert	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Navarette, Daniel	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Neuharth, Rosie	Model	Fine Arts	21.00	08/29/11-06/29/12
Nichols, Michael	Head Video Utility	Technical Services	50.00	07/05/11-06/30/12
O'Connell, Charles	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Ortiz Zuniga, Jose	FAA Certified Lab Asst.	Aircraft Maintenance	15.00	08/29/11-06/30/12
Padilla, E. Horacio	Interpreter IV	Continuing Education	38.00	07/12/11-06/30/12
Paliwoda, Megan	Aquatics Assistant II	Continuing Education	11.00	07/01/11-08/30/11
Parravicini, Pablo	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Pearson, Julie	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12

**SUBJECT:** Personnel Transactions**DATE:** August 24, 2011**TEMPORARY EMPLOYMENT****Professional Expert Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Perez, Angelica	CDC Assistant	Child Development Ctr.	8.00	07/05/11-08/14/11
Petta, Dominic	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Pimentel, Bryant	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Pollock, Larry	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Probst, Gary	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Rambaud, Bret	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Ramirez, James	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Rieben, Michael	Aquatics Assistant V	Technical Services	14.00	07/07/11-06/30/12
Rodesky, Mac	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Ross, Kyle	Lecturer-Fire Technology	Physical Education	37.26	08/01/11-06/29/12
Seymour, Ronald	Lecturer-Fire Technology	Fire Technology	37.26	08/28/11-06/30/12
Shibuya, Jonathan	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Shih, Tien Hua	Tutorial Services IV	Tutorial Services	23.22	07/05/11-08/14/11
Shull, Gregory	Lecturer-Fire Technology	Fire Technology	37.26	08/28/11-06/30/12
Shumaker, Jeremy	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Smith, Dallas	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Solis, Rafael	Lecturer-Fire Technology	Fire Technology	37.26	08/28/11-06/30/12
Stanley, Michael	Lecturer-Fire Technology	Fire Technology	37.26	08/01/11-06/29/12
Staylor, Daniel	Tutorial Specialist IV	Tutorial Services	23.22	07/05/11-06/30/12
Steen, Allison	CDC Assistant	Child Development Ctr.	8.00	07/06/11-08/14/11
Strickland, John	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Tachasooksaree, Aungkana	Aquatics Assistant II	Continuing Education	11.00	07/11/11-08/30/12
Tawney, James	EMS Licensing Examiner I	Medical Services	15.00	07/28/11-06/30/12
Tay, Sophia	Tutorial Specialist I	The Writing Center	17.00	08/24/11-02/27/12
Temple, Laura	Interpreter IV	Continuing Education	38.00	07/13/11-06/30/12
Todd, Matthew	Aquatics Assistant III	Continuing Education	12.00	07/25/11-08/30/11
Truhill, Justin	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Tsay, Jeffrey	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Vandagriff, Matthew	EMS Licensing Examiner I	Medical Services	15.00	07/28/11-06/30/12
Van Leeuwen, Aaron	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12
Valderrama, Mario	Lecturer-Fire Technology	Physical Education	37.26	08/01/11-06/29/12
Vasquez, Byron	Interpreter I	DSPS	18.00	07/19/11-06/30/12
Velotta, Keith	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Virji, Murtaza	Web Designer Specialist	ESL	16.00	07/01/11-06/30/12
Villa, Alexander	Lecturer-Fire Technology	Fire Technology	37.26	08/29/11-06/30/12
Walters, Nathan	Theatrical Rigger II	Technical Services	16.50	07/05/11-06/30/12
Weeks, Cameron	Lecturer-Fire Technology	Physical Education	37.26	08/01/11-06/29/12
Wong, Martin	Program Supervisor II	Adult Basic Education	16.64	08/01/11-06/30/12
Wright, Jennifer	Interpreter I	DSPS	18.00	08/29/11-09/30/12
Yu, Christopher	EMS Licensing Examiner III	Medical Services	25.00	07/28/11-06/30/12

**SUBJECT:** Personnel Transactions**DATE:** August 24, 2011**TEMPORARY EMPLOYMENT****Student Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aceves, Teresa	Student Assistant V	Agricultural Sciences	12.50	07/01/11-08/28/11
Acosta, Gabriela	Student Assistant III	Agricultural Sciences	10.00	07/17/11-08/28/11
Alvidrez, Erica	Student Assistant V	Agricultural Sciences	12.50	02/25/11-06/30/11
Anaya, Sandra	Student Assistant II	Child Development Ctr.	8.75	08/15/11-02/24/12
Andrews, Allison	Student Assistant I	Agricultural Sciences	8.00	07/01/11-08/28/11
Angulo Garcia, Nancy	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
Arias, Eduardo	Student Assistant II	Technical Services	8.75	07/01/11-08/28/11
Arzunyan, Grigor	Student Assistant II	Public Safety	8.75	07/12/11-08/28/11
Avalos, Yecenia	Student Assistant III	Career & Transfer Svc.	10.00	07/01/11-08/27/11
Bailey, Alan	Student Assistant IV	Perkins-Radio	11.25	07/05/11-08/14/11
Barrios, Norman	Student Assistant III	Bridge Program	10.00	07/01/11-08/13/11
Beck, Weston	Student Assistant II	Tutorial Services	8.75	08/29/11-02/16/12
Bellamy, Breeona	Student Assistant IV	Technical Services	11.25	07/01/11-08/28/11
Bhanderi, Amit	Student Assistant II	Tutorial Services	8.75	07/05/11-08/14/11
Bonilla, Mario	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
Briggs, Charles	Student Assistant V	Tutorial Services	12.50	07/05/11-08/14/11
Brown, Chester	Student Assistant V	Tutorial Services	12.50	07/05/11-08/14/11
Bruce, Katharine	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
Cadiz, Lisbeth	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
Castaneda, Edward	Student Assistant III	Agricultural Sciences	10.00	07/01/11-08/28/11
Catingub, Nolan	Student Assistant V	Technical Services	12.50	07/02/11-08/28/11
Chavez, Lorena	Student Assistant IV	Counseling	11.25	08/01/11-08/26/11
Chung, Sue Zan	Student Assistant II	Admissions & Records	8.75	07/05/11-08/28/11
Cordova, Jennifer	Student Assistant I	Child Development Ctr.	8.00	08/04/11-08/14/11
Cordova, Jennifer	Student Assistant I	Child Development Ctr.	8.00	08/15/11-12/31/11
Correa, Antonio Jr.	Student Assistant III	Perkins-Radio	10.00	07/05/11-08/14/11
Cortez, David	Student Assistant V	Tutorial Services	12.50	07/05/11-08/14/11
Cristi, Christine	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
Cui, Herman	Student Assistant III	Tutorial Services	10.00	07/05/11-08/14/11
Cui, Jian	Student Assistant IV	Tutorial Services	11.25	07/05/11-08/14/11
Davila, Maria	Student Assistant II	Tutorial Services	8.75	07/05/11-08/14/11
Deskin, Shannon	Student Assistant II	Agricultural Sciences	8.75	07/01/11-08/28/11
Divens, Dianne	Student Assistant IV	Business Division	11.25	08/29/11-02/18/12
Dominguez, Gabriela	Student Assistant II	Child Development Ctr.	8.75	08/15/11-02/24/12
Dunn, Michael	Student Assistant V	Agricultural Sciences	12.50	07/01/11-08/28/11
Eccles, Samantha	Student Assistant I	Agricultural Sciences	8.00	07/01/11-08/28/11
Eidsvoog, Melissa	Student Assistant III	Information Technology	10.00	07/18/11-08/12/11
Esquivel, Griselda	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
Fabian, Jessica	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
Flores, Cintia	Student Assistant II	Bridge Program	8.75	07/01/11-08/13/11
Flores, Ruben	Student Assistant V	Agricultural Sciences	12.50	07/01/11-08/28/11
Fotiadis, Joanna	Student Assistant II	Bridge Program	8.75	07/01/11-08/13/11

**SUBJECT:** Personnel Transactions**DATE:** August 24, 2011**TEMPORARY EMPLOYMENT****Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Ganji, Bardia	Student Assistant III	Learning Assistance Ctr.	10.00	07/01/11-08/12/11
Garcia, Henry	Student Assistant III	Bridge Program	10.00	07/01/11-08/13/11
Goddard, Shawn	Student Assistant V	Heating & Air Cond.	12.50	07/01/11-08/26/11
Gonzalez, Amanda	Student Assistant V	Student Health Services	12.50	08/29/11-02/24/12
Gonzalez, Martin	Student Assistant II	Bridge Program	8.75	07/01/11-08/13/11
Gutierrez, Vanessa	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
Guzman, Javier Jr.	Student Assistant II	Tutorial Services	8.75	07/11/11-08/14/11
Guzman, Scarlett	Student Assistant II	Bridge Program	8.75	07/01/11-08/13/11
Hagemann, Norman	Student Assistant III	Agricultural Sciences	10.00	07/01/11-08/28/11
Harris, Shanna	Student Assistant II	Child Development Ctr.	8.75	08/15/11-02/24/12
Hernandez, Ana	Student Assistant II	Counseling	8.75	07/11/11-08/28/11
Hernandez, Guy	Student Assistant III	Agricultural Sciences	10.00	07/01/11-08/28/11
Hernandez, Kimberly	Student Assistant II	Admissions & Records	8.75	07/05/11-08/28/11
Herrera, Rosario	Student Assistant IV	Agricultural Sciences	11.25	07/01/11-08/28/11
Hollenbeck, Geoffrey	Student Assistant I	Agricultural Sciences	8.00	07/15/11-08/28/11
Huerta, Anthony	Student Assistant IV	Agricultural Sciences	11.25	07/01/11-08/28/11
Hyatt, Amber	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
Jasinski, Barbara	Student Assistant II	Technical Services	8.75	07/01/11-08/28/11
Jett, Dakota	Student Assistant II	Tutorial Services	8.75	07/05/11-08/14/11
Johnson, Duane	Student Assistant II	Agricultural Sciences	8.75	07/01/11-08/28/11
Kaminski, Paulo	Student Assistant II	Public Safety	8.75	07/05/11-08/12/11
Karr, Aimee	Student Assistant III	Technical Services	10.00	07/01/11-08/28/11
Landeros, Katherine	Student Assistant II	Child Development Ctr.	8.75	07/01/11-08/24/11
Lee, Christine	Student Assistant III	Tutorial Services	10.00	07/05/11-08/11/11
Lee, Christine	Student Assistant V	Tutorial Services	12.50	07/05/11-08/11/11
Lee, Christopher	Student Assistant III	Technical Services	10.00	07/01/11-07/16/11
Lee, Janella	Student Assistant I	DSPS	8.00	07/07/11-08/12/11
Leyva, Alicia	Student Assistant III	Agricultural Sciences	10.00	07/01/11-08/28/11
Leyva, Alicia	Student Assistant III	Continuing Education	10.00	07/01/11-08/26/11
Lian He, Enny	Student Assistant II	Admissions & Records	8.75	07/05/11-08/28/11
Lira, Alondra	Student Assistant IV	Bridge	11.25	07/01/11-08/26/11
Lising, Justin	Student Assistant II	DSPS	8.75	07/05/11-08/26/11
Liu, Fay	Student Assistant III	Child Development Ctr.	10.00	08/15/11-02/24/12
Liu, Fay	Student Assistant IV	Child Development Ctr.	11.25	08/15/11-02/24/12
Lopez, Jasmin	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
Lopez, Marisol	Student Assistant III	Tutorial Services	10.00	07/05/11-08/11/11
Lopez, Melissa	Student Assistant II	Bridge	8.75	07/01/11-08/26/11
Lopez, Steven	Student Assistant II	Bridge	8.75	07/01/11-08/26/11
Lopez, Steven	Student Assistant II	Technical Services	8.75	07/01/11-08/28/11
Lovich, Juliane	Student Assistant II	Technical Services	8.75	07/01/11-08/28/11
Loya, Ruby	Student Assistant II	Public Safety	8.75	07/05/11-08/12/11
Lu, Anthony	Student Assistant V	Tutorial Services	12.50	07/05/11-08/14/11

**SUBJECT:** Personnel Transactions**DATE:** August 24, 2011**TEMPORARY EMPLOYMENT****Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Magallanes, Angelica	Student Assistant II	Bridge	8.75	07/01/11-08/13/11
Magana, Cynthia	Student Assistant II	Bridge	8.75	07/01/11-08/13/11
Mages, Daniel	Student Assistant III	Event Services	10.00	07/01/11-08/28/11
Mamaril, Adrian	Student Assistant II	Event Services	8.75	07/01/11-08/28/11
Mares, Adriana	Student Assistant II	Bridge	8.75	07/01/11-08/13/11
Martinez, Irene	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
Martinez, Kylie	Student Assistant III	Communications	10.00	08/22/11-12/18/11
Maturino, Natalya	Student Assistant II	Agricultural Sciences	8.75	07/01/11-08/28/11
McGraph, Loriann	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
McMurray, Chris	Student Assistant II	Event Services	8.75	07/01/11-08/28/11
Meraz, Stephen	Student Assistant III	Agricultural Sciences	10.00	07/05/11-08/28/11
Montiel, Ricardo	Student Assistant V	Event Services	12.50	07/01/11-08/28/11
Moore, Casey	Student Assistant I	Agricultural Sciences	8.00	07/01/11-08/28/11
Nandee, Brian	Student Assistant V	Consumer Sci. & Des. Tech.	12.50	07/13/11-08/28/11
Nguyen, Joelle	Student Assistant II	Admissions & Records	8.75	07/05/11-08/28/11
Noland, Patrick	Student Assistant IV	Mathematics	11.25	07/01/11-08/28/11
Noriega, Edward	Student Assistant II	Tutorial Services	8.75	07/05/11-08/14/11
Orantes, Erik	Student Assistant III	Technical Services	10.00	07/01/11-08/28/11
Ortega, Dominic	Student Assistant I	Agricultural Sciences	8.00	07/01/11-08/28/11
Osorio, Pedro	Student Assistant V	Agricultural Sciences	12.50	07/01/11-08/28/11
Palma, Amy	Student Assistant I	Child Development Ctr.	8.00	07/11/11-08/14/11
Palma, Amy	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
Pantoja, Eric	Student Assistant II	Tutorial Services	8.75	07/05/11-08/14/11
Park, Lance	Student Assistant II	Tutorial Services	8.75	07/05/11-08/14/11
Perez, Jesse	Student Assistant I	DSPS	8.00	07/05/11-08/26/11
Perez, Yadira	Student Assistant II	Bridge	8.75	07/01/11-08/13/11
Phillips, Elisa	Student Assistant IV	Animation	11.25	07/05/11-08/14/11
Pozon, Rachel	Student Assistant III	Tutorial Services	10.00	07/05/11-08/11/11
Prise, Dana	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
Puga, Juan Pablo	Student Assistant II	Bridge	8.75	07/01/11-08/13/11
Quintana, Krystal	Student Assistant I	ESL	8.00	07/01/11-08/28/11
Quintero, Daniel	Student Assistant II	Agricultural Sciences	8.75	07/01/11-12/31/11
Ralph, Jeffrey	Student Assistant II	Public Safety	8.75	07/05/11-08/12/11
Ramirez, Geoffrey	Student Assistant V	Tutorial Services	12.50	07/05/11-08/14/11
Redman, Roy	Student Assistant II	DSPS	8.75	07/06/11-08/26/11
Rodriguez, Regina	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
Rogoff, Smanatha	Student Assistant III	Tutorial Services	10.00	07/05/11-08/11/11
Rosado, Jacklyn	Student Assistant IV	Event Services	11.25	07/01/11-08/28/11
Rosales, Crystal	Student Assistant II	Bridge	8.75	07/01/11-08/26/11
Ruiz, Briana	Student Assistant III	Natural Sciences Division	10.00	07/05/11-08/28/11
Ruiz-Estrada, Edna	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
Salgado, Lillian	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12

**SUBJECT:** Personnel Transactions**DATE:** August 24, 2011**TEMPORARY EMPLOYMENT****Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Serrano, Ruby	Student Assistant IV	Business	11.25	08/29/11-02/28/12
Sloan, Warren	Student Assistant II	DSPS	8.75	07/05/11-08/26/11
Srulevitch, Philip	Student Assistant III	Bursar's Office	10.00	08/29/11-09/30/11
Stocker, Michael	Student Assistant I	Agricultural Sciences	8.00	07/01/11-08/28/11
Sumaran, Liliann	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
Tamillo, Blanca	Student Assistant III	Agricultural Sciences	10.00	07/01/11-08/28/11
Tanori, Sandra	Student Assistant II	Admissions & Records	8.75	07/05/11-08/28/11
Taylor, Warran	Student Assistant III	Natural Sciences Division	10.00	07/01/11-08/24/11
Toia, Faleolo	Student Assistant II	Public Safety	8.75	07/05/11-08/12/11
Uraine, Angela	Student Assistant II	Child Development Ctr.	8.75	07/01/11-08/24/11
Torres, Marlin	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
Toscano, Nancy	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
Toscano, Nancy	Student Assistant III	Child Development Ctr.	10.00	08/15/11-02/24/12
Uraine, Angela	Student Assistant II	Child Development Ctr.	8.75	08/15/11-02/24/12
Uribe-Pitts, Andrea	Student Assistant I	Child Development Ctr.	8.00	08/08/11-08/14/11
Uribe-Pitts, Andrea	Student Assistant I	Child Development Ctr.	8.00	08/15/11-12/30/11
Vail, Tyler	Student Assistant I	Event Services	8.00	07/01/11-08/28/11
Valdez, Danny	Student Assistant III	Veterans Services	10.00	07/01/11-08/26/11
Varela, Marisa	Student Assistant I	Child Development Ctr.	8.00	08/15/11-02/24/12
Vasquez, Monique	Student Assistant II	Event Services	8.75	07/01/11-08/28/11
Vasquez, Robert	Student Assistant V	CalWORKs	12.50	07/01/11-08/26/11
Vega, Gilbert	Student Assistant III	Public Safety	10.00	07/05/11-08/12/11
Velasco, Edith	Student Assistant III	Admissions & Records	10.00	07/05/11-08/28/11
Vigneswaran, Thenushiya	Student Assistant II	Bridge Program	8.75	07/01/11-08/13/11
Villa, Gilbert	Student Assistant II	Bridge Program	8.75	07/01/11-08/13/11
Wailase, Salote	Student Assistant II	Admissions & Records	8.75	07/05/11-08/28/11
Weeks, James	Student Assistant III	Agricultural Sciences	10.00	07/01/11-08/28/11
Williams, Amalia	Student Assistant II	Agricultural Sciences	8.75	07/01/11-08/28/11
Winslow, Geoffrey	Student Assistant II	Agricultural Sciences	8.75	07/01/11-08/28/11
Young, Michael	Student Assistant II	Event Services	8.75	07/01/11-08/28/11
Zuniga, Lizbeth	Student Assistant II	Bridge Program	8.75	07/01/11-08/13/11

**Part Time Playground Employee**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Dougherty, Richard	Playground Assistant	Child Development Ctr.	10.00	08/01/11-08/14/11
Dougherty, Richard	Playground Assistant	Child Development Ctr.	10.00	08/15/11-12/31/11



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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Hiring the Equal Employment Opportunity (EEO) Way Training -  
Liebert Cassidy Whitmore

**BACKGROUND**

The hiring process in community colleges is controlled largely by statutory and constitutional law, as well as a set of highly detailed regulatory procedures. In particular, Human Resources personnel who oversee hiring, administrators who collaborate with Human Resources in the hiring process, and screening and selection committees must be familiar with the Title V Equal Employment Opportunity (EEO) requirements.

**ANALYSIS AND FISCAL IMPACT**

Liebert Cassidy Whitmore (LCW) has successfully developed and presented training workshops on all aspects of EEO planning and hiring for numerous public agencies. On August 26, 2011, LCW will present a four-hour workshop on "Hiring the EEO Way." The training will be available to all employees, particularly members of screening/selection committees and those involved with recruitment.

The training will cover the following areas: EEO Plan Requirements, Federal/State Anti-Discrimination Laws, Training for Screening/Selection Committees (Core Values), Diversity in the Hiring Process, The Job Announcement, Committee Formation, Sensitivity to Diversity, and the Interview. This is an interactive session, compliant with Title V requirements.

The cost of the four-hour training will not exceed \$2,000.

**Funding Source**

Restricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Hiring the Equal Employment Opportunity (EEO) Way Training by Liebert Cassidy Whitmore, scheduled for August 26, 2011.

Prepared by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #2

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Contract for Professional Interpreting Services – DEAFinitely  
Professional Interpreting Services

**BACKGROUND**

The District is obligated to timely and thoroughly investigate claims of unlawful discrimination. The investigation of a recent claim received identified several witnesses requiring sign language interpretation. In order to accommodate the witnesses with hearing impairments, it is necessary to contract the expertise of a firm that specializes in professional interpreting services. The contracted agency should operate as an independent third party separate from the District to ensure objectivity and confidentiality. DEAFinitely Professional Interpreting Services is a Sub Division of Goodwill Industries and has the necessary qualification, experience, and abilities to provide such services.

**ANALYSIS AND FISCAL IMPACT**

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

The intent is to use DEAFinitely Professional Interpreting Services on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to provide services consisting of American Sign Language interpreting for the Deaf and Hard of Hearing. The proposed rate of \$62 per hour, plus mileage, is competitive within the professional interpreting services market and is comparable to the District's costs for similar services. The fees may be adjusted, with the District's consent, from July 1, 2011 through June 30, 2012, the term of the agreement. The contract will not exceed \$1,000.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the award of a contract for professional interpreting services with DEAFinitely Professional Services.

Prepared by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #3

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Acceptance of Funds and Approval of Activities: Student Support  
Services Grant

**BACKGROUND**

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

As part of the grant activities, permission is requested to: (a) purchase food for grant-related meetings and events that occur throughout the year; and (b) purchase promotional items for meetings and events that occur throughout the year.

**ANALYSIS AND FISCAL IMPACT**

1. This grant award notification covers the first year of funding (\$220,000) for a projected five-year award. Continued grant funding is contingent upon annual performance reviews. The total grant award is projected to be \$1,100,000.
2. The performance period for this grant is September 1, 2010, through August 31, 2015. The budget period for the second-year grant award is September 1, 2011, through August 31, 2012.
3. The funding agency has approved the expenditure of grant funds to support the following: counseling, classified, and student personnel; employee benefits; travel and professional development for grant personnel; student travel; instructional and non-instructional supplies and materials; food supplies and/or catering; student support (e.g., book vouchers, transfer college/university application fees); and printing/marketing.

Prepared by: Juan Carlos Astorga

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #4

**SUBJECT:** Acceptance of Funds and Approval of Activities: Student Support Services Grant

**DATE:** August 24, 2011

4. As part of the grant activities, project staff will conduct orientations, open houses, a year-end ceremony, and other events. Permission is requested to purchase food and/or catering services for these meetings, not to exceed \$2,000 per event.
5. Activities will be carried out with grant funds. The project will not impact the College budget.

Funding Source

U.S. Department of Education.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the funds and approves the activities as defined above.

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Associated Students 2011 Fall Leadership Conference Contract

**BACKGROUND**

Associated Students is requesting approval of a contract with the UCLA Conference Center in Lake Arrowhead for its annual leadership conference to be held September 23-25, 2011. Associated Students has hosted a Fall Leadership Conference for more than 45 years. Its purpose is to recruit potential student leaders while encouraging leadership involvement in all areas of the Mt. San Antonio College community. The initial deposit was paid out of the 2010-11 Associated Students budget. Approval is needed to pay the balance due (\$12,645) on the 2011 contract.

**ANALYSIS AND FISCAL IMPACT**

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

Total contract fee:	\$22,145
Deposit:	<u>\$ 9,500</u>
Remaining balance:	\$12,645

**Funding Source**

Associated Students budget.

**RECOMMENDATION**

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

Prepared by: Maryann Tolano-Leveque

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #5

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Contract with Ted Tapia Mailing Services, Inc.

**BACKGROUND**

Associated Students (A.S.) is requesting approval of a contract with Ted Tapia Mailing Service Inc. for the purpose of printing 26,000 pieces of mail for the Fall 2011 semester.

The service includes: 1) the printing of the indicia and addresses on envelopes; 2) printing of the Activity Sticker; 3) printing of informational flier regarding the sticker; 4) affixing the stickers to the flier; 5) dies, plate and artwork setup; 6) machine setup; and 7) delivery to the Covina Post Office.

The sticker is sent out to Mt. SAC students who pay the \$11 Student Activities fee. The Activities Sticker is placed on the Mt. SAC student ID card and provides the student with the following services: 1) the Mountie Discount Program; 2) A.S. events and activities; 3) eligibility for various scholarships; and 4) access to purchase discounted movie and amusement park tickets.

**ANALYSIS AND FISCAL IMPACT**

The contract cost with Ted Tapia Mailing Services, Inc. is \$3,092.58.

**Funding Source**

Associated Students.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with Ted Tapia Mailing Services, Inc.

Prepared by: Maryann Tolano-Leveque

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #6

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Activities and Acceptance of Funds: Campus Suicide Prevention Grant

**BACKGROUND**

Mt. San Antonio College received an award notification for a grant titled "Mt. San Antonio College Suicide Prevention Grant," funded by the U.S. Department of Health and Human Services' Substance Abuse and Mental Health Services Administration. The purpose of the grant is to prevent suicide attempts and completions through the enhancement of services for students with mental and behavioral health problems. The project will implement a variety of activities aimed at increasing the number of people in the mental health workforce trained in mental health-related practices/activities, increasing the number of individuals exposed to mental health awareness messages, and increasing the number of individuals who have received training in prevention or mental health promotion. As part of the grant activities, permission is requested to provide advance payment (deposits) to vendors for grant-related activities, to purchase food for grant-related meetings that occur throughout the year (not to exceed \$3,000 per event), and to purchase promotional items for events that occur throughout the year (not to exceed \$2,000 per event).

**ANALYSIS AND FISCAL IMPACT**

This grant award covers Year One funding (\$101,868) for a projected three-year award of \$305,604. Continued funding is contingent upon annual performance reviews. The budget period for Year One is August 1, 2011, through July 31, 2012. The project period is August 1, 2011, through July 31, 2014.

The funding agency has approved the expenditure of grant funds to support non-instructional salaries for project coordination, clerical support, research support, employee benefits, travel, instructional and non-instructional supplies and materials, consultants/contracted services, printing, and indirect costs. The grant requires in-kind cost sharing, which will be satisfied through time and effort from existing full-time College employees, including a mental health clinician, an outreach specialist, and the Director of Student Health Services. The project will not impact the College budget.

**Funding Sources**

U.S. Department of Health and Human Services' Substance Abuse and Mental Health Services Administration.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the grant funds and approves the activities, as defined above.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #7

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Contract with Santa Rosa Junior College: Family & Consumer Sciences  
Discipline/Industry Collaborative Grant

**BACKGROUND**

Mt. San Antonio College currently has a grant titled "Family and Consumer Sciences Discipline/Industry Collaborative," funded by the California Community Colleges Chancellor's Office. The project is designed to improve vocational and technical education statewide by implementing a comprehensive plan integrating the objectives of the Carl D. Perkins Career and Technical Education Act State Plan priorities. As part of the grant activities, permission is requested to enter into contract with Santa Rosa Junior College.

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio College will enter into contract with Santa Rosa Junior College in the amount of \$38,000. The contract will provide funds for the following:

- conducting 20 train-the-trainers sessions;
- convening ten regional meetings and three institutes for professional development activities to review and revise the current Child Development Permit structure;
- convening a planning and assessment meeting to establish outcomes and ensure productivity;
- maintaining current and new resources attained from professional development activities; and
- providing resources for faculty to duplicate training activities for their campuses.

The contract will commence on August 25, 2011, and will terminate on June 30, 2012. Activities will be carried out with grant funds. The project will not impact the College budget.

**Funding Source**

California Community Colleges Chancellor's Office.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with Santa Rosa Junior College.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #8



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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Contract: Promoting STEM Research to College Freshmen and  
Sophomores Grant

**BACKGROUND**

Mt. San Antonio College currently has a grant titled "Promoting STEM Research to College Freshmen and Sophomores," funded by the National Science Foundation. The purpose of the grant is to implement the Southern California Conference for Undergraduate Research (SCCUR), which promotes awareness of faculty-mentored undergraduate research by providing a forum for the presentation and discussion of the best scholarly research and creative work of undergraduates in the region. The College anticipates that 850 secondary and postsecondary students, faculty members, and administrators will participate in the event. As part of the grant activities, permission is requested to enter into contract with The Regents of the University of California, on behalf of its Irvine campus.

**ANALYSIS AND FISCAL IMPACT**

The College will subcontract \$5,000 to The Regents of the University of California, on behalf of its Irvine campus, to perform the following: assist Mt. SAC in the development of the SCCUR 2011 conference website, assist Mt. SAC in the implementation of the SCCUR Application System, provide assistance to the Mt. SAC conference chairs with the functionality of the SCCUR Application System, and provide assistance with the production of the conference abstract book and CD.

The contract commenced on August 2, 2011, and will terminate on December 31, 2011. Activities will be carried out with grant funds and funds from an income account generated by conference registration fees and industry sponsorships. The project will not impact the College budget.

**Funding Sources**

National Science Foundation and Southern California Conference for Undergraduate Research.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the contract with The Regents of the University of California.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #9

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Acceptance of Funds: Career Technical Education Community  
Collaborative Grant

**BACKGROUND**

Mt. San Antonio College received an award notification for an augmentation to an existing sub-grant titled "San Gabriel Valley Career Technical Education (CTE) Community Collaborative," funded by the California Community Colleges Chancellor's Office and passed through Citrus College. The purpose of the collaborative project – which includes Citrus College, Rio Hondo College, and Mt. San Antonio College – is to provide opportunities for career exploration and development for high school and middle school students in Building Automation and Energy Management. The grant includes teacher and faculty externships in business and industry and CTE professional development for community college faculty.

**ANALYSIS AND FISCAL IMPACT**

The amendment augments the current grant by adding \$7,000 to the existing award. Total funding for the grant award is \$67,000.

Grant funds for this award are available from July 1, 2010, through December 31, 2011.

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

**Funding Source**

California Community Colleges Chancellor's Office through Citrus College.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the grant funds.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #10

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Activities and Acceptance of Funds: Talent Expansion in Science and Technology – An Urban Partnership Grant

**BACKGROUND**

Mt. San Antonio College received an amendment for a sub-grant titled “TEST UP: Talent Expansion in Science and Technology – An Urban Partnership,” funded by the National Science Foundation and passed through California State University, Fullerton (CSUF), Auxiliary Services Corporation. The purpose of the collaborative project – including CSUF, Santa Ana College, and Mt. San Antonio College – is to produce additional and better-prepared community college students who transfer to CSUF in the science, technology, engineering, and mathematics disciplines.

As part of the grant activities, permission is requested to purchase food for grant-related meetings that occur throughout the year (not to exceed \$3,000 per event), purchase promotional items for meetings and events that occur throughout the year (not to exceed \$2,000 per event), reimburse non-Mt. SAC employees for travel costs associated with participating in grant-sponsored events, and pay for grant-related student travel and conference costs.

**ANALYSIS AND FISCAL IMPACT**

This grant award covers Year Four funding (\$141,987) for a projected five-year award (\$508,192). Continued grant funding is contingent upon annual performance reviews. Grant funds for Year Four are available from July 1, 2011, through June 30, 2012.

The funding agency has approved the expenditure of grant funds to support instructional salaries for project coordination and implementation of grant activities; non-instructional salaries for student workers, lab technicians, and other support personnel; employee benefits; instructional and non-instructional supplies and materials; participant support costs; travel and professional development; and indirect costs. Activities will be carried out with grant funds. The project will not impact the College budget.

**Funding Source**

National Science Foundation through California State University, Fullerton, Auxiliary Services Corporation.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the grant funds and approves the activities, as defined above.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #11

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Activities: Title V – Developing Hispanic-Serving Institutions Grant

**BACKGROUND**

Mt. San Antonio College currently has a Title V – Developing Hispanic-Serving Institutions grant titled “Addressing Acute Student Needs at Mt. San Antonio College,” funded by the U.S. Department of Education. The overarching purpose of the grant is to improve student success through increased support of writing and critical literacy, learning communities, and expanded student services. The grant focuses on five integrated components critical to improving the success of Hispanic and other at-risk populations as they move through Mt. SAC’s educational pipeline: improve writing skills and success in developmental and gateway courses, improve critical literacy skills and success in developmental and gateway courses, expand learning communities in developmental English and reading, improve student services access and intensity, and develop and use Web integration and student tracking capabilities.

**ANALYSIS AND FISCAL IMPACT**

The Title V Grant Team requests approval for costs associated with implementation of grant objectives on student success, including annual renewal of software licenses for SARS-GRID, SARS-CALL, SARS-TRAK, and SARS-CONNECT. All of these tools provide student tracking for critically needed services in counseling and student academic support in Counseling, Disabled Students Programs and Services, Extended Opportunities Programs and Services, and Learning Assistance Center. The Title V Grant Team also requests approval for the OmniUpdate license renewal, a web-based content management tool that supports providing current information on College department websites to students, faculty, and staff. To further develop college staff’s proficiency with this tool, the Title V Grant Team and Information Technology request approval for the in-service training provided by the OmniUpdate technical support team.

Activities will be supported with Title V grant funds in the amount of \$6,490 in licenses for SARS tools and \$18,500 for OmniUpdate, as well as the Information Technology General Fund in the amount of \$6,000 for OmniUpdate on-site in-service training.

**Funding Sources**

U.S. Department of Education and Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the activities, as defined above.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #12

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Contract: Center of Excellence CTE Hub and Hilltop Creative Group

**BACKGROUND**

The Center of Excellence’s Career and Technical Education (CTE) Hub is funded by SB 70. The CTE Hub creates career counseling tools and career exploration tools for students and counselors, based on the research findings of the four Centers of Excellence in California.

These tools are posted on Path2Careers.net, CTE Hub’s website. The site is increasingly accessed by mobile devices (i.e., smart phone and tablets). To facilitate the correct viewing of the tools on mobile devices, a mobile version of the website needs to be created.

**ANALYSIS AND FISCAL IMPACT**

The Center of Excellence’s CTE Hub will contract with Hilltop Creative Group for services not to exceed \$12,000. Services will include the creation of a Content Management System (CMS) for the existing website, the development of a mobile website that can be accessed by any mobile device, and hosting and maintenance of the mobile site until June 30, 2012. The term of this agreement is August 25, 2011, to June 30, 2012. The project will not impact the College budget.

**Funding Source**

Center of Excellence’s CTE Hub.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract for the Center of Excellence’s CTE Hub with Hilltop Creative Group.

Prepared by: Joumana McGowan/Audrey Reille

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #13

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Activities and Acceptance of Funds: Basic Skills Grant

**BACKGROUND**

Mt. San Antonio College has submitted a local plan for acceptance of funds through the Basic Skills Grant to the California Community College Chancellor's Office. This grant funds activities that support development of the basic skills programs and services in alignment with identified categories associated with the statewide Basic Skills Initiative.

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio College has completed a self-assessment of its programs and activities serving ESL/basic skills students. The College utilized the assessment tool developed for the Chancellor's Office Basic Skills Initiative and will submit an action and expenditure plan for funds received to the Chancellor's Office.

Additional activities include:

- Providing professional development for faculty, counselors, classified staff, administrators, and students which, at times, necessitates food, beverages, and facilities rental; and
- Community outreach with local industry and business, as well as area school districts and consortium partners, which may necessitate food and beverages, promotional items, advertising, and marketing endeavors.

Expenditures for food, beverages, promotional, and marketing endeavors are not to exceed \$35,000 for academic year 2011-12.

**Funding Source**

California Community Colleges Chancellor's Office, Basic Skills grant.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the Basic Skills grant funds and approves the activities, as presented.

Prepared by: Terri S. Long

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #14

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Participation of Men's Water Polo Team in a Tournament at the Naval Academy in Maryland

**BACKGROUND**

The Mt. SAC Men's Water Polo team has been invited to participate in a tournament at the Naval Academy in Annapolis, MD. The dates of the trip are September 2-5, 2011. This trip will provide an opportunity for our student athletes to be seen by other university coaches in the only other part of the country where Water Polo is played competitively; on the east coast. The visit will also serve as a learning and bonding experience for teammates and coaches. Head Coach and Aquatics Coordinator Marc Ruh will accompany the team.

**ANALYSIS AND FISCAL IMPACT**

All costs will be covered through fund-raising activities. There is no cost to the District

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves travel for the Men's Water Polo team to Annapolis, MD, for participation in the Naval Academy Tournament.

Prepared by: Joseph E. Jennum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #15

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Additions and Changes to the Community Services Fee-Based Program

**BACKGROUND**

The Continuing Education Division presents a wide variety of programs and courses each semester. Additions and changes to the Community Services program are listed below.

**ANALYSIS AND FISCAL IMPACT**

**Community Services Program – New Classes/Programs:**

<i>Course Title/Program</i>	<i>Presenter</i>	<i>Remuneration</i>		<i>Fee</i>
		<i>40%</i>	<i>Other</i>	
Conditioning for Sports (Summer) Football	Rodriguez, Lenny PE Trust	X	No Pay	\$26
Women's Soccer	Bowen, Melinda PE Trust	X	No Pay	\$26
Men's and Women's Cross Country	Todd, Doug Goff, Mike PE Trust	X	No Pay No Pay	\$26
Conditioning for Sports (Fall)	Various PE Trust	X	No Pay	\$36
Medical Terminology	Jobal Enterprise (Villanueva, Bal)	X		\$183
Athletic Equipment Manager	Aneiro, Pete	X		\$127
Renew Your Notary Commission	Notary Public Seminars, Inc. (Christensen, Carrie)	X		\$52
Project Management Basics Modules 1-6	Fong, Chi Kwan	X		\$125
Modules 7-12				\$125
Bookkeeping Certificate Program	Grabowski, Jean		50%	\$694
Cabinetmaking/Woodworking	Cogger, Charles		50%	\$102

**Funding Source**

All instructors/presenters are paid based on student registration fees or grant funds.

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #16



**SUBJECT:** Additions and Changes to the Community Services Fee-Based Program

**DATE:** August 24, 2011

**Community Services Changes:**

From:	To:
Water Distribution Exam Review Fee: <u>\$100</u> Material Fee: <u>0</u>	Same <u>\$49</u> <u>\$15</u>
WATR 60 Material Fee: <u>0</u>	Same <u>\$5</u>
WATR 61 Material Fee: <u>0</u>	Same <u>\$20</u>
WATR 62 Material Fee: <u>0</u>	Same <u>\$10</u>
WATR 64 Material Fee: <u>0</u>	Same <u>\$20</u>
T1-T2 Water Treatment Operator Material Fee: <u>0</u>	Same <u>\$15</u>

Funding Source

Not applicable.

**RECOMMENDATION**

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

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Additions and Changes to the Continuing Education Adult Program

**BACKGROUND**

The Continuing Education Division presents a wide variety of programs and courses each semester. An addition and a change to the Adult Education program are listed below.

**ANALYSIS AND FISCAL IMPACT**

Adult Education New Class:

<i>Course Title/Program</i>	<i>Presenter</i>	<i>Amount</i>
Adult Basic Education LA Works – Basic Skills Lab	DeVries, Judy (substitute instructor)	\$45/hour as needed

**Funding Source**

LA Works contract through the Workforce Investment Act.

Adult Education Class Change:

<i>From:</i>	<i>To:</i>
Summer High School Program Alhambra High School Coordinator – <u>Nguyen, Phuong</u>	Same Same <u>Takeshita, Chris</u>

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the addition and ratifies the change, as presented.

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #17

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

**DATE:** August 24, 2011

**CONSENT**

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

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

Pursuant to the California Code of Regulations, Title 5, Sections 58307 and 58308, transfers of funds from the reserve for contingencies 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 reserve for contingencies 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 ending 06/30/11**

8555	From:	71010-521510-511000-696000 Consultants-AS Campus Activities	\$	52
	To:	71070-521690-451000-696000 Supplies-AS Student Leadership Awards		52
		To provide funds for the purchase of supplies.		
8581	From:	17561-504200-391000-646000 Retiree Benefits-BFAP		141
	To:	17561-504200-521000-646000 Travel and Conferences-BFAP		43
		17561-504200-589200-646000 Services for Catering/Prom Items-BFAP		98
		To reallocate funds for the 2010-11 BFAP categorical program.		
8599	From:	17160-380210-589000-701000 Other Services-Teacher Preparation Pipeline		182
	To:	17160-380210-232000-701000 Professional Expert Salaries-Teacher Prep Pipeline		136
		17160-380210-335000-701000 Medicare-Teacher Preparation Pipeline		25
		17160-380210-471000-701000 Food Supplies-Teacher Preparation Pipeline		21
		To reallocate funds for the Teacher Preparation Pipeline grant.		

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #18

**SUBJECT:** Appropriation Transfers and Budget Revisions Summary**DATE:** August 24, 2011

8600	From:	17635-380370-521000-490000	Travel/Conference-CTE Community Collaborative	\$	4,000
		17635-380370-641200-490000	New Equip-\$200-999-CTE Community Collaborative		719
	To:	17635-380370-141000-490000	Hrly Noninstr Salaries-CTE Community Collaborative		4,000
		17635-380370-311000-490000	STRS-CTE Community Collaborative Project		330
		17635-380370-331000-490000	OASDI-CTE Community Collaborative Project		248
		17635-380370-335000-490000	Medicare-CTE Community Collaborative Project		59
		17635-380370-351000-490000	SUI-CTE Community Collaborative Project		29
		17635-380370-361000-490000	W/C-CTE Community Collaborative Project		53
		To provide funds for faculty externships.			
8686	From:	11000-301010-431000-190100	Instr Supplies/Materials-Natural Sciences Division		993
		11000-301010-521000-000000	Travel and Conferences-Natural Sciences Division		460
	To:	11000-301010-521000-190100	Travel and Conferences-Natural Sciences Division		1,453
		To provide funds to attend the National Science Foundation 2011 conference for the Science, Technology, Engineering, and Mathematics Talent Expansion Program (STEP).			
8720	From:	17118-504300-236000-646000	Overtime, Noninstructional-Aid Success Project		2,476
	To:	17118-504300-321000-646000	PERS-Aid Success Project		1,264
		17118-504300-371000-646000	CIL -Aid Success Project		1,212
		To provide funds for employer-paid benefits.			
8731	From:	17561-504200-371000-646000	CIL -BFAP		1,910
	To:	17561-504200-215100-646000	Classified Admin Vacation Payoff-BFAP		1,910
		To provide funds for vacation payoff.			
8746	From:	17531-514000-431000-701000	Instr Supplies/Materials-Upward Bound		5,288
		17531-514000-451000-701000	Supplies-Upward Bound		2,014
		17531-514000-562000-701000	Facility Rental and Leases-Upward Bound		919
		17531-514000-589000-701000	Other Services-Upward Bound		3,600
		17531-514000-589200-701000	Services for Catering/Prom Items-Upward Bound		1,556
		17531-514000-755000-732000	Grants, Other-Upward Bound		1,000
	To:	17531-514000-232000-701000	Professional Expert Salaries-Upward Bound		14,377
		To provide funds for professional expert salaries for the development of the Saturday academy curriculum and to coordinate tutoring.			
8761	From:	17591-523400-451000-701000	Supplies-CalWORKS		646
	To:	17591-523400-217300-701000	Classified Sal-Professional Growth-CalWORKS		500
		17591-523400-321000-701000	PERS-CalWORKS		54
		17591-523400-331000-701000	OASDI-CalWORKS		31
		17591-523400-335000-701000	Medicare-CalWORKS		7
		17591-523400-351000-701000	SUI-CalWORKS		3

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		17591-523400-361000-701000 W/C-CalWORKS	\$ 7
		17591-523400-391000-701000 Retiree Benefits-CalWORKS	4
		17591-523400-591000-701000 Indirect Costs-CalWORKS	40
		To reallocate funds for the L.A. County Department of Social Services/CalWorks program.	
8780	From:	17090-380290-335000-490000 Medicare-Career Advancement Academy	170
		17090-380290-381000-490000 Alt Retirement Plan-Career Advancement Academy	306
		17090-380290-431000-490000 Instr Supplies/Materials-Career Advancement Academy	395
		17090-380290-451000-490000 Supplies-Career Advancement Academy	97
		17090-380290-522000-490000 Mileage-Career Advancement Academy	19
		17090-380290-583000-490000 Advertisement, Nonlegal-Career Advance Academy	2
		17090-380290-589200-490000 Svs Catering/Prom Items-Career Advance Academy	123
	To:	17090-380290-232000-490000 Professional Expert Sal-Career Advance Academy	1,112
		To provide funds for the Career Advancement Academy project manager's salaries.	
8783	From:	17317-380190-321000-701000 PERS-Addressing Acute Student Needs	468
	To:	17317-380190-143000-701000 Hrly Noninstr Sal-Counselors-Address Acute Std Needs	427
		17317-380190-561000-701000 Contracted Services-Addressing Acute Student Needs	41
		To reallocate funds for the Title V, Year 4 grant.	
8794	From:	11000-990000-792000-000000 Unallocated Contingency-Unrestricted General Fund	324,083
	To:	11906-000000-121100-000000 Educational Admin-Vacation	61,874
		11906-000000-211100-000000 Classified Vacation Payoff-Unit A	131,738
		11906-000000-212100-000000 Classified Vacation Payoff -Unit B	5,690
		11906-000000-213100-000000 Confidential Vacation Payoff	17,496
		11906-000000-215100-000000 Classified Admin Vacation Payoff	71,583
		11906-000000-221100-000000 Instr Aide, Dir Instr Vac Payoff-UA	11,092
		11906-000000-251100-000000 Instr Aide, Other Vac Payoff-UA	237
		11906-000000-300000-000000 Employer-paid benefits	24,373
		To provide funds for salaries and employer-paid benefits due to the 2010-11 retirement incentive vacation payoff.	
8795	From:	11000-990000-792000-000000 Unallocated Contingency-Unrestricted General Fund	1,261,801
	To:	11905-000000-117600-000000 Instr Salaries-Retirement Incentive	275,000
		11905-000000-121600-000000 Educ Admin-Retirement Incentive	50,000
		11905-000000-127600-000000 Noninstr Sal-Retirement Incentive	25,000
		11905-000000-211600-000000 Classified Sal Unit A-Ret Incentive	575,000
		11905-000000-212600-000000 Classified Sal Unit B-Ret Incentive	71,739
		11905-000000-213600-000000 Confidential-Retirement Incentive	25,000
		11905-000000-215600-000000 Classified Admin-Ret Incentive	75,000
		11905-000000-221600-000000 Instr Aide, Dir UA-Ret Incentive	50,000

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		11905-000000-251600-000000 Instr Aide Other-Ret Incentive	\$ 25,000
		11905-000000-300000-000000 Employer-paid benefits	90,062
		To provide funds for the 2010-11 retirement incentive stipends and employer-paid benefits.	
8800	From:	17633-380380-141000-701000 Hrly Noninstr Salaries-TEST UP	1,968
		17633-380380-335000-701000 Medicare-TEST UP	298
		17633-380380-391000-701000 Retiree Benefits-TEST UP	214
	To:	17633-380380-231000-701000 Short-Term, Nonacad Salaries-TEST UP	1,090
		17633-380380-241000-701000 Hrly Instr Aide Sal-Dir Instr-TEST UP	864
		17633-380380-591000-701000 Indirect Costs-TEST UP	526
		To reallocate funds for the Talent Expansion in Science and Technology (TEST UP) grant.	
8842	From:	11000-522200-451000-642000 Supplies-DSPS-Tram Service	10
	To:	11000-522100-241000-490000 Hrly Instr Aide Sal-Dir Instr-DSPS-DHH Services	10
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8843	From:	11000-352500-641300-095300 New Equip-\$1,000-4,999-Architect/Eng Design Tech	405
		11000-353000-641600-093400 New Equip IT-\$1,000-4,999-Electronics/Computer Tech	417
	To:	11000-352500-233000-095300 Short-Term,Nonacad Sal Sub-Architect/Eng Design	822
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8844	From:	11000-372020-561000-100400 Contracted Services-Music-Instrumental	326
	To:	11000-372020-232000-100400 Professional Expert Salaries-Music-Instrumental	247
		11000-372020-641300-100400 New Equip-\$1,000-4,999-Music-Instrumental	79
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8846	From:	11000-614000-451000-672000 Supplies-Bursar's Office	4,255
	To:	11000-614000-231000-672000 Short-Term, Nonacad Salaries-Bursar's Office	4,255
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8847	From:	11000-900820-561000-645000 Contracted Services-Commencement-Event Services	3,434
		11000-900820-589000-645000 Other Services-Commencement-Event Services	352
	To:	11000-900820-232000-645000 Professional Expert Sal-Commencement-Event Svcs	3,786
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8848	From:	11000-900710-451400-645000 Supplies-Commence-Commence/Admissions&Record	1,070
	To:	11000-900710-232000-645000 Prof Expert Sal-Commencement/Admissions&Records	92
		11000-900710-236000-645000 Overtime, Noninstr-Commence/Admissions & Records	741
		11000-900710-236500-645000 Overtime, Supervisors-Commence/Admission&Record	237
		Fiscal Services year-end process to reallocate funds to cover negative balances.	

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8849	From:	11000-380000-561000-679000 Contracted Services-Grants Office	\$	838
	To:	11000-380000-232000-679000 Professional Expert Salaries-Grants Office		838
		Fiscal Services year-end process to reallocate funds to cover negative balances.		
8850	From:	11000-510000-431000-631000 Instr Supplies/Materials-Counseling and Guidance		197
	To:	11000-510000-233000-631000 Short-Term, Nonacad Sal Sub-Counseling/Guidance		197
		Fiscal Services year-end process to reallocate funds to cover negative balances.		
8851	From:	11000-521000-451000-645000 Supplies-Student Life		46
	To:	11000-521000-236000-645000 Overtime, Noninstructional-Student Life		46
		Fiscal Services year-end process to reallocate funds to cover negative balances.		
8852	From:	11000-522200-451000-642000 Supplies-DSPS-Tram Service		55
	To:	11000-522200-236000-642000 Overtime, Noninstructional-DSPS-Tram Service		55
		Fiscal Services year-end process to reallocate funds to cover negative balances.		
8853	From:	11000-600000-451000-660000 Supplies-VP Administrative Services		358
	To:	11000-600000-236000-660000 Overtime, Noninstructional-VP Administrative Services		358
		Fiscal Services year-end process to reallocate funds to cover negative balances.		
8854	From:	11000-641000-562000-677000 Facility Rental and Leases-Mail Services		1,723
	To:	11000-641000-231000-677000 Short-Term, Nonacad Salaries-Mail Services		1,367
		11000-641000-451000-677000 Supplies-Mail Services		344
		11000-641000-641200-677000 New Equip-\$200-999-Mail Services		12
		Fiscal Services year-end process to reallocate funds to cover negative balances.		
8855	From:	11000-661000-584000-678000 Computer/Technlgy Related Serv-Info Technology		1,744
	To:	11000-662000-236000-615000 Overtime, Noninstructional-Academic Technology		1,744
		Fiscal Services year-end process to reallocate funds to cover negative balances.		
8856	From:	11000-663000-451000-677000 Supplies-Printing Services		55
	To:	11000-663000-236000-677000 Overtime, Noninstructional-Printing Services		55
		Fiscal Services year-end process to reallocate funds to cover negative balances.		
8857	From:	11000-373000-431000-100700 Instr Supplies/Materials-Theater		1,382
		11000-374000-563000-614000 Equipment Rental and Leases-Art Gallery		1,016
	To:	11000-374000-231000-614000 Short-Term, Nonacad Salaries-Art Gallery		2,398
		Fiscal Services year-end process to reallocate funds to cover negative balances.		
8858	From:	11000-371000-451000-100100 Supplies-Fine Arts		396
		11000-371000-564000-100100 Repairs-Fine Arts		18

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		11000-371000-641200-100100 New Equip-\$200-999-Fine Arts	\$ 1,573
		11000-371010-451000-101300 Supplies-Commercial Art	1,774
	To:	11000-371000-241000-100100 Hrly Instr Aide Sal-Dir Instr-Fine Arts	3,761
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8859	From:	11000-357020-241000-129900 Hrly Instr Aide Sal-Dir Instr-Service Learning	331
		11000-357020-521000-129900 Travel and Conferences-Service Learning	117
		11000-357020-561000-129900 Contracted Services-Service Learning	594
		11000-357020-641200-129900 New Equip-\$200-999-Service Learning	23
		11000-357030-241000-125100 Hrly Instr Aide Sal-Dir Instr-Paramedic	2,669
	To:	11000-357010-261000-125000 Hrly Instr Aide Sal-Other-Emergency Medical Tech	3,734
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8860	From:	11000-150000-589000-671000 Other Services-Foundation	1,387
	To:	11000-150000-236000-671000 Overtime, Noninstructional-Foundation	1,387
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8861	From:	11000-200000-451000-673000 Supplies-VP Human Resources	41
	To:	11000-200000-236000-673000 Overtime, Noninstructional-VP Human Resources	41
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8862	From:	11000-960400-451000-677000 Supplies-Warehouse-Stores	87
	To:	11000-960400-589000-677000 Other Services-Warehouse-Stores	87
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8863	From:	11000-900350-521000-679000 Travel and Conferences-CSEA-Unit A Staff Develop.	14
	To:	11000-900350-644200-679000 Software-\$200-999-CSEA-Unit A Staff Development	14
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8864	From:	11000-900650-641300-499900 New Equip-\$1,000-4,999-New Faculty Computer/Equip	146
	To:	11000-900650-451000-499900 Supplies-New Faculty Computers and Equipment	146
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8865	From:	11000-379000-584000-660000 Computer/Tech Related Srv-Rsrch/Inst Effectiveness	4
	To:	11000-379000-451000-660000 Supplies-Research and Instit Effectiveness	4
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8866	From:	11000-345500-641500-080900 New Equip IT-\$200-999-Sign Language, Interpreting	103
	To:	11000-345500-451000-080900 Supplies-Sign Language, Interpreting	103
		Fiscal Services year-end process to reallocate funds to cover negative balances.	



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8884	From:	11000-422030-232000-493062 Professional Expert Salaries-AE BS-Walnut USD	\$ 3,233
	To:	11000-960000-335000-000000 Medicare-Health and Welfare	728
		11000-960000-351000-000000 SUI-Health and Welfare	388
		11000-960000-361000-000000 W/C-Health and Welfare	654
		11000-960000-381000-000000 Alternative Retirement Plan-Health and Welfare	1,463
		To provide funds for employer-paid benefits to support the Physical Education credit program at the Wellness center.	
8887	From:	11000-621300-451000-651000 Supplies-Maintenance-Locksmith	488
	To:	11000-621300-236000-651000 Overtime, Noninstructional-Maintenance-Locksmith	488
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8888	From:	11000-621400-451000-651000 Supplies-Maintenance-Painting	898
	To:	11000-621400-236000-651000 Overtime, Noninstructional-Maintenance-Painting	898
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8889	From:	11000-621600-451000-651000 Supplies-Maintenance-Skilled Craft	28
	To:	11000-621600-236000-651000 Overtime, Noninstructional-Maintenance-Skilled Craft	28
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8890	From:	11000-622000-451000-655000 Supplies-Grounds	1,290
	To:	11000-622000-236000-655000 Overtime, Noninstructional-Grounds	1,290
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8891	From:	11000-623000-451000-651000 Supplies-Transportation	161
	To:	11000-623000-236000-649000 Overtime, Noninstructional-Transportation	81
		11000-623000-236000-651000 Overtime, Noninstructional-Transportation	80
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8892	From:	11000-624000-564500-677000 Maintenance Agreements-Warehouse	344
	To:	11000-624000-236000-677000 Overtime, Noninstructional-Warehouse	344
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8893	From:	11000-621600-451000-651000 Supplies-Maintenance-Skilled Craft	1,425
	To:	11000-621800-236000-651000 Overtime, Noninstructional-Maintenance-Electrical	1,425
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8894	From:	11000-621500-451000-651000 Supplies-Maintenance-Plumbing	1,410
		11000-621600-451000-651000 Supplies-Maintenance-Skilled Craft	132
	To:	11000-621500-236000-651000 Overtime, Noninstructional-Maintenance-Plumbing	1,542
		Fiscal Services year-end process to reallocate funds to cover negative balances.	

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8902	From:	11000-661000-584000-678000 Computer/Technlgy Related Serv-Information Tech	\$ 15,927
	To:	11000-661000-232000-678000 Professional Expert Salaries-Information Technology	3,188
		11000-661000-232100-678000 Professional Expert-Mentor Trainer-Information Tech	2,090
		11000-661000-236000-677000 Overtime, Noninstructional-Information Technology	1,125
		11000-661000-236000-678000 Overtime, Noninstructional-Information Technology	9,524
		To provide funds for salaries and overtime for work on the IT disaster recovery plan.	
8904	From:	11000-623000-561000-649000 Contracted Services-Transportation	7,879
		11000-625000-451000-653000 Supplies-Custodial	838
		11000-625000-522000-653000 Mileage-Custodial	79
		11000-625000-564000-653000 Repairs-Custodial	623
		11000-625000-641300-653000 New Equip-\$1,000-4,999-Custodial	1,913
	To:	11000-625000-233000-653000 Short-Term, Nonacad Sal Sub-Custodial	11,332
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8905	From:	11000-351500-242000-095000 Prof Expert Sal Instr-Aircraft/Manufacturing Tech	1,313
	To:	11000-351510-141000-095000 Hrly Noninstr Salaries-Aircraft Maintenance	1,176
		11000-960000-311000-000000 STRS-Health and Welfare	97
		11000-960000-335000-000000 Medicare-Health and Welfare	16
		11000-960000-351000-000000 SU-Health and Welfare	8
		11000-960000-361000-000000 W/C-Health and Welfare	16
		To provide funds for hourly noninstructional salaries and employer-paid benefits for the FAA certification testing.	
8910	From:	11000-672000-564000-613000 Repairs-Broadcast and Presentation Svcs	4,636
	To:	11000-672000-231000-613000 Short-Term, Nonacad Sal-Broadcast/Presentation Svcs	134
		11000-672000-232000-613000 Professional Expert Sal-Broadcast/Presentation Svcs	1,687
		11000-672000-236500-613000 Overtime, Supervisors-Broadcast/Presentation Svcs	2,815
		To provide funds for hourly noninstructional salaries to support District events such as the commencement ceremony.	
8911	From:	11000-670000-451000-683000 Supplies-Event Services	2,464
		11000-670000-521000-683000 Travel and Conferences-Event Services	819
		11000-670000-563000-683000 Equipment Rental and Leases-Event Services	3,172
		11000-672000-564000-613000 Repairs-Broadcast and Presentation Svcs	2,040
		11000-670000-564000-683000 Repairs-Event Services	1,740
		11000-670000-584000-683000 Computer/Technlgy Related Serv-Event Services	1,993
		11000-670000-641200-683000 New Equip-\$200-999-Event Services	961
		11000-670000-641600-683000 New Equip IT-\$1,000-4,999-Event Services	32
	To:	11000-670000-231000-683000 Short-Term, Nonacad Salaries-Event Services	3,402
		11000-670000-232000-683000 Professional Expert Salaries-Event Services	9,661

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		11000-670000-236000-683000 Overtime, Noninstructional-Event Services	\$ 158
		To provide funds for hourly noninstructional salaries to support District events.	
8912	From:	13902-661000-231000-678000 Short-Term, Nonacad Salaries-Information Technology	12
	To:	13902-661000-381000-678000 Alternative Retirement Plan-Information Technology	12
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8913	From:	13902-200000-231000-673000 Short-Term, Nonacad Salaries-VP Human Resources	536
	To:	13902-200000-335000-673000 Medicare-VP Human Resources	122
		13902-200000-351000-673000 SUI-VP Human Resources	59
		13902-200000-361000-673000 W/C-VP Human Resources	109
		13902-200000-381000-673000 Alternative Retirement Plan-VP Human Resources	246
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8922	From:	13674-674000-451000-683000 Supplies-Campus Facility Rentals	7,200
		13674-674000-556000-683000 Waste Disposal-Campus Facility Rentals	510
		13674-674000-561000-683000 Contracted Services-Campus Facility Rentals	11,156
		13674-674000-563000-683000 Equipment Rental and Leases-Campus Facility Rentals	497
	To:	13674-674000-236000-683000 Overtime, Noninstructional-Campus Facility Rentals	6,527
		13674-674000-331000-683000 OASDI-Campus Facility Rentals	146
		13674-674000-731000-731000 Interfund Transfers-Out-Campus Facility Rentals	12,690
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8925	From:	17421-410500-142000-493080 Hrly Noninstr Sal-Hrly Noninstr-AE-ESL	2,782
		17421-420000-142000-493000 Hrly Noninstr Sal-Noncredit Adult Educ-Basic Skills	1,192
		17421-410500-521000-493080 Travel and Conferences-AE-ESL	161
		17421-410500-641500-493080 New Equip IT-\$200-999-AE-ESL	438
		17421-410500-641600-493080 New Equip IT-\$1,000-4,999-AE-ESL	3,403
		17421-410505-521000-493080 Travel/Conferences-AE-ESL, EL Civics Section 231	2,688
		17421-410505-641600-493080 New Equip IT-\$1,000-4,999-AE-ESL, EL Civic Sec 231	1
		17421-410505-644200-493080 Software-\$200-999-AE-ESL, EL Civics Section 231	1
		17421-420100-451000-493000 Supplies-AS BS-ASE, GED Section 231	639
		17421-420100-641200-493000 New Equip-\$200-999-AS BS-ASE, GED Section 231	33
		17421-420100-641600-493000 New Equip IT-\$1,000-4,999-AS BS-ASE, GED Sec 231	11
	To:	17421-410500-232000-493080 Professional Expert Salaries-AE-ESL	6,531
		17421-410500-335000-493080 Medicare-AE-ESL	195
		17421-410500-351000-493080 SUI-AE-ESL	456
		17421-410500-361000-493080 W/C-AE-ESL	567
		17421-410500-381000-493080 Alternative Retirement Plan-AE-ESL	76
		17421-410505-335000-493080 Medicare-AE-ESL, EL Civics Section 231	913
		17421-410505-351000-493080 SUI-AE-ESL, EL Civics Section 231	447

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	17421-410505-361000-493080 W/C-AE-ESL, EL Civics Section 231	\$ 896
	17421-410505-371000-493080 CIL -AE-ESL, EL Civics Section 231	1,238
	17421-410505-391000-493080 Retiree Benefits-AE-ESL, EL Civics Section 231	30
	Fiscal Services year-end process to reallocate funds to cover negative balances.	
8926	From: 17541-523000-123000-643000 Noninstr Salaries-Counselors-EOPS	8,111
	17541-523000-311000-643000 STRS-EOPS	317
	17541-523000-331000-643000 OASDI-EOPS	74
	17541-523000-335000-493000 Medicare-EOPS	3
	17541-523000-335000-643000 Medicare-EOPS	139
	17541-523000-361000-643000 W/C-EOPS	238
	17541-523000-371000-643000 CIL -EOPS	2
	17541-523000-391000-643000 Retiree Benefits-EOPS	282
	17541-523000-754000-643000 EOPS Grants-EOPS	1,195
	To: 17541-523000-232000-643000 Professional Expert Salaries-EOPS	10,361
	Fiscal Services year-end process to reallocate funds to cover negative balances.	
8927	From: 17461-481100-231000-649000 Short-Term, Nonacad Sal-TANF-Child Develop Ctr	33
	17461-481100-521000-649000 Travel and Conferences-TANF-Child Develop Ctr	71
	17461-481100-522000-649000 Mileage-TANF-Child Development Center Prog	189
	17461-481100-764000-732000 Book Vouchers-TANF-Child Development Center Prog	401
	17461-481100-768000-732000 Supplies for Students-TANF-Child Development Ctr	850
	To: 17461-481100-335000-493000 Medicare-TANF-Child Development Center Prog	825
	17461-481100-351000-493000 SU-TANF-Child Development Center Prog	561
	17461-481100-361000-493000 W/C-TANF-Child Development Center Prog	75
	17461-481100-381000-493000 Alternative Retirement Plan-TANF-Child Develop Ctr	83
	To provide funds for employer-paid benefits.	
8928	From: 17341-392200-471000-701000 Food Supplies-VTEA Tech Prep	3
	17341-392200-589000-701000 Other Services-VTEA Tech Prep	2,869
	17341-392200-589200-701000 Services for Catering/Prom Items-VTEA Tech Prep	389
	To: 17341-392200-141000-701000 Hrlly Noninstr Salaries-VTEA Tech Prep	2,963
	17341-392200-311000-701000 STRS-VTEA Tech Prep	130
	17341-392200-331000-701000 OASDI-VTEA Tech Prep	53
	17341-392200-335000-701000 Medicare-VTEA Tech Prep	4
	17341-392200-351000-701000 SU-VTEA Tech Prep	51
	17341-392200-361000-701000 W/C-VTEA Tech Prep	36
	17341-392200-381000-701000 Alternative Retirement Plan-VTEA Tech Prep	24
	To provide funds for exam proctors' salaries and employer-paid benefits.	

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8929	From:	17591-523400-451000-701000 Supplies-CalWORKS	\$ 427
		17591-523400-522000-701000 Mileage-CalWORKS	291
	To:	17591-523400-217300-701000 Classified Sal-Professional Growth-CalWORKS	500
		17591-523400-331000-701000 OASDI-CalWORKS	172
		17591-523400-335000-701000 Medicare-CalWORKS	42
		17591-523400-351000-701000 SUI-CalWORKS	4
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8930	From:	17571-523300-232000-649000 Professional Expert Salaries-TANF	633
		17571-523300-411000-649000 Textbooks-TANF	182
		17571-523300-451000-649000 Supplies-TANF	55
	To:	17571-523300-321000-649000 PERS-TANF	153
		17571-523300-331000-649000 OASDI-TANF	303
		17571-523300-335000-649000 Medicare-TANF	26
		17571-523300-589200-649000 Services for Catering/Prom Items-TANF	388
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8931	From:	17221-523400-143000-647000 Hrly Noninstr Sal-Counselors-CalWORKS	2,154
		17221-523400-451000-647000 Supplies-CalWORKS	223
		17221-523400-589000-647000 Other Services-CalWORKS	8
		17221-523400-641600-647000 New Equip IT-\$1,000-4,999-CalWORKS	11
	To:	17221-523400-211000-647000 Classified Salaries-Unit A-CalWORKS	700
		17221-523400-321000-647000 PERS-CalWORKS	1,336
		17221-523400-331000-647000 OASDI-CalWORKS	360
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8932	From:	17551-523100-521000-643000 Travel and Conferences-CARE	105
		17551-523100-523000-643000 Student Travel and Conference-CARE	200
		17551-523100-589000-643000 Other Services-CARE	700
		17551-523100-764000-732000 Book Vouchers-CARE	161
	To:	17551-523100-121000-643000 Educational Admin-Regular-CARE	1,055
		17551-523100-311000-643000 STRS-CARE	80
		17551-523100-335000-643000 Medicare-CARE	11
		17551-523100-351000-643000 SUI-CARE	8
		17551-523100-361000-643000 W/C-CARE	9
		17551-523100-391000-643000 Retiree Benefits-CARE	3
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8933	From:	17251-300500-589000-000000 Other Services-Instr-Basic Skills and Immigrant Ed	397,818
	To:	17251-300500-141000-000000 Hrly Noninstr Salaries-Instr-Basic Skills/Immigrant Ed	32,526
		17251-300500-142000-000000 Hrly Noninstr Sal-Hrly Noninstr-Basic Skills/Immigrant Ed	27,849

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17251-300500-143000-000000	Hrly Noninstr Sal-Counselors-Basic Skills/Inmigrant Ed	\$ 66,349
17251-300500-144000-000000	Hrly Noninstr Sal-Librarians-Basic Skills/Inmigrant Ed	17,881
17251-300500-232000-000000	Professional Expert Salaries-Basic Skills/Inmigrant Ed	30,838
17251-300500-241000-000000	Hrly Instr Aide Sal-Dir Instr-Basic Skills and Inmigrant Ed	103,118
17251-300500-242000-000000	Professional Expert Sal Instr-Basic Skills/Inmigrant Ed	62,041
17251-300500-311000-000000	STRS-Instr-Basic Skills and Inmigrant Ed	10,713
17251-300500-321000-000000	PERS-Instr-Basic Skills and Inmigrant Ed	148
17251-300500-331000-000000	OASDI-Instr-Basic Skills and Inmigrant Ed	502
17251-300500-335000-000000	Medicare-Instr-Basic Skills and Inmigrant Ed	3,490
17251-300500-351000-000000	SUI-Instr-Basic Skills and Inmigrant Ed	2,021
17251-300500-361000-000000	W/C-Instr-Basic Skills and Inmigrant Ed	4,537
17251-300500-381000-000000	Alternative Retirement Plan-Basic Skills/Inmigrant Ed	3,092
17251-300500-411000-000000	Textbooks-Instr-Basic Skills and Inmigrant Ed	28,518
17251-300500-644300-000000	Software-\$1,000-4,999-Basic Skills/Inmigrant Ed	3,695
17251-500260-217300-493000	Classified Sal-Prof Growth-SS-Basic Skills-Counseling	500

Fiscal Services year-end process to reallocate funds to cover negative balances.

8934 From:	17250-300500-589000-000000	Other Services-Instr-Basic Skills and Inmigrant Ed	684,707
To:	17250-300490-127000-493000	Noninstr Sal-Reassign Time-Instr-Basic Skills-Other	34,232
	17250-300490-147000-493000	Faculty Overload-Noninstr-Basic Skills-Other	2,589
	17250-300490-371000-493000	CIL -Instr-Basic Skills-Other	3,321
	17250-300490-391000-493000	Retiree Benefits-Instr-Basic Skills-Other	276
	17250-300500-141000-000000	Hrly Noninstr Salaries-Instr-Basic Skills/Inmigrant Ed	39,628
	17250-300500-142000-000000	Hrly Noninstr Sal-Hrly Noninstr-Basic Skills/Inmigrant Ed	46,157
	17250-300500-143000-000000	Hrly Noninstr Sal-Counselors-Basic Skills/Inmigrant Ed	165,393
	17250-300500-231000-000000	Short-Term, Nonacad Salaries-Basic Skills/Inmigrant Ed	75,245
	17250-300500-232000-000000	Professional Expert Salaries-Basic Skills/Inmigrant Ed	41,739
	17250-300500-241000-000000	Hrly Instr Aide Sal-Dir Instr-Basic Skills/Inmigrant Ed	93,735
	17250-300500-242000-000000	Professional Expert Sal Instr-Basic Skills/Inmigrant Ed	88,145
	17250-300500-311000-000000	STRS-Instr-Basic Skills and Inmigrant Ed	24,452
	17250-300500-331000-000000	OASDI-Instr-Basic Skills and Inmigrant Ed	118
	17250-300500-335000-000000	Medicare-Instr-Basic Skills and Inmigrant Ed	6,808
	17250-300500-351000-000000	SUI-Instr-Basic Skills and Inmigrant Ed	3,376
	17250-300500-361000-000000	W/C-Instr-Basic Skills and Inmigrant Ed	8,160
	17250-300500-381000-000000	Alternative Retirement Plan-Basic Skills/Inmigrant Ed	5,069
	17250-300500-471000-000000	Food Supplies-Instr-Basic Skills and Inmigrant Ed	15,629
	17250-300500-641600-000000	New Equip IT-\$1,000-4,999-Basic Skills/Inmigrant Ed	11,893
	17250-323220-147000-493000	Faculty Overload-Noninstr-LLR-Basic Skills-Curr Dev	7,509
	17250-323270-144000-493000	Hrly Noninstr Sal-Librarians-LLR-Basic Skills-ESL	11,215
	17250-500260-236000-493000	Overtime, Noninstructional-SS-Basic Skills-Counseling	18

To reallocate funds for the 2009-10 Basic Skills categorical program.

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8935	From:	17411-480000-211000-632000	Classified Salaries-Unit A-Matriculation-Noncredit	\$	4,628
		17411-480000-232000-632000	Professional Expert Salaries-Matriculation-Noncredit		62,777
	To:	17411-510000-111000-493000	Instructional Salaries-Regular-Counseling and Guidance		5,499
		17411-510000-123000-632000	Noninstr Salaries-Counselors-Counseling and Guidance		49,504
		17411-480000-321000-632000	PERS-Matriculation-Noncredit		4,451
		17411-480000-331000-632000	OASDI-Matriculation-Noncredit		3,235
		17411-510000-371000-632000	CIL -Counseling and Guidance		4,580
		17411-480000-391000-632000	Retiree Benefits-Matriculation-Noncredit		136
		To reallocate funds for the 2010-11 Noncredit Matriculation categorical program.			
8936	From:	17511-503000-331000-632000	OASDI-Assessment and Matriculation		257
	To:	17511-510000-217300-631000	Classified Sal-Prof Growth-Counseling and Guidance		257
		To reallocate funds for the 2010-11 Credit Matriculation categorical program.			
8937	From:	17331-392000-141000-000000	Hrly Noninstr Salaries-VTEA		2,152
		17331-392050-141000-490000	Hrly Noninstr Salaries-VTEA/Holding/Administration		13,054
		17331-392000-241000-000000	Hrly Instr Aide Sal-Dir Instr-VTEA		12,513
		17331-392000-335000-000000	Medicare-VTEA		1,190
		17331-392000-351000-000000	SUI-VTEA		244
		17331-392000-361000-000000	W/C-VTEA		1,123
		17331-392000-381000-000000	Alternative Retirement Plan-VTEA		1,200
		17331-392050-311000-490000	STRS-VTEA/Holding/Administration		2,782
		17331-392050-335000-490000	Medicare-VTEA/Holding/Administration		185
		17331-392050-351000-490000	SUI-VTEA/Holding/Administration		95
		17331-392050-361000-490000	W/C-VTEA/Holding/Administration		2,779
		17331-392050-391000-490000	Retiree Benefits-VTEA/Holding/Administration		12
		17331-392000-521000-000000	Travel and Conferences-VTEA		48,079
	To:	17331-392110-431000-095000	Instr Supplies/Matl's-VTEA/Curriculum Develop/Instr		7,454
		17331-392110-431000-095650	Instr Supplies/Matl's-VTEA/Curriculum Develop/Instr		21,644
		17331-392110-431000-101200	Instr Supplies/Matl's-VTEA/Curriculum Develop/Instr		1,213
		17331-392110-641600-101200	New Equip IT-\$1,000-4,999-VTEA/Curric Develop/Instr		55,097
		To provide funds for instructional supplies and equipment to support the aeronautics, welding, and photography programs.			
8938	From:	17430-380400-141000-493000	Hrly Noninstr Salaries-Faculty Inquiry Network Program		439
	To:	17430-380400-232000-493000	Prof Expert Salaries-Faculty Inquiry Network Program		439
		Fiscal Services year-end process to reallocate funds to cover negative balances.			
8939	From:	17633-380380-441000-701000	Software-Under \$200-TEST UP		1
		17633-380380-644200-701000	Software-\$200-999-TEST UP		1
		17633-380380-764000-732000	Book Vouchers-TEST UP		1

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	To:	17633-380380-521000-701000 Travel and Conferences-TEST UP	\$ 3
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8940	From:	17080-380280-232000-079900 Professional Expert Salaries-RISSC	4,486
	To:	17080-380280-147000-079900 Faculty Overload-Noninstructional-RISSC	503
		17080-380280-529000-079900 Travel and Conferences, Other-RISSC	3,983
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8941	From:	17631-631000-555000-695000 Laundry and Cleaning-Parking Services	3,705
	To:	17631-631000-215100-695000 Classified Admin Vacation Payoff-Parking Services	3,074
		17631-631000-321000-695000 PERS-Parking Services	400
		17631-631000-331000-695000 OASDI-Parking Services	231
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8942	From:	17420-410500-564500-493080 Maintenance Agreements-AE-ESL	1,896
	To:	17420-420000-142000-493000 Hrlly Noninstr Sal-Noncredit Adult Educ-Basic Skills	495
		17420-420000-311000-493000 STRS-Noncredit Adult Educ-Basic Skills	40
		17420-420000-335000-493000 Medicare-Noncredit Adult Educ-Basic Skills	7
		17420-420000-351000-493000 SUJ-Noncredit Adult Educ-Basic Skills	4
		17420-420000-361000-493000 W/C-Noncredit Adult Educ-Basic Skills	7
		17420-420000-431000-493000 Instr Supplies/Matl's-Noncredit Adult Educ-Basic Skills	1,343
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8943	From:	33150-336080-231000-692000 Short-Term, Nonacad Sal-Child Development Center	8,557
		33150-336080-431000-692000 Instr Supplies/Materials-Child Development Center	1,574
		33150-336080-471000-692000 Food Supplies-Child Development Center	1
		33150-336080-521000-692000 Travel and Conferences-Child Development Center	1,046
	To:	33150-336080-321000-692000 PERS-Child Development Center	2,339
		33150-336080-331000-692000 OASDI-Child Development Center	1,340
		33150-336080-371000-692000 CIL -Child Development Center	6,976
		33150-336080-391000-692000 Retiree Benefits-Child Development Center	523
		To reallocate funds for the Child Development Center categorical support.	
8944	From:	33400-336080-232000-692000 Professional Expert Salaries-Child Development Center	1,846
	To:	33400-336080-371000-692000 CIL -Child Development Center	1,846
		To reallocate funds for the Child Development Center Tax Bailout program.	
8945	From:	33520-336080-211000-692000 Classified Salaries-Unit A-Child Development Center	4
	To:	33520-336080-321000-692000 PERS-Child Development Center	4
		To provide funds for employer-paid benefits.	



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8946	From:	33540-336080-211000-692000 Classified Salaries-Unit A-Child Development Center	\$ 790
		33540-336080-521000-692000 Travel and Conferences-Child Development Center	23
	To:	33540-336080-331000-692000 OASDI-Child Development Center	813
		To reallocate funds for the Child Development Parent in School grant.	
8947	From:	34000-314680-582000-693000 Mandated & Misc Fees-Farm Operations-Swine	180
	To:	34000-314680-451200-693000 Supplies-Animal Feed-Farm Operations-Swine	180
		Fiscal Services year-end process to reallocate funds to cover negative balances.	
8948	From:	41014-940300-711000-721000 Debt Reduction-Energy Loans	4
	To:	41014-940300-589000-721000 Other Services-Energy Loans	4
		To provide funds for interest paid for the California (CA) Energy Loan.	
8953	From:	11000-902500-231500-000000 Short-Term, NA Sal, Work Study-Federal Work Study	20,699
	To:	11000-902000-731000-731000 Interfund Transfers-Out-FSEOG	20,699
		To provide funds for the 2010-11 FSEOG district match.	
8955	From:	17249-421620-361000-493000 W/C-NC AE-Basic Skills-Curriculum Dev	28
		17249-301270-391000-493000 Retiree Benefits-NS-Basic Skills-ESL	33
		17249-379290-391000-493000 Retiree Benefits-RIE-Basic Skills-Other	36
		17249-421620-391000-493000 Retiree Benefits-NC AE-Basic Skills-Curriculum Dev	38
		17249-421620-321000-493000 PERS-NC AE-Basic Skills-Curriculum Dev	1,504
		17249-421620-331000-493000 OASDI-NC AE-Basic Skills-Curriculum Dev	5,356
		17249-300500-589000-000000 Other Services-Instr-Basic Skills and Immigrant Ed	21,759
	To:	17249-295190-142000-493000 Hrly Noninstr Sal-Hrly Noninstr-POD-Basic Skills-Other	46
		17249-421620-121000-493000 Educ Admin-Regular-Basic Skills-Curriculum Dev	2,000
		17249-421620-142000-493000 Hrly Noninstr Sal-NC AE-Basic Skills-Curriculum Dev	141
		17249-500220-141000-493000 Hrly Noninstr Sal-SS-Basic Skills-Curriculum Develop	1,035
		17249-500260-143000-493000 Hrly Noninstr Sal-Counselors-Basic Skills-Counseling	3,810
		17249-500290-143000-493000 Hrly Noninstr Sal-Counselors-SS-Basic Skills-Other	873
		17249-500270-231000-493000 Short-Term, Nonacad Salaries-SS-Basic Skills-ESL	35
		17249-301280-433100-493000 Instr Supplies-Repair Parts IT-Basic Skills-Instr Mat'l's	385
		17249-301280-451500-493000 Computer Parts/Supplies-NS-Basic Skills-Instr Mat'l's	820
		17249-410780-452400-493000 Supplies-Office-AE-ESL-Basic Skills-Instr Materials	1,600
		17249-301280-641600-493000 New Equip IT-\$1,000-4,999-Basic Skills-Instr Materials	16,775
		17249-379290-641600-493000 New Equip IT-\$1,000-4,999-RIE-Basic Skills-Other	1,234
		Fiscal Services year-end process to reallocate funds to cover negative balances for the 2008-09 Basic Skills categorical program.	
8956	From:	71005-521500-451500-696000 Computer Parts/Supplies-Associated Students Office	690
	To:	71080-521745-731000-696000 Interfund Transfers-Out-AS Study Abroad Scholarship	690
		To provide funds for Associated Students study abroad scholarships.	

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8983	From:	17510-500000-231000-645000 Short-Term, Nonacad Salaries-VP Student Services	\$	627
	To:	17510-510000-321000-631000 PERS-Counseling and Guidance		488
		17510-510000-331000-631000 OASDI-Counseling and Guidance		139
		To reallocate funds for the 2009-10 Credit Matriculation categorical program.		
8984	From:	33530-336080-471000-692000 Food Supplies-Child Development Center		526
	To:	33530-336080-589000-692000 Other Services-Child Development Center		526
		To provide funds for the Child Development Food program.		
9008	From:	11000-521000-521000-645000 Travel and Conferences-Student Life		27
	To:	11000-521000-451000-645000 Supplies-Student Life		27
		Fiscal Services year-end process to reallocate funds to cover negative balances.		
9010	From:	11000-661000-584000-678000 Computer/Tech Related Srv-Information Technology		1,872
	To:	11000-661000-641700-678000 New Equip IT-Over \$5K-Information Technology		1,872
		To provide funds for the purchase of a BladeCenter (server) for campus-wide usage.		
9043	From:	13430-432300-431000-682000 Instr Supplies/Materials-CS CPR Center		2,528
	To:	13430-430000-321000-681000 PERS-Community Services Administration		2,528
		Fiscal Services process to reallocate funds to cover negative balances.		

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**BUDGET REVISIONS**  
For the period ending 06/30/11

**Unrestricted General Fund**

8759	Revenue:	11000-650300-889000-677000	Other Local Revenues - Self Insured Retention Trust	\$ 69,694
	Expenditures:	11000-650300-571000-677000	Legal Expenses	57,475
		11000-650300-574000-677000	Legal Settlements	5,987
		11000-650300-589000-677000	Other Services	1,667
		11000-990000-792000-000000	Unallocated Contingency-Unrestricted General Fund	4,565
8799	Revenue:	13302-301010-884007-190100	Sales and Commissions-Planetarium	3,600
	Expenditures:	13302-301010-451000-190100	Supplies	3,600
8799	Revenue:	13315-313540-883900-049900	Other Contracted Services-Wildlife Sanctuary	1,844
	Expenditures:	13315-313540-451000-049900	Supplies	1,844
8799	Revenue:	13630-663000-889000-677000	Other Local Revenues-Printing Services	1,019
	Expenditures:	13630-663000-563000-677000	Equipment Rental and Leases	1,019
8828	Revenue:	11000-000000-886000-000000	Interest	(26,181)
	Expenditures:	11000-990000-792000-000000	Unallocated Contingency-Unrestricted General Fund	(26,181)
8868	Revenue:	11000-674000-898001-683000	Interfund Transfers-In-Campus Facility Rentals	22,426
	Expenditures:	11000-990000-792000-000000	Unallocated Contingency-Unrestricted General Fund	22,426
8882	Revenue:	13737-351510-887700-095000	Instructional Material Fees-Aircraft Maintenance	730
	Expenditures:	13737-351510-141000-095000	Hrly Noninstr Salaries	966
		13737-351510-311000-095000	STRS	38
		13737-351510-335000-095000	Medicare	9
		13737-351510-351000-095000	SUI	7
		13737-351510-361000-095000	W/C	10
		13737-351510-431500-095000	Instr Supplies-Material Fees	(300)
8883	Revenue:	13674-674000-885000-683000	Rentals and Leases-Campus Facility Rentals	9,736
	Expenditures:	13674-674000-731000-731000	Interfund Transfers-Out	9,736
8975	Revenue:	11800-820600-868501-000000	State Revenue-2010-11 Lottery-Unrestricted	(95,391)
	Expenditures:	11000-990000-792000-000000	Unallocated Contingency-Unrestricted General Fund	(95,391)

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9020	Revenue:	11000-820570-889000-000000	Other Local Revenues-Property Tax Delinquent	\$ (17,235)
	Expenditures:	11000-990000-792000-000000	Unallocated Contingency-Unrestricted General Fund	(17,235)
9021	Revenue:	11000-631000-889000-695000	Other Local Revenues-Parking Bail Revenues	55,680
	Expenditures:	11000-990000-792000-000000	Unallocated Contingency-Unrestricted General Fund	55,680
9022	Revenue:	11000-800000-888010-000000	2010-11 Nonresident Tuition	290,157
	Expenditures:	11000-990000-792000-000000	Unallocated Contingency-Unrestricted General Fund	290,157
9023	Revenue:	11000-800000-861100-000000	2010-11 Enrollment Fee Administration (2%)	132,410
	Expenditures:	11000-990000-792000-000000	Unallocated Contingency-Unrestricted General Fund	132,410
9024	Revenue:	11000-810000-861100-000000	State Apportionment	3,063,177
		11000-810000-867200-000000	Homeowner's Property Tax Relief	(819)
		11000-810000-867900-000000	Other State Tax Subventions	(22)
		11000-810000-881100-000000	Tax Allocation, Secured Roll	149,308
		11000-810000-881200-000000	Tax Allocation, Supplemental Roll	52,920
		11000-810000-881300-000000	Tax Allocation, Unsecured Roll	(2,410)
		11000-810000-881600-000000	Prior Year Taxes	488,699
		11000-810000-881700-000000	ERAF	(349,802)
		11000-810000-881800-000000	Redevelopment Agency Funds	90,888
		11000-810000-887410-000000	Enrollment-Current Year	(1,024,960)
	Expenditures:	11000-990000-792000-000000	Unallocated Contingency-Unrestricted General Fund	2,466,979
9026	Revenue:	11000-820550-883900-653000	Contracted Services-48th Agricultural Dist, Custodial	342
	Expenditures:	11000-990000-792000-000000	Unallocated Contingency-Unrestricted General Fund	342
9027	Revenue:	11000-000000-889000-000000	Other Miscellaneous Revenues	10,732
	Expenditures:	11000-990000-792000-000000	Unallocated Contingency-Unrestricted General Fund	10,732
9028	Revenue:	11000-800000-891002-000000	Sales of Equipment and Materials	13,364
	Expenditures:	11000-990000-792000-000000	Unallocated Contingency-Unrestricted General Fund	13,364
9029	Revenue:	11000-901000-815000-000000	Student Financial Aid, Administrative Allowance	25,400
	Expenditures:	11000-990000-792000-000000	Unallocated Contingency-Unrestricted General Fund	25,400
9030	Revenue:	11000-820560-819000-000000	Medicare Part D Subsidy	5,761
	Expenditures:	11000-990000-792000-000000	Unallocated Contingency-Unrestricted General Fund	5,761
9031	Revenue:	11000-502000-888500-620000	Other Student Fees and Charges	2,200
	Expenditures:	11000-990000-792000-000000	Unallocated Contingency-Unrestricted General Fund	2,200

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9032	Revenue:	11000-800000-887900-000000	Student Record Fees	\$	952
	Expenditures:	11000-990000-792000-000000	Unallocated Contingency-Unrestricted General Fund		952
9033	Revenue:	11000-361000-884000-100800	Sales and Commissions, Performing Arts Dance		(4,402)
	Expenditures:	11000-990000-792000-000000	Unallocated Contingency-Unrestricted General Fund		(4,402)
9034	Revenue:	11000-372000-884000-100400	Sales and Commissions, Performing Arts Music		(15,764)
	Expenditures:	11000-990000-792000-000000	Unallocated Contingency-Unrestricted General Fund		(15,764)

**Restricted General Fund****2010-11 Basic Skills**

8547	Revenue:	17251-300500-862908-000000	State Revenue		(612)
	Expenditures:	17251-300500-589000-000000	Other Services		(612)

**Mt. SAC Pilot Course-Rental Program**

8548	Revenue:	17060-380470-885100-691000	Local Revenue		83,868
	Expenditures:	17060-380470-411000-691000	Textbooks		50,320
		17060-380470-451000-691000	Supplies		8,387
		17060-380470-583000-691000	Advertisement, Nonlegal		8,387
		17060-380470-589000-691000	Other Services		16,774

**Workforce Innovation Partnerships**

8554	Revenue:	17031-380600-865900-095300	State Revenue		225,000
	Expenditures:	17031-380600-141000-095300	Hrly Noninstr Salaries		53,200
		17031-380600-147000-095300	Faculty Overload-Noninstructional		19,800
		17031-380600-231000-095300	Short-Term, Nonacad Salaries		16,126
		17031-380600-232000-095300	Professional Expert Salaries		46,181
		17031-380600-241000-095300	Hrly Instr Aide Sal-Dir Instr		2,000
		17031-380600-311000-095300	STRS		6,023
		17031-380600-335000-095300	Medicare		30
		17031-380600-335000-095300	Medicare		1,059
		17031-380600-335000-095300	Medicare		931
		17031-380600-351000-095300	SUI		1,003
		17031-380600-351000-095300	SUI		32
		17031-380600-351000-095300	SUI		529
		17031-380600-361000-095300	W/C		1,029
		17031-380600-361000-095300	W/C		27
		17031-380600-361000-095300	W/C		829
		17031-380600-371000-095300	CIL		6,846

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

**DATE:** August 24, 2011

17031-380600-381000-095300	Alternative Retirement Plan	\$	60
17031-380600-381000-095300	Alternative Retirement Plan		1,869
17031-380600-451000-095300	Supplies		4,007
17031-380600-511000-095300	Consultants		30,400
17031-380600-521000-095300	Travel and Conferences		5,000
17031-380600-522000-095300	Mileage		765
17031-380600-523000-095300	Student Travel and Conference		3,000
17031-380600-529000-095300	Travel and Conferences, Other		3,000
17031-380600-583000-095300	Advertisement, Nonlegal		500
17031-380600-589000-095300	Other Services		3,700
17031-380600-589200-095300	Services for Catering/Prom Items		5,000
17031-380600-591000-095300	Indirect Costs		8,654
17031-380600-641500-095300	New Equip IT-\$200-999		500
17031-380600-641600-095300	New Equip IT-\$1,000-4,999		1,500
17031-380600-769000-732000	Other Student Aid		1,400

**2010-11 BFAP**

8601	Revenue:	17561-504200-862903-646000	State Revenue	2,500
	Expenditures:	17561-504200-521000-646000	Travel and Conferences	443
		17561-504200-564500-646000	Maintenance Agreements	2,057

**2009-10 Disabled Student Programs & Services (DSPS)**

8614	Revenue:	17520-522000-862300-000000	State Revenue	(2,339)
	Expenditures:	17520-522000-211000-642000	Classified Salaries-Unit A	(1,713)
		17520-522000-321000-642000	PERS	(183)
		17520-522000-331000-642000	OASDI	(91)
		17520-522000-335000-642000	Medicare	(22)
		17520-522000-351000-642000	SUI	(12)
		17520-522000-361000-642000	W/C	(22)
		17520-522000-371000-642000	CIL	(282)
		17520-522000-391000-642000	Retiree Benefits	(14)

**Personal and Home Care Aide State Training Program**

8765	Revenue:	17111-380490-819000-123080	Other Federal Revenues	137,266
	Expenditures:	17111-380490-142000-123080	Hrly Noninstr Sal-Hrly Noninstr	1,182
		17111-380490-211000-123080	Classified Salaries-Unit A	12,831
		17111-380490-232000-123080	Professional Expert Salaries	61,399
		17111-380490-237000-123080	Lecturers	1,125
		17111-380490-242000-123080	Professional Expert Sal Instr	1,400
		17111-380490-311000-123080	STRS	98
		17111-380490-311000-123080	STRS	93

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17111-380490-321000-123080 PERS	\$	1,402
17111-380490-331000-123080 OASDI		796
17111-380490-335000-123080 Medicare		17
17111-380490-335000-123080 Medicare		1,093
17111-380490-335000-123080 Medicare		20
17111-380490-351000-123080 SUI		19
17111-380490-351000-123080 SUI		1,213
17111-380490-351000-123080 SUI		23
17111-380490-361000-123080 W/C		16
17111-380490-361000-123080 W/C		1,002
17111-380490-361000-123080 W/C		19
17111-380490-371000-123080 CIL		1,796
17111-380490-381000-123080 Alternative Retirement Plan		1,842
17111-380490-381000-123080 Alternative Retirement Plan		42
17111-380490-391000-123080 Retiree Benefits		100
17111-380490-431000-123080 Instr Supplies/Materials		1,550
17111-380490-451000-123080 Supplies		1,050
17111-380490-521000-123080 Travel and Conferences		1,853
17111-380490-583000-123080 Advertisement, Nonlegal		2,300
17111-380490-589200-123080 Services for Catering/Prom Items		500
17111-380490-591000-123080 Indirect Costs		33,261
17111-380490-641600-123080 New Equip IT-\$1,000-4,999		8,424
17111-380490-767000-732000 Parking Fees		800

**Promoting STEM Research to College Freshmen and Sophomores**

8801 Revenue:	17012-380500-819000-701000 Other Federal Revenues	28,610
Expenditures:	17012-380500-127000-701000 Noninstr Sal-Reassign Time	7,770
	17012-380500-141000-701000 Hrly Noninstr Salaries	1,000
	17012-380500-237000-701000 Lecturers	2,000
	17012-380500-311000-701000 STRS	807
	17012-380500-311000-701000 STRS	165
	17012-380500-335000-701000 Medicare	142
	17012-380500-335000-701000 Medicare	29
	17012-380500-351000-701000 SUI	141
	17012-380500-351000-701000 SUI	32
	17012-380500-361000-701000 W/C	138
	17012-380500-361000-701000 W/C	28
	17012-380500-371000-701000 CIL	158
	17012-380500-451000-701000 Supplies	2,000
	17012-380500-511000-701000 Consultants	3,000
	17012-380500-589000-701000 Other Services	2,500
	17012-380500-589200-701000 Services for Catering/Prom Items	8,700

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**2009-10 Noncredit Matriculation**

8915	Revenue:	17410-480000-862901-000000	State Revenue	\$	630
	Expenditures:	17410-480000-211000-632000	Classified Salaries-Unit A		(562)
		17410-480000-232000-632000	Professional Expert Salaries		275
		17410-480000-311000-632000	STRS		(972)
		17410-480000-321000-632000	PERS		1,186
		17410-480000-331000-632000	OASDI		695
		17410-480000-381000-632000	Alternative Retirement Plan		8

**2010-11 Disabled Student Programs & Services (DSPS)**

8964	Revenue:	17521-522000-862300-000000	State Revenue		4,336
	Expenditures:	17521-522000-111000-080900	Instructional Salaries-Regular		52,946
		17521-522000-133000-080900	Hrly Instr Sal-Reg Sch Year		(1,439)
		17521-522000-211000-642000	Classified Salaries-Unit A		(12,090)
		17521-522000-231000-642000	Short-Term, Nonacad Salaries		(51,912)
		17521-522000-233000-642000	Short-Term, Nonacad Sal Sub		5,921
		17521-522000-236000-642000	Overtime, Noninstructional		777
		17521-522000-241000-490000	Hrly Instr Aide Sal-Dir Instr		8,420
		17521-522000-241200-490000	Hrly Notetaker, Dir Instr		2,498
		17521-522000-311000-080900	STRS		4,249
		17521-522000-321000-642000	PERS		(1,079)
		17521-522000-331000-642000	OASDI		(489)
		17521-522000-331000-642000	OASDI		174
		17521-522000-335000-080900	Medicare		715
		17521-522000-335000-490000	Medicare		(782)
		17521-522000-335000-642000	Medicare		(154)
		17521-522000-335000-642000	Medicare		(2,133)
		17521-522000-351000-080900	SUI		387
		17521-522000-351000-490000	SUI		(376)
		17521-522000-351000-642000	SUI		(1,023)
		17521-522000-361000-080900	W/C		641
		17521-522000-361000-490000	W/C		149
		17521-522000-361000-642000	W/C		(118)
		17521-522000-361000-642000	W/C		(911)
		17521-522000-371000-080900	CIL		6,129
		17521-522000-371000-642000	CIL		(1,944)
		17521-522000-381000-080900	Alternative Retirement Plan		383
		17521-522000-381000-490000	Alternative Retirement Plan		(1,566)
		17521-522000-381000-642000	Alternative Retirement Plan		(5,553)
		17521-522000-391000-642000	Retiree Benefits		(105)
		17521-522000-391000-642000	Retiree Benefits		(242)



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17521-522000-441000-642000	Software-Under \$200	\$	89
17521-522000-521000-642000	Travel and Conferences		2,280
17521-522000-522000-642000	Mileage		23
17521-522000-564000-642000	Repairs		784
17521-522000-641200-642000	New Equip-\$200-999		(299)
17521-522100-331000-642000	OASDI		83
17521-522100-361000-490000	W/C		(72)
17521-522100-391000-490000	Retiree Benefits		(45)
17521-902500-231500-642000	Short-Term, NA Sal, Work Study		20

**2009-10 Lottery-Restricted**

8970	Revenue:	17810-820600-868502-000000	State Revenue	12,886
	Expenditures:	17800-820600-431000-000000	Instr Supplies/Materials	12,886

**2010-11 Lottery-Restricted**

8971	Revenue:	17811-820600-868501-000000	State Revenue	(31,797)
	Expenditures:	17800-820600-431000-000000	Instr Supplies/Materials	(31,797)

**Child Development Fund**

8826	Revenue:	33000-000000-886000-000000	Interest	(335)
	Expenditures:	33000-336080-795000-692000	Reserves for Contingencies	(335)
8916	Revenue:	33530-336080-819000-692000	Other Federal Revenues-Child Development Food Prg	197
	Expenditures:	33530-336080-589000-692000	Other Services	197

**Farm Operations Fund**

8827	Revenue:	34000-000000-886000-000000	Interest	(433)
	Expenditures:	34000-314610-795000-693000	Reserves for Contingencies	(433)

**Health Services Fund**

8818	Revenue:	39000-000000-886000-000000	Interest	626
	Expenditures:	39000-534000-795000-644000	Reserves for Contingencies	626

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

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8818	Revenue:	41000-000000-886000-000000	Interest	\$	(5,365)
	Expenditures:	41000-990000-795000-000000	Reserves for Contingencies		(5,365)
9017	Revenue:	41052-940330-886000-000000	Interest-Revenue Lease Bonds (COPS)		503
	Expenditures:	41052-700210-621000-710000	New Buildings		503

**Bond Construction Fund**

8823	Revenue:	42000-000000-886000-000000	Interest		(106,562)
	Expenditures:	42002-000000-795000-000000	Reserves for Contingencies		(106,562)

**Capital Outlay Project/Redevelopment Fund**

8822	Revenue:	43000-000000-886000-000000	Interest		(2,637)
	Expenditures:	43000-990000-795000-000000	Reserves for Contingencies		(2,637)

**RDA, Baldwin Park**

8869	Revenue:	43015-700520-889000-710000	Other Local Revenues		3,883
	Expenditures:	43015-700520-795000-710000	Reserves for Contingencies		3,883

**RDA, San Dimas**

8869	Revenue:	43015-700520-889000-710000	Other Local Revenues		10,696
	Expenditures:	43015-700520-795000-710000	Reserves for Contingencies		10,696

**RDA, Glendora**

8871	Revenue:	43012-700430-889000-710000	Other Local Revenues		6,759
	Expenditures:	43012-700430-795000-710000	Reserves for Contingencies		6,759

**RDA, Irwindale**

8872	Revenue:	43011-700420-889000-710000	Other Local Revenues		5,947
	Expenditures:	43011-700420-795000-710000	Reserves for Contingencies		5,947

**RDA, La Verne**

8873	Revenue:	43010-700410-889000-710000	Other Local Revenues		18,073
	Expenditures:	43010-700410-795000-710000	Reserves for Contingencies		18,073

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<b>RDA, Industry Urban Development Agency-Project 3</b>			
8874	Revenue:	43009-700400-889000-710000 Other Local Revenues	\$ 1,974
	Expenditures:	43009-700400-795000-710000 Reserves for Contingencies	1,974
<b>RDA, Industry Urban Development Agency-Project 2</b>			
8875	Revenue:	43008-700390-889000-710000 Other Local Revenues	13,785
	Expenditures:	43008-700390-795000-710000 Reserves for Contingencies	13,785
<b>RDA, Industry Urban Development Agency-Project 1</b>			
8876	Revenue:	43007-700440-889000-710000 Other Local Revenues	72,964
	Expenditures:	43007-700440-795000-710000 Reserves for Contingencies	72,964
<b>RDA, Covina</b>			
8877	Revenue:	43005-700370-889000-710000 Other Local Revenues	7,732
	Expenditures:	43005-700370-795000-710000 Reserves for Contingencies	7,732
<b>RDA, La Puente</b>			
8878	Revenue:	43003-700250-889000-710000 Other Local Revenues	2,493
	Expenditures:	43003-700250-795000-710000 Reserves for Contingencies	2,493
<b>RDA, West Covina</b>			
8879	Revenue:	43001-700230-889000-710000 Other Local Revenues	53,949
	Expenditures:	43001-700230-795000-710000 Reserves for Contingencies	53,949
<b>City of Walnut, Performing Arts Center</b>			
8914	Revenue:	43004-700260-894002-721000 Other Financing Sources	1,286
	Expenditures:	43004-700260-711000-721000 Debt Reduction	1,286

**BAN Construction Fund**

8820	Revenue:	44000-000000-886000-000000 Interest	340,380
	Expenditures:	44000-990000-795000-000000 Reserves for Contingencies	340,380
8880	Revenue:	44001-000000-894002-000000 Other Financing Sources-Bond Anticipated Notes	19,802
	Expenditures:	44001-000000-795000-000000 Reserves for Contingencies-Bond Anticipated Notes	19,802

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**Associated Students Trust Fund**

8821	Revenue:	71000-000000-886000-000000 Interest	\$ 14,531
	Expenditures:	71005-521500-795000-696000 Reserves for Contingencies	14,531
8841	Revenue:	71070-521695-889000-696000 Other Local Revenues-AS Students of Distinction	630
	Expenditures:	71005-521500-795000-695000 Reserves for Contingencies	630

**Student Financial Aid Trust Fund**

**2010-11 Direct Loans Parent Plus**

8801	Revenue:	74221-906000-815000-732000 Federal Revenue	6,145
	Expenditures:	74221-906000-756000-732000 Direct Loans	6,145

**2010-11 FSEOG**

8957	Revenue:	74111-902000-898001-732000 Other Financing Sources	20,699
	Expenditures:	74111-902000-752000-732000 FSEOG Grants	20,699

**Scholarship and Loan Trust Fund**

8919	Revenue:	75000-910000-882000-732000 Contrib, Gifts, Grants, Endowment	30,218
		75921-910000-898001-732000 Interfund Transfers-In	690
	Expenditures:	75000-910000-769000-732000 Scholarships	30,908

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$1,682,238), Restricted General Fund (\$1,174,522), Child Development Fund (\$13,841), Farm Operations Fund (\$180), Capital Outlay Projects Fund (\$4), and Associated Students Trust Fund (\$690) 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 (\$2,954,053), Restricted General Fund (\$460,348), Child Development Fund (\$-138), Farm Operations Fund (\$-433), Health Services Fund (\$626), Capital Outlay Projects Fund (\$-4,862), Bond Construction Fund (\$-106,562), Capital Outlay Project/Redevelopment Fund (\$196,904), BAN Construction Fund (\$360,182), Associated Students Trust Fund (\$15,161), Student Financial Aid Trust Fund (\$26,844), and Scholarship and Loan Trust Fund (\$30,908) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Independent Contractors

**BACKGROUND**

Approval of Independent Contractors.

**ANALYSIS AND FISCAL IMPACT**

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

<b>PROVIDER</b>	<b>AREA/DEPARTMENT</b>	<b>SERVICE/ASSIGNMENT</b>	<b>DATE(S)</b>	<b>AMOUNT</b>
Lisa Clark	Family & Consumer Sciences (FCS)	Create program showcase for hospitality and culinary arts for FCS Discipline/Collaborative Grant	7/1/11-6/30/12	Not to exceed \$1,000
Maria Claver	Family & Consumer Sciences (FCS)	Write nine gerontology articles for FCS website for FCS Discipline/Collaborative Grant	7/1/11-6/30/12	Not to exceed \$1,890
Patty Dilko	Family & Consumer Sciences (FCS)	Write nine child development articles for FCS website for FCS Discipline/Collaborative Grant	7/1/11-6/30/12	Not to exceed \$1,890
Patty Dilko	Family & Consumer Sciences (FCS)	Create program showcase for child development for FCS Discipline/Collaborative Grant	7/1/11-6/30/12	Not to exceed \$500

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #19

**SUBJECT:** Independent Contractors**DATE:** August 24, 2011

<b>PROVIDER</b>	<b>AREA/DEPARTMENT</b>	<b>SERVICE/ASSIGNMENT</b>	<b>DATE(S)</b>	<b>AMOUNT</b>
Sheila Dufresne	Computer Information Systems	Develop marketing strategy and materials, plan events, and prepare reports for Regional Information Systems Security Center Grant	8/1/11-9/30/11	Not to exceed \$7,500
Zoe Engstrom	Family & Consumer Sciences (FCS)	Write five consumer studies articles for FCS website for FCS Discipline/Collaborative Grant	7/1/11-6/30/12	Not to exceed \$1,050
Marla Franco	Student Services/Student Life LEAD Program	Presentation for the LEAD program on "Assertiveness Training"	10/1/11-10/30/11	Not to exceed \$75
Roger Gerard	Family & Consumer Sciences (FCS)	Write nine hospitality articles for FCS website for FCS Discipline/Collaborative Grant	7/1/11-6/30/12	Not to exceed \$750
Roger Gerard	Family & Consumer Sciences (FCS)	Plan and implement hospitality professional development symposium for FCS Discipline/Collaborative Grant	7/1/11-6/30/12	Not to exceed \$500
Linda Haley	Family & Consumer Sciences (FCS)	Create program showcase for child development for FCS Discipline/Collaborative Grant	7/1/11-6/30/12	Not to exceed \$500
Pastor Herrera	Family & Consumer Sciences (FCS)	Plan and implement consumer studies professional development symposium for FCS Discipline/Collaborative Grant	7/1/11-6/30/12	Not to exceed \$750
Kari Irwin	Family & Consumer Sciences (FCS)	Plan and implement three "big idea" entrepreneurial student events for FCS Discipline/Collaborative Grant	7/1/11-6/30/12	Not to exceed \$5,000

**SUBJECT:** Independent Contractors**DATE:** August 24, 2011

<b>PROVIDER</b>	<b>AREA/DEPARTMENT</b>	<b>SERVICE/ASSIGNMENT</b>	<b>DATE(S)</b>	<b>AMOUNT</b>
Beth Jones	Family & Consumer Sciences (FCS)	Write nine fashion articles for FCS website for FCS Discipline/ Collaborative Grant	7/1/11-6/30/12	Not to exceed \$1,850
Steve Kasmar	Family & Consumer Sciences (FCS)	Plan and implement student culinary arts event for FCS Discipline/ Collaborative Grant	7/1/11-6/30/12	Not to exceed \$4,500
Christi Kolisnyk	Family & Consumer Sciences (FCS)	Plan and implement fashion symposium for FCS Discipline/ Collaborative Grant	7/1/11-6/30/12	Not to exceed \$5,500
Carol Lamkins	Family & Consumer Sciences (FCS)	Write nine interior design articles for FCS website for FCS Discipline/ Collaborative Grant	7/1/11-6/30/12	Not to exceed \$1,850
Kristy Lauria	Family & Consumer Sciences (FCS)	Develop graphics for "Entrepreneur Teaching Guide" for FCS Discipline/Collaborative Grant	7/1/11-6/30/12	Not to exceed \$5,000
Dora Lee	Student Services/Student Life LEAD Program	Three presentations for the LEAD program on "Appreciating & Respecting Diversity" and "Power & Privilege"	9/1/11-11/30/11	Not to exceed \$225
Melanie Mallers Horn	Family & Consumer Sciences (FCS)	Write nine family studies articles for FCS website for FCS Discipline/ Collaborative Grant	7/1/11-6/30/12	Not to exceed \$1,890
Chris Pitchess	Family & Consumer Sciences (FCS)	Write eighteen issues of FCS Flash! newsletter for FCS Discipline/ Collaborative Grant	7/1/11-6/30/12	Not to exceed \$30,000
Wendy Riebolt	Family & Consumer Sciences (FCS)	Write eight FCS research articles for FCS website for FCS Discipline/ Collaborative Grant	7/1/11-6/30/12	Not to exceed \$1,650

**SUBJECT:** Independent Contractors

**DATE:** August 24, 2011

<b>PROVIDER</b>	<b>AREA/DEPARTMENT</b>	<b>SERVICE/ASSIGNMENT</b>	<b>DATE(S)</b>	<b>AMOUNT</b>
Alice Southwell	Family & Consumer Sciences (FCS)	Plan and implement hospitality professional development symposium for FCS Discipline/ Collaborative Grant	7/1/11-6/30/12	Not to exceed \$750
Dana Wassmer	Family & Consumer Sciences (FCS)	Write nine nutrition articles for FCS website for FCS Discipline/ Collaborative Grant	7/1/11-6/30/12	Not to exceed \$1,850

**Funding Sources**

Restricted General Fund – Family & Consumer Sciences (FCS) Grant and Regional Information Systems Security Center Grant.

Unrestricted General Fund – Student Services/Student Life LEAD 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:** August 24, 2011

**CONSENT**

**SUBJECT:** Quarterly Financial Status Report

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following report for the period ending June 30, 2011, should be reviewed and approved by the Board of Trustees. Once this report has been approved, it will be forwarded to the Chancellor's Office. This report includes revenues, expenditures, and fund balance for the Unrestricted General Fund only and gives the Board a condensed overview of the fiscal status of the College.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees reviews and approves the Quarterly Financial Status Report for the period ending June 30, 2011, as presented.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #20

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-31 | Q**

**VIEW QUARTERLY DATA**

**CHANGE THE PERIOD**

**Fiscal Year: 2010-2011**

**Quarter Ended: (Q4) Jun 30, 2011**

**District: (850) MT. SAN ANTONIO**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2007-08	Actual 2008-09	Actual 2009-10	Projected 2010-2011
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>A. Revenues:</b>					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	147,042,337	149,050,146	143,634,299	145,152,876
A.2	Other Financing Sources (Object 8900)	20,002	112,129	13,887	37,323
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>147,062,339</b>	<b>149,162,275</b>	<b>143,648,186</b>	<b>145,190,199</b>
<b>B. Expenditures:</b>					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	145,091,707	144,082,373	137,369,441	139,693,635
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	8,186,342	4,640,508	3,169,740	1,953,909
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>153,278,049</b>	<b>148,722,881</b>	<b>140,539,181</b>	<b>141,647,544</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>-6,215,710</b>	<b>439,394</b>	<b>3,109,005</b>	<b>3,542,655</b>
D.	<b>Fund Balance, Beginning</b>	<b>32,937,727</b>	<b>26,722,017</b>	<b>27,161,411</b>	<b>30,270,416</b>
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>32,937,727</b>	<b>26,722,017</b>	<b>27,161,411</b>	<b>30,270,416</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>26,722,017</b>	<b>27,161,411</b>	<b>30,270,416</b>	<b>33,813,071</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	17.4%	18.3%	21.5%	23.9%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	31,934	32,685	31,048	31,203
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

Line	Description	As of the specified quarter ended for each fiscal year			
		2007-08	2008-09	2009-10	2010-2011
H.1	Cash, excluding borrowed funds		22,444,040	17,225,413	16,919,184
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1 + H.2)</b>	<b>37,202,350</b>	<b>22,444,040</b>	<b>17,225,413</b>	<b>16,919,184</b>

**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)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	141,281,810	145,681,397	145,152,876	99.6%
I.2	Other Financing Sources (Object 8900)	0	37,323	37,323	100%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>141,281,810</b>	<b>145,718,720</b>	<b>145,190,199</b>	<b>99.6%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	146,229,343	148,762,460	139,693,635	93.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,284,158	1,960,746	1,953,909	99.7%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>147,513,501</b>	<b>150,723,206</b>	<b>141,647,544</b>	<b>94%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-6,231,691</b>	<b>-5,004,486</b>	<b>3,542,655</b>	
L.	Adjusted Fund Balance, Beginning	30,270,416	30,270,416	30,270,416	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>24,038,725</b>	<b>25,265,930</b>	<b>33,813,071</b>	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	16.3%	16.8%		

V. Has the district settled any employee contracts during this quarter? **YES**

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

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>								
Year 1: 6/30/11	125,000		300,000				746,739	
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1: 6/30/11	8,531		9,933				71,552	
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.  
 The District offered a one-time retirement incentive for the fiscal year 2010-11. These expenses have been funded from District reserves.

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.)

Although Mt. SAC projected a \$6.2 million deficit for the Adopted Budget, we ended the fiscal year with a \$3.5 million surplus. This is due to several factors:  
 1. Not budgeting \$2.5 million growth revenue in the 2010-11 Adopted Budget  
 2. Hiring Chill that resulted in a \$ 2.5 million budgets savings  
 3. Campus Departments conserving budget resources

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

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

Base on governor's budget projections, Mt. SAC's revenues will be reduced by approximately \$7.9 million. The College offered a retirement incentive which contributed to the elimination of several positions. The College reduced the Fall 2011 course offerings by 1,600 FTES and has also recommended budget reductions that will be implemented in the fiscal year 2011-12.

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

**DATE:** August 24, 2011

**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 accountability status effective July 1, 2009. As a result, cash and checks are deposited on a daily basis with the Los Angeles County Treasurer's Office. The College maintains the Citizens Business Bank accounts for the collection of enrollment and student fees, a clearing account to receive wire transfers for financial aid and other grants, and a revolving fund for emergencies. These funds are transferred on a daily or as needed basis to the Los Angeles County Treasurer's Office. In addition, the cash from the Revenue Lease Bonds (COPS) are held with a trustee. The cash investments are summarized as follows for the quarter ending June 30, 2011:

County of Los Angeles, Cash in County Treasury	\$94,780,038	1.29%
Citizens Business Bank, District Clearing Account	338,452	.10%
Citizens Business Bank, Revolving Fund	90,247	.10%
Citizens Business Bank, Community Education Clearing Account	7,757	0.00%*
Citizens Business Bank, Bursar's Office Credit Cards	65	.19%
Citizens Business Bank, Web Registration Credit Cards	28,872	.10%
Citizens Business Bank, Parking Services Credit Cards	1,479	.10%
Cash with Trustee, Revenue Lease Bonds (COPS)	1,162,292	0.10%

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

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the June 30, 2011, Quarterly Investment Report, as presented.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #21

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Chancellor's Office Tax Offset Program (COTOP) 2012

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

For the last thirteen years, the COTOP program has succeeded in offsetting and returning over \$13.1 million directly to participating districts. In recovering those funds, a total of 209,150 offsets were made. In the first six months of 2011, \$2.7 million has already been collected and returned to districts. The COTOP program collections have continued to grow in each succeeding year. During the 2010-11 fiscal year, \$97,385 was collected on behalf of Mt. SAC.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the 2012 contract for the Chancellor's Office Tax Offset Program (COTOP).

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #22

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Request for Fiscal Independence Status

**BACKGROUND**

On August 27, 2008, the Board of Trustees authorized Mt. SAC to file an application with the Los Angeles County Superintendent of Schools in order to obtain Fiscal Accountability status, effective July 1, 2009.

On June 26, 2009, the Mt. SAC Board of Trustees received notification from the Los Angeles County Superintendent of Schools granting approval of Fiscal Accountability status, effective July 1, 2009. Mt. SAC was given documents outlining the responsibilities required to fulfill and retain Fiscal Accountability status.

Fiscal Services has now been operating with Fiscal Accountability status for two fiscal years, beginning July 1, 2009. Mt. SAC is now requesting authorization from the Board of Trustees to begin the application process to obtain Fiscal Independence status.

**ANALYSIS AND FISCAL IMPACT**

Under Education Code, Section 85266.5, Fiscal Independence is granted upon the approval of the Board of Governors of the California Community College Systems Office, based largely on the recommendation from the Los Angeles County Superintendent of Schools and the Los Angeles County Auditor, based on the results of an assigned independent Certified Public Accountant firm's survey of Mt. SAC's accounting controls. By obtaining Fiscal Independence status, Mt. SAC will have broad authority to issue warrants without the review or approval of the Los Angeles County Superintendent of Schools or the Los Angeles County Auditor/Controller.

The Board of Governors' approval of Mt. SAC's application for Fiscal Independence will be based on the following standards:

Standard 1: **Adequate Fund Balances** – The district has avoided deficit balances in its funds and has maintained a prudent reserve in its unrestricted general fund over the preceding five fiscal years.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #23

**SUBJECT:** Request for Fiscal Independence Status

**DATE:** August 24, 2011

Standard 2: **Statute and Governing Board** – The district makes only lawful and appropriate expenditures in carrying out the programs authorized by statute and by the governing board.

Standard 3: **Adequate Internal Controls** – The staff of the accounting, budgeting, contracts, management information systems, internal audits, personnel, and procurement departments are adequate in numbers and skill level to administer administrative programs independent of detailed review by the county office of education and to provide an internal audit function that assures adequate internal controls.

Standard 4: **Legality and Propriety of Transactions** - The staff of the accounting, budgeting, contracts, management information systems, internal audits, personnel, and procurement departments exercise independent judgment to assure the legality and propriety of transactions.

The estimated timeline for this process is as follows:

September 1, 2011	The College files a Fiscal Independence Application with the County Superintendent of Schools and the State Chancellor's Office. The County Superintendent's designee will then call for a special audit study of Mt. SAC's accounting systems. The audit firm will be hired by the County, but paid by the College.
October 15, 2011	The audit firm completes the audit study and submits its report to the Los Angeles County Superintendent of Schools, the Los Angeles County Auditor/Controller, and the Chancellor's Office.
October 1, 2011	The Los Angeles County Superintendent of Schools and the Los Angeles County Auditor/Controller's Office submit their recommendation to the Chancellor's Office.
October 2011	The Chancellor's Office submits an Agenda Item for the Board of Governors meeting.
October 27-28, 2011	Board of Governors approves or disapproves Mt. SAC's request for Fiscal Independence status.
December 15-16, 2011	Board of Governors last meeting before statutory deadline. The above schedule is pretty aggressive, so this could be a back-up approval date.

**SUBJECT:** Request for Fiscal Independence Status

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**DATE:** August 24, 2011

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Funding Source

Unrestricted General Fund - cost of the special audit.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves submitting an application to the Los Angeles County Superintendent of Schools requesting Fiscal Independence status.



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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Contract with Professional Account Management – Parking Citation  
Processing

**BACKGROUND**

The Department of Public Safety contracts with an outside vendor (Professional Account Management) to process all parking citations issued to the campus community for parking violations.

**ANALYSIS AND FISCAL IMPACT**

This service provides the College with Registered Owner and Vehicle Information through the Department of Motor Vehicles (DMV), and is responsible for mailing citation notices and collection of out-of-state fees.

This is an annual contract between Mt. San Antonio College (Department of Public Safety) and Professional Account Management and is not to exceed \$40,000.00

Contract date: July 1, 2011, through June 30, 2012.

**Funding Source**

Restricted Parking funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the contract between Mt. San Antonio College and Professional Account Management for processing parking citations.

Prepared by: Mark DiMaggio

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #24

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Microsoft Campus Agreement

**BACKGROUND**

The Microsoft Campus Agreement is purchased from Computerland of Silicon Valley via the Foundation for California Community Colleges (FCCC) and is an annual licensing program that allows the College the right to run Microsoft-licensed software on all institution-owned or institution-leased computers. The Board’s approval is sought to enter into a new three-year Microsoft Campus Agreement commencing October 1, 2011, through September 30, 2014.

**ANALYSIS AND FISCAL IMPACT**

The agreement covers the most current version (and prior versions) of the client licensed software for Windows, Office, and virus protection, and it automatically includes all software upgrades released during the license year.

The annual renewal cost of the agreement is based on Full-Time Equivalent (FTE) staff, faculty, and managers that the College reports to the Chancellor’s Office. Also, the FCCC reduces the College’s reported FTE count by both leave FTE and state overload to arrive at the lowest possible FTE. The FCCC negotiates a three-year fixed-price per FTE through its contract with Microsoft. The negotiated unit price for this three-year period is \$61.50 per FTE. This cost is fair and reasonable and offers a significant savings over the cost that Microsoft charges the private sector. Based on the current FTE of 1,300, the cost for client software is \$79,950. To support the client licenses, the College will utilize 66 Microsoft licenses for server manager software at the cost of \$1,251.

The total cost for 2011-12 is \$81,201. This amount will fluctuate for 2012-13 and 2013-14, based on the number of FTE and server licenses required to support the campus.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the FCCC’s Microsoft Campus Agreement effective October 1, 2011, through September 30, 2014.

Prepared by: Victor A. Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #25

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Agreement with Moodlerooms, Inc.

**BACKGROUND**

The agreement with the College's current learning management system (LMS), Blackboard, expires June 30, 2012. The College will be required to upgrade from Blackboard version 8.0 to 9.1. This is a major change to the system's functionality and will require faculty retraining and relocation of course content. In anticipation of the agreement's expiration and version change, the Distance Learning Committee and interested faculty participated in an evaluation of four viable LMS options that would work with the College's systems environment, offer the critical features faculty use, and provide satisfactory user support. The group reviewed on-site demonstrations of both open-source and proprietary solutions. Based on a functional review of the systems, faculty recommended either Moodlerooms or Blackboard because both systems would meet their needs.

**ANALYSIS AND FISCAL IMPACT**

The College ultimately decided to recommend Moodlerooms due to concerns with Blackboard's escalating costs and available support. Moodlerooms' proposal includes support, both functional and technical, and training throughout the implementation. The Moodlerooms agreement also includes access for non-credit users, for which the current Blackboard system is not licensed. The College plans to pilot Moodlerooms with a few online classes in Winter 2012 with full implementation by Summer 2012.

Year	Moodlerooms	Blackboard
Transition Year: 2011-12	\$45,000	Included in current agreement
2012-13	\$173,000	\$327,964
2013-14	\$136,000	\$333,798
2014-15	\$136,000	\$339,736
Total	\$490,000	\$1,001,498

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Victor A. Belinski/Meghan Chen

Reviewed by: Michael D. Gregoryk/Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #26

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Furniture Consultant for New Childcare Facility

**BACKGROUND**

The selection of furnishings for the new Childcare Facility requires the services of a knowledgeable interior design consultant with expertise in specifying the appropriately sized and durable products that will meet the long-term needs of the College. The College will contract with an interior design firm to provide a complete range of interior design consulting services for the planned new facility. On June 15, 2011, the College issued a Request for Proposal for Childcare Furniture Consultant Services for the new Childcare Facility, and hereby submits its recommendation for the Board's approval.

**ANALYSIS AND FISCAL IMPACT**

Government Code Section 4526 requires that the selection of a *“design services firm be made on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.”* Furthermore, it specifies the maximum participation of small business firms, and that selection procedures *“...specifically prohibit practices which might result in unlawful activity including, but not limited to, rebates, kickbacks, or other unlawful consideration.”*

In keeping with the requirements of this law, staff developed Request for Proposal No. 2891 – Childcare Furniture Consultant Services (RFP No. 2891) and a selection process that allowed for maximum participation of qualified firms in an open and transparent environment. Key information about the selection process is as follows:

Members of the Review Committee that participated in the review of the proposal contents and in the interview of the finalist were:

- Tamika Addison – Acting Childcare Center Director
- Janette Henry – Childcare Facility Coordinator
- Thomas Meikle – Manager, Purchasing
- Gary Nellesen – Director, Facilities Planning & Management

Proposals had to be received and date-stamped by the deadline of July 14, 2011, and any received after the deadline were to be returned unopened.

Prepared by: Thomas G. Meikle/Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #27

**SUBJECT:** Childcare Furniture Consultant Services

**DATE:** August 24, 2011

- Number of RFPs mailed (including two small firms): 3
- Number of proposals received: 1

**Evaluation Process:**

The Proposal was screened by Purchasing for completeness of the submittal in accordance with instructions in the RFP. Proposal contents were reviewed independently by the Review Committee and uniformly rated using a common evaluation form. The Review Committee conducted an interview with the firm to elicit whether the firm's experience and staff fit with our program and whether the firm could meet College expectations.

The proposer's responses to the questions posed by the Review Committee were independently rated by the members. Upon completion of the interview, the Committee was unanimous in recommending selection of PAL id studio.

Purchasing did not review fee proposals until this stage of the evaluation process. Purchasing then successfully conducted contract and fee negotiations with PAL id studio.

**Summary:**

The selection process for Childcare Furniture Consultant Services firms has conformed to the legal requirements of Government Code 4525 and provided an equal opportunity to all firms to participate. Therefore, it is in the College's best interest to enter into a contract with PAL id studio to provide Childcare Furniture Consultant Services for the Childcare Center Facility for a fixed fee of \$32,250 plus a reimbursable expense allowance of \$2,580. They will also provide furniture planning, design, and installation coordination services for the administrative offices, faculty offices, and classrooms for \$39,250 plus a reimbursable expense allowance of \$3,140, for a total not to exceed \$77,220.

Funding Source

Measure RR Bond Anticipation Note funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract award for Childcare Furniture Consulting Services to PAL id studio.

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Maintenance and Service Agreement for Data Center

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contract is presented for approval:

<b>Consultant:</b>	Eaton Corporation		
<b>Project:</b>	Annual Maintenance and Service Agreement		
<b>Description:</b>	<b>Amount</b>		
Three-year professional services maintenance agreement to provide annual preventative maintenance and service on three Uninterrupted Power Supply (UPS) units and one Liebert unit (battery backup) at the Data Center. This equipment is crucial to the continuous operation of the campus central computer systems. Agreement period is September 1, 2011, through August 31, 2014. Fixed fee for three-year term, \$7,584.33 per year:	\$22,753.00		
Contract Amount			\$22,753.00

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #28

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Professional Design and Consulting Services

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contracts are presented for approval:

<b>#1</b>	<b>Consultant:</b>	H2 Environmental Consulting Services, Inc.	
	<b>Project:</b>	Classroom Building Renovation (formerly Agricultural Sciences Lab)	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional consulting services to provide labor and equipment for site-specific asbestos and lead abatement specifications at the Classroom Building Renovation Building. Fixed fee:	\$1,950.00	
	Contract Amount		\$1,950.00

<b>#2</b>	<b>Consultant:</b>	HMC Architects	
	<b>Project:</b>	Student Services Annex Building	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional architectural and engineering services to construct a 9,000-square-foot building to provide space for Student Services programs. Fixed fee:	\$376,200.00	
	Reimbursable expenses:	\$10,000.00	
	Contract Amount		\$386,200.00

<b>#3</b>	<b>Consultant:</b>	Webb Food Service Design Consultants	
	<b>Project:</b>	Row Building Food Laboratory 19B-5	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional design services to upgrade the commercial kitchen equipment at the Foods Laboratory 19B-5. Fixed fee:	\$14,800.00	
	Reimbursable expenses:	\$500.00	
	Contract Amount		\$15,300.00

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #29

**SUBJECT:** Professional Design and Consulting Services

**DATE:** August 24, 2011

**Funding Sources**

#1 – Measure RR Bond Anticipation Notes.

#2 – Measure RR Bond Anticipation Notes.

#3 – 2010-11 Redevelopment Funds – Building 19B-5.

**RECOMMENDATION**

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



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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Carpet, Installation, and Resilient Flooring (Bid No. 2892)

**BACKGROUND**

This bid is for a multi-year contract to provide carpet, installation, and resilient flooring throughout the campus on an as-needed basis. The initial contract period will be for one year commencing September 1, 2011, and may be renewed on an annual basis for up to four additional one-year periods, not to exceed five years.

**ANALYSIS AND FISCAL IMPACT**

Two bids were received and publicly opened on July 27, 2011. Bidders were required to submit unit pricing for all materials and labor that would be associated with this type of work. The unit price bid covers a range of flooring types typically used on campus, and quantity discounts were requested to ensure competitive pricing on both small and large projects. The bid specifications were prepared to encourage other public agencies across the state to "piggyback" on the contract; thus, encouraging the very best pricing. As the administrator of the bid, the College has the right to charge a fee to those agencies that elect to purchase flooring materials under the contract. An administrative fee of 2% of the total invoice amount will be paid to the Mt. San Antonio College Foundation for all work done under this contract, other than at Mt. San Antonio College. Staff estimates that this contract will result in savings of up to 20% on future flooring work.

A hypothetical project was utilized for the purpose of determining the lowest cost responsible bidder. Bidders were given a hypothetical project representative of the full range of flooring types and quantities of materials to be purchased under this agreement, and they were instructed to apply the costs from their unit pricing to this project. Based on this method, the lowest responsive and responsible bidder is Tandus Flooring, Inc.

Based on past years' project history, the College anticipates spending approximately \$150,000 per year, but has not guaranteed a minimum amount of work for this bid.

**Funding Source**

Varies by project.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves award of the Carpet, Installation, and Resilient Flooring (Bid No. 2892) to Tandus Flooring, Inc., as presented.

Prepared by: Thomas G. Meikle/Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #30

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Art Studio Renovation (Change Order)

**BACKGROUND**

Art Studio Renovation (Change Order). In 2005, the College successfully renovated the Art Studio buildings (1B and 1C), including seismic retrofit. To more efficiently schedule the project, a DSA-required access ramp was deducted from the project and added to the non-DSA infrastructure project. In order to close the file on the project, DSA is requiring that the work be added back to the renovation project. This is an administrative change only with no financial impact to either project.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2605	<b>Contractor:</b>	Inland Empire Builders (General Contractor)	<b>CO No.</b>	11
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
	Construct a handicapped ramp at the Art Studio.			\$2,544.00	0 days
	Total			\$2,544.00	0 days
	Original Contract Amount			\$595,742.00	
	Net Change by Previous Change Orders			\$268,553.23	
	Net Sum Prior to This Change Order			\$864,295.23	
	Amount of Change Order No. 10 (Credit)			\$2,554.00	
	New Contract Sum			\$1,416,839.23	
Percentage of Change to Contract, to Date				23.66%	

**Funding Source**

Not applicable.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen

Reviewed by: Thomas G. Meikle/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #31

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Campus-wide Infrastructure – Phase F (Change Order)

**BACKGROUND**

Campus-wide Infrastructure – Phase F (Change Order). In 2005, the College successfully renovated the Art Studio buildings (1B and 1C), including seismic retrofit. To more efficiently schedule the project, a DSA-required access ramp was deducted from the project and added to a non-DSA infrastructure project. In order to close the file on the project, DSA is requiring that the work be added back to the renovation project. This is an administrative change only with no financial impact to either project.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2652	<b>Contractor:</b>	Inland Empire Builders (General Contractor)	<b>CO No.</b>	5
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
	Deduct handicapped ramp from scope of work.		<\$2,544.00>	0 days	
	Total		<\$2,544.00>	0 days	
	Original Contract Amount		\$915,861.00		
	Net Change by Previous Change Orders		\$98,574.13		
	Net Sum Prior to This Change Order		\$1,014,435.13		
	Amount of Change Order No. 5		<\$2,544.00>		
	New Contract Sum		\$1,011,891.13		
Percentage of Change to Contract, to Date			10.49%		

**Funding Source**

Not applicable.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen

Reviewed by: Thomas G. Meikle/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #31

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Agricultural Sciences Complex (Change Orders)

**BACKGROUND**

Agricultural Sciences Complex (Change Orders).

As of July 1, 2011, Change Orders for the Agricultural Sciences Complex project (main building) totaled \$1,667,653.51, or 11.7%, of all contracts. Changes totaling 2.1% of all contracts were owner-requested changes, 6.2% were required by the Architect, 0.3% were required to update Campus Standards, 1.3% were to address unforeseen conditions, and 1.5% were for Division of the State Architect, updated code requirements, and other miscellaneous changes.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	<b>2773</b>	<b>Contractor:</b>	<b>K.A.R. Construction, Inc. (Concrete Contractor)</b>	<b>CO No.</b>	<b>9</b>
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
	Demolish and reconstruct the masonry header at the service yard exterior door. This work is necessary to install the door at the correct elevation. <i>Architect/Engineer requirement-design error.</i>		\$4,080.80	0 days	
	Total		\$4,080.80	0 days	
	Original Contract Amount		\$1,337,000.00		
	Net Change by Previous Change Orders		\$148,458.18		
	Net Sum Prior to This Change Order		\$1,485,458.18		
	Amount of Change Order No. 9		\$4,080.80		
	New Contract Sum		\$1,489,538.98		
Percentage of Change to Contract, to Date			11.41%		

Prepared by: Gary L. Nellesen

Reviewed by: Thomas G. Meikle/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #31

**SUBJECT:** Agricultural Sciences Complex (Change Orders)

**DATE:** August 24, 2011

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

<b>Agricultural Sciences Complex</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2773 KAR Construction Inc. (Concrete Contractor)</b>
Contract Amount		\$1,337,000.00		
Change Order No. 1	January 2009	\$2,395.02	0.18%	Modify structural rebar assembly.
Change Order No. 2	February 2009	\$11,469.97	1.04%	Modify elevator pit to accommodate larger elevator.
Change Order No. 3	June 2009	\$10,771.87	1.84%	Rain costs.
Change Order No. 4	April 2010	\$8,507.07	2.48%	Structural steel and equipment pad changes.
Change Order No. 5	October 2010	\$19,867.62	3.96%	Re-grade around perimeter of building and replace rebar cut during welding activities.
Change Order No. 6	February 2011	\$41,357.75	7.06%	Changes to east side and ADA ramp on southwest corner of site.
Change Order No. 7	April 2011	\$53,018.64	11.02%	Removal of damaged base material and revisions of ADA ramps at southwest corner of site; Add concrete steps not on original scope of work.
Change Order No. 8	May 2011	\$1,070.24	11.1%	Provide additional galvanized railing at concrete steps on southwest corner of the site.

**SUBJECT:** Agricultural Sciences Complex (Change Orders)

**DATE:** August 24, 2011

<b>Bid No.</b>	2775	<b>Contractor:</b>	Harbor Construction Co., Inc. (General Contractor)	<b>CO No.</b>	16
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Enclose the chilled and hot water piping running from the first floor to the second floor per the Inspector of Records direction. <i>DSA/Code requirement.</i>			\$1,454.00	0 days
2	Finish wall behind newly upgraded fire alarm enunciator to include and accommodate mass notification features. <i>Owner-directed change-Campus Standard.</i>			\$273.00	0 days
3	Remove installed doors and ceiling tile boxes where flooring is to be changed from sealed concrete to epoxy flooring and/or carpet. <i>Owner-directed change-design modification.</i>			\$4,457.47	0 days
4	Replace damaged fence panels installed at the site throughout the duration of the project; damage was due to high winds. <i>Miscellaneous change-weather damage.</i>			\$2,537.00	0 days
5	Provide additional framing and drywall at four rooms to create two data distribution rooms needed to serve the entire building. The data distribution room as designed would have required the distribution cable to be too long to meet installation standards. <i>Architect/Engineer requirements-design error.</i>			\$20,351.00	0 days
	Total			\$29,072.47	0 days
	Original Contract Amount				\$3,868,000.00
	Net Change by Previous Change Orders				\$472,339.16
	Net Sum Prior to This Change Order				\$4,340,339.16
	Amount of Change Order No. 16				\$29,072.47
	New Contract Sum				\$4,369,411.63
	Percentage of Change to Contract, to Date				12.96%

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

<b>Agricultural Sciences Complex</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2775 Harbor Construction (General Contractor)</b>
Contract Amount		\$3,868,000.00		
Change Order No. 1	January 2009	\$9,166.00	0.24%	Increase hydraulic elevator capacity.
Change Order No. 2	April 2009	\$10,588.00	0.51%	Rain costs.
Change Order No. 3	June 2009	\$4,064.00	0.62%	Upgrade toilet partition material to Campus Standard.
Change Order No. 4	July 2009	\$58,254.00	2.12%	Add access control to all doors in building.
Change Order No. 5	December 2009	\$31,104.00	2.93%	Add insulation in all interior walls to improve acoustics.

**SUBJECT:** Agricultural Sciences Complex (Change Orders)

**DATE:** August 24, 2011

<b>Agricultural Sciences Complex (continued)</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2775 Harbor Construction (General Contractor)</b>
Change Order No. 6	March 2010	\$9,690.00	3.18%	Miscellaneous framing changes.
Change Order No. 7	September 2010	\$82,610.00	5.31%	Miscellaneous changes to structure, ceilings, and finishes.
Change Order No. 8	October 2010	\$100,894.00	7.92%	Miscellaneous changes to doors and exterior walls; Add panels and epoxy coating.
Change Order No. 9	November 2010	\$4,707.00	8.04%	Install drywall; One-hour enclosure around chilled water piping.
Change Order No. 10	December 2010	\$70,779.00	9.87%	Install additional epoxy floors in five rooms.
Change Order No. 11	January 2011	\$35,258.00	10.78%	Revise floor finishes in several rooms and stair landing; Provide seismic wires to light fixtures under mechanical ducts.
Change Order No. 12	February 2011	\$22,104.20	11.36%	Revise moisture barrier material; Replace two doors.
Change Order No. 13	April 2011	\$8,560.00	11.58%	Replace damaged ceiling tile and grid; Add construction fencing around the site for extended time.
Change Order No. 14	May 2011	\$5,976.00	11.73%	Repair cracks and paint throughout building; Provide bracing wires for light fixtures.
Change Order No. 15	June 2011	\$18,584.96	12.21%	Trim doors to avoid rubbing on carpet; received credit for vinyl tile at second floor.

**SUBJECT:** Agricultural Sciences Complex (Change Orders)

**DATE:** August 24, 2011

<b>Bid No.</b>	2777	<b>Contractor:</b>	Continental Plumbing (Plumbing Contractor)	<b>CO No.</b>	15
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Install a concrete catch basin along the east side of the site to catch any surface runoff as well as to accommodate the existing piping. <i>Architect/Engineer requirement-additional details required.</i>			\$2,527.00	0 days
2	Install tamper switches at fire detector check and post indicator valves; work was originally part of the fire sprinkler contractor's scope of work. The costs will be back charged to the fire sprinkler contractor. <i>Miscellaneous change-back charge to the sprinkler contractor.</i>			\$249.00	0 days
	Total			\$2,776.00	0 days
	Original Contract Amount			\$1,240,608.00	
	Net Change by Previous Change Orders			\$159,071.17	
	Net Sum Prior to This Change Order			\$1,399,679.17	
	Amount of Change Order No. 15			\$2,776.00	
	New Contract Sum			\$1,402,455.17	
	Percentage of Change to Contract, to Date			13.05%	

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

<b>Agricultural Sciences Complex</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2777 Continental Plumbing (Plumbing Contractor)</b>
Contract amount		\$1,240,608.00		
Change Order No. 1	November 2008	<\$9,753.00>	-0.79%	Substitution of trench drains in kennel area.
Change Order No. 2	February 2009	\$3,893.00	-0.47%	Repairs of existing underground piping throughout site as well as capping existing transit pipe.
Change Order No. 3	May 2009	\$48,642.20	3.45%	Repair existing pipe damaged due to heavy rains; Re-route pipe due to conflict with existing duct bank.



**SUBJECT:** Agricultural Sciences Complex (Change Orders)

**DATE:** August 24, 2011

<b>Agricultural Sciences Complex (continued)</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2777 Continental Plumbing (Plumbing Contractor)</b>
Change Order No. 4	June 2009	\$14,081.00	4.58%	Re-route canyon drain's point of connection and lowering drain piping along south side of site to accommodate new elevation changes.
Change Order No. 5	July 2009	\$10,748.00	5.45%	Install pipe and fittings to the new clarifier location.
Change Order No. 6	December 2009	\$4,678.12	5.83%	Connect existing roof drain at tractor barn to catch basin at the site.
Change Order No. 7	January 2010	\$16,669.00	7.17%	Changes to roof drain piping routing.
Change Order No. 8	March 2010	\$26,640.00	9.32%	Changes to pipe sizes; Add plumbing to Janitors room; Add split system to new IT room.
Change Order No. 9	April 2010	\$2,723.00	9.54%	User-requested plumbing for washer and dryer connection at Kennel area.
Change Order No. 10	July 2010	\$13,340.00	10.61%	Relocate existing water and gas lines; install water line to future Kennel area.
Change Order No. 11	September 2010	\$12,784.00	11.64%	Relocate fire riser to interior; install sink supports under epoxy countertops.
Change Order No. 12	December 2010	<\$8,465.00>	10.96%	Credit for smaller equipment that did not fit in space provided.
Change Order No. 13	April 2011	\$7,526.00	11.57%	Install precast catch basins at service yard; install equipment at surgery rooms.
Change Order No. 14	June 2011	\$15,564.85	12.82%	Install surgical equipment and catch basin east of the main building.

**SUBJECT:** Agricultural Sciences Complex (Change Orders)

**DATE:** August 24, 2011

Funding Sources

State Capital Outlay and Measure R Bond funds.

**RECOMMENDATION**

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

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Athletic Storage Building (Change Order)

**BACKGROUND**

Athletic Storage Building (Change Order).

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2808-09	<b>Contractor:</b>	General Consolidated Construction, Inc. (General Contractor)	<b>CO No.</b>	4
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Revise storm drain location due to the proximity of the storm drain line to the building per Building Code. <i>Miscellaneous change.</i>			\$4,730.00	0 days
2	Add concrete to an excavation left open by another contractor. <i>Miscellaneous change.</i>			\$600.00	0 days
	Total			\$5,330.00	0 days
	Original Contract Amount			\$545,000.00	
	Net Change by Previous Change Orders			\$46,409.04	
	Net Sum Prior to This Change Order			\$591,409.04	
	Amount of Change Order No. 4			\$5,330.00	
	New Contract Sum			\$596,739.04	
	Percentage of Change to Contract, to Date			9.49%	

**Funding Source**

2007-08 One-Time funds.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen

Reviewed by: Thomas G. Meikle/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #31

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Child Development Center (Change Order)

**BACKGROUND**

Child Development Center (Change Order).

As of July 1, 2011, Change Orders for the Child Development Center project totaled \$118,577.86, or 1% of all contracts. Changes totaling 0.1% were to address unforeseen conditions and 1% was for Division of the State Architect, updated code requirements, and other miscellaneous changes.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2829	<b>Contractor:</b>	Edge Development (Building Concrete and Masonry Contractor)	<b>CO No.</b>	2
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
	Transport clean leftover soil from the site to a designated site on the north lot of the Agricultural Building site. <i>Miscellaneous change.</i>			\$446.00	0 days
	Total			\$446.00	0 days
	Original Contract Amount			\$726,600.00	
	Net Change by Previous Change Orders			\$20,725.00	
	Net Sum Prior to This Change Order			\$747,325.00	
	Amount of Change Order No. 2			\$446.00	
	New Contract Sum			\$747,771.00	
Percentage of Change to Contract, to Date				2.91%	

Prepared by: Gary L. Nellesen

Reviewed by: Thomas G. Meikle/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #31

**SUBJECT:** Child Development Center (Change Orders)

**DATE:** August 24, 2011

The following Change Order has previously been approved by the Board of Trustees:

<b>Child Development Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2829 Edge Development (Building Concrete &amp; Masonry)</b>
Contract Amount		\$726,600.00		
Change Order No. 1	July 2011	\$20,725.00	2.85%	Remove and replace rebar cages damaged by heavy rains; wall extension to accommodate new column.

Funding Source

Measure RR Bond Anticipation Notes funds.

**RECOMMENDATION**

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

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Design Technology Center (Change Orders)

**BACKGROUND**

Design Technology Center (Change Orders).

As of July 1, 2011, Change Orders for the Design Technology Center project totaled \$994,646.00, or 6.2% of all contracts. Changes totaling 2.6% of all contracts were owner-requested changes, 2.1% were required by the Architect, 0% were required to update Campus Standards, 0.7% were to address unforeseen conditions, and 0.8% were for Division of the State Architect, updated code requirements, and other miscellaneous changes.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2851	<b>Contractor:</b>	HPL Mechanical (Plumbing Contractor)	<b>CO No.</b>	4
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
	Install a condensation drain line and drywell at the added fan coil unit in Storage Room 303 to accommodate newly added sound equipment for the audiovisual system. <i>Owner-directed change-design modification.</i>			\$6,252.40	5 days
	Total			\$6,252.40	5 days
	Original Contract Amount			\$807,937.00	
	Net Change by Previous Change Orders			\$19,115.61	
	Net Sum Prior to This Change Order			\$827,052.61	
	Amount of Change Order No. 4			\$6,252.40	
	New Contract Sum			\$833,305.01	
	Percentage of Change to Contract, to Date			3.14%	

Prepared by: Gary L. Nellesen

Reviewed by: Thomas G. Meikle/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #31

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** August 24, 2011

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

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2851 HPL Mechanical (Plumbing Contractor)</b>
Contract Amount		\$807,937.00		
Change Order No. 1	August 2010	\$3,078.10	0.38%	Fix water line and install underground utilities for restrooms.
Change Order No. 2	December 2010	\$10,175.85	1.26%	Revise underground site utilities on west side.
Change Order No. 3	May 2011	\$5,861.66	0.73%	Add photo processing sinks in Room 158 and revise size of walk-around sinks in Rooms 151 and 158.

<b>Bid No.</b>	2852	<b>Contractor:</b>	West Tech Mechanical (HVAC Contractor)	<b>CO No.</b>	4
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Provide credit for unused roof flashing, which is included in the originally specified roof system. <i>Owner-directed change-design modification.</i>		<\$444.61>	0 days	
2	Modify return air ducts and smoke/fire dampers to prevent recirculation of air at the Photo Processing sinks. <i>Architect/Engineer requirement-additional details required.</i>		\$536.57	0 days	
3	Relocate boiler control panel location to the front of the unit to ensure proper code required minimum clearances. <i>Architect/Engineer requirement-additional details required.</i>		\$2,680.06	2 days	
	Total		\$2,772.02	10 days	
	Original Contract Amount		\$1,800,500.00		
	Net Change by Previous Change Orders		\$29,960.42		
	Net Sum Prior to This Change Order		\$1,830,460.42		
	Amount of Change Order No. 4		\$2,772.02		
	New Contract Sum		\$1,833,232.44		
Percentage of Change to Contract, to Date			1.82%		

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** August 24, 2011

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

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2852 West Tech Mechanical (HVAC Contractor)</b>
Contract Amount		\$1,800,500.00		
Change Order No. 1	August 2010	\$2,520.20	0.14%	Remove septic tank and brick.
Change Order No. 2	May 2011	\$20,214.93	1.12%	One-hour fire rating; Revise HVAC at Storage Room 303.
Change Order No. 3	June 2011	\$7,225.29	0.4%	Install exhaust in photo processing area.

<b>Bid No.</b>	2853	<b>Contractor:</b>	Brewster Electrical (Electrical Contractor)	<b>CO No.</b>	9
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Provide additional fire stopping at added floor boxes in order to maintain one-hour occupancy separation at CAD/Studio Room 202. <i>DSA/Code requirement.</i>			\$10,128.00	0 days
2	Provide and install projection screen and projector lift at the Assembly Space. <i>Owner-directed change-design modification.</i>			\$25,158.00	0 days
3	Revise and relocate communication, light switches, and duplex receptacle to the east wall in Room 116 to allow for improved access from corridor and eliminate access through the classroom. <i>Owner-directed change-design modification.</i>			\$2,624.00	0 days
4	Add three duct detectors at three locations on the second floor corridors that were omitted in the contract documents. <i>Architect/Engineer requirement-additional details required.</i>			\$1,923.00	1 days
	<b>Total</b>			<b>\$39,833.00</b>	<b>1 days</b>
	Original Contract Amount			\$2,491,338.00	
	Net Change by Previous Change Orders			\$278,646.16	
	Net Sum Prior to This Change Order			\$2,769,984.16	
	Amount of Change Order No. 9			\$39,833.00	
	New Contract Sum			\$2,809,817.16	
Percentage of Change to Contract, to Date					12.78%



**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** August 24, 2011

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

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2853 Brewster Electrical (Electric Contractor)</b>
Contract Amount		\$2,491,338.00		
Change Order No. 1	June 2010	\$4,085.49	0.56%	Revise high voltage feeder location; Repair conduit in sidewalk; Repair light pole locations.
Change Order No. 2	July 2010	\$200,409.40	8.0%	Add rooftop lighting; Revise lighting layout; Floor boxes; Protection screen locations; Add lights in Hallway 123; Exterior light fixture.
Change Order No. 3	October 2010	\$18,452.01	0.74%	Add light in corridor; Power and conduit to irrigation controller; Add power at AHU unit.
Change Order No. 4	November 2010	\$6,710.26	0.27%	Roofing credit; Power to automatic doors; Install disconnect switch.
Change Order No. 5	January 2011	\$44,136.96	1.77%	Wire baskets; Sump drain; Store existing emergency blue phone; Add power to EMS control panels; FLEX vs. EMT.
Change Order No. 6	March 2011	\$14,352.01	0.58%	Delete intrusion alarm; Interior and exterior lighting controls; Revise power distribution in Room 137.

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** August 24, 2011

<b>Design Technology Center (continued)</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2853 Brewster Electrical (Electric Contractor)</b>
Change Order No. 7	May 2011	<\$24,998.00>	0.1%	Power smoke detector to fire alarm system; Revise power in Room 143 and 158; Revise electrical design in Assembly Space; Reinstall disconnects; Connect fire alarm to coiling door; Ceiling-mounted receptacles; Credit for public address systems; Lighting control zones; Install annunciation panel.
Change Order No. 8	July 2011	\$5,498.00	0.22%	Temporary power for elevator installation; Relocate boiler control panel location; Install wall-mounted light fixture at wheelchair lift; Column furring at Room 113.

Funding Sources

State Capital Outlay and Measure R Bond funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the Change Orders, as presented.

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Administration Building Remodel (Change Order)

**BACKGROUND**

Administration Building Remodel (Change Order).

As of July 1, 2011, Change Orders for the Administration Building Remodel project totaled \$1,266,594.72, or 19% of all contracts. Changes totaling 11.2% of all contracts were owner-requested changes, 2.4% were required by the Architect, 1.5% was required to update Campus Standards, 3.1% were to address unforeseen conditions, and 1.2% was for Division of the State Architect, updated code requirements, and other miscellaneous changes.

**ANALYSIS AND FISCAL IMPACT**

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

Bid No.	2858	Contractor:	DSG Corporation (Mechanical Contractor)	CO No.	1
Item	Change and Justification:		Amount	Time	
	Provide temporary air conditioning units to acclimate the building for installation of casework per industry standards. <i>Miscellaneous change.</i>		\$35,936.61	0 days	
	Total		\$35,936.61	0 days	
	Original Contract Amount		\$901,500.00		
	Net Change by Previous Change Orders		\$0.00		
	Net Sum Prior to This Change Order		\$901,500.00		
	Amount of Change Order No. 1		\$35,936.61		
	New Contract Sum		\$937,436.61		
	Percentage of Change to Contract, to Date		3.99%		

**Funding Sources**

State Capital Outlay and COPS funds.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen

Reviewed by: Thomas G. Meikle/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #31

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Purchase of Furniture for Administration Building (Change Order)

**BACKGROUND**

Purchase of Furniture for Administration Building (Change Order).

As of August 1, 2011, Change Orders for the Administration Building furniture totaled \$73,673.94, or 7.9% of the contract. All of the changes were owner-directed changes.

**ANALYSIS AND FISCAL IMPACT**

The following changes are necessary in order to provide the College with a functional and complete project and to provide additional items not included in the original contract:

<b>Bid No.</b>	2882	<b>Contractor:</b>	Corporate Business Interiors (Allsteel)	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
	Add furniture for additional office, additional ergonomic accessories, banquettes, and additional installation components in accordance with Mt. SAC installation methodology. <i>Owner-directed changes-design modification.</i>			\$73,673.94	0 days
	Total			\$73,673.94	0 days
	Original Contract Amount			\$927,209.26	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$927,209.26	
	Amount of Change Order No. 8			\$73,673.94	
	New Contract Sum			\$1,000,883.20	
	Percentage of Change to Contract, to Date			7.95%	

**Funding Sources**

COPS and Measure RR Bond Anticipation Note funds.

**RECOMMENDATION**

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

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk/Gary L. Nellesen

Recommended by: Bill Scroggins

Agenda Item: Consent #31

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

**DATE:** August 24, 2011

**CONSENT**

**SUBJECT:** Annual Maintenance Agreements (Contract Amendments)

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contracts are presented for approval:

#1	Consultant:	First Fire Systems	No.	1
	Project:	Annual Fire Alarm Monitoring		
Item	Change and Justification:	Amount		
	Addition of the Community Education Buildings 31A, 31B, 32, and the Agricultural Sciences Building to the remaining two years of the three-year annual fire alarm monitoring contract. Fixed fee for three-year term:	\$2,040.00		
	Total	\$2,040.00		
	Original Contract Amount	\$22,032.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$22,032.00		
	Amount of Amendment No. 1	\$2,040.00		
	New Contract Sum	\$24,072.00		

#2	Consultant:	Water Chemists Incorporated	No.	1
	Project:	Annual Water Treatment Service Agreement		
Item	Change and Justification:	Amount		
	Addition of the Agricultural Sciences Building to the remaining two years of the three-year annual chilled water Central Plant water treatment contract. Fixed fee for three-year term:	\$3,600.00		
	Total	\$3,600.00		
	Original Contract Amount	\$57,800.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$57,800.00		
	Amount of Amendment No. 1	\$3,600.00		
	New Contract Sum	\$61,400.00		

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #32

**SUBJECT:** Annual Maintenance Agreements (Contract Amendments)

**DATE:** August 24, 2011

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

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

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

**DATE:** August 24, 2011

**CONSENT**

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

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contract amendments are presented for ratification:

#1	Consultant:	HMC Architects	No.	8
	Project:	Design Technology Center		
Item	Change and Justification:	Amount		
	Additional professional architectural and engineering services to provide design documents for various owner-added scope items including utility metering, lighting controls, and building emergency notification. Fixed fee:	\$10,690.00		
	Total	\$10,690.00		
	Original Contract Amount	\$1,778,648.00		
	Net Change by Previous Amendments	\$153,550.00		
	Net Sum Prior to This Amendment	\$1,932,198.00		
	Amount of Amendment No. 8	\$10,690.00		
	New Contract Sum	\$1,942,888.00		

#2	Consultant:	PAL id studio	No.	1
	Project:	Administration Building Renovation		
Item	Change and Justification:	Amount		
	Additional professional interior design services to create a detailed catalog of existing furniture and equipment to facilitate its reuse. Fixed fee:	\$7,480.00		
	Reimbursable expenses:	\$598.40		
	Total	\$8,078.40		
	Original Contract Amount	\$78,300.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$78,300.00		
	Amount of Amendment No. 1	\$8,078.40		
	New Contract Sum	\$86,378.40		

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #33

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

**DATE:** August 24, 2011

<b>#3</b>	<b>Consultant:</b>	PAL id studio	<b>No.</b>	1
	<b>Project:</b>	Physical Education Program Building Renovation		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Additional professional interior design services for the purchase of new furniture, fixtures, and equipment in areas of the building that were not included in the original proposal. Fixed fee:		\$4,420.00	
	Reimbursable expenses:		\$353.60	
	Total		\$4,773.60	
	Original Contract Amount		\$5,940.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$5,940.00	
	Amount of Amendment No. 1		\$4,773.60	
	New Contract Sum		\$10,713.60	

Funding Source

#1 – #3 - Measure RR Bond Anticipation Note.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the Contract Amendments, as presented.



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

**DATE:** August 24, 2011 **ACTION**  
**SUBJECT:** Three Year Negotiated Agreement Between the Faculty Association and  
the District for 2011-14

**BACKGROUND**

The 2011-14 collaborative bargaining sessions between the Faculty Association and the Mt. San Antonio Community College District (District) began on January 24, 2011. The parties met for 16 sessions from January 24, 2011, through June 10, 2011.

**ANALYSIS AND FISCAL IMPACT**

On June 10, 2011, the District and the Faculty Association reached Tentative Agreements on all contract issues, including an on-schedule salary increase of two percent (2%) plus a \$755 annual increase to the District's contribution toward employee health benefits. The summary of the changes in the Master Agreement from the previous agreement, which expired on June 30, 2011, is attached.

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

**Funding Source**

Restricted and Unrestricted General Funds

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Agreement between the Mt. San Antonio Community College District and the Faculty Association for the period July 1, 2011, through June 30, 2014.

Prepared by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Action #1

**SUBJECT:** Three Year Negotiated Agreement Between the Faculty Association and the District for 2011-14

**DATE:** August 24, 2011

**2011–2014  
FACULTY ASSOCIATION AND  
THE MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT  
SUMMARY OF TENTATIVE AGREEMENTS**

The Mt. San Antonio Community College District and the Faculty Association reached a Tentative Agreement for the Master Contract that will be in effect from July 1, 2011, through June 30, 2014, if ratified by the membership and approved by the Board of Trustees. Highlights of the issues agreed upon are as follows:

**Article 7: Salaries**

The District and the Faculty Association approved the following increases to salary (Appendix A and Appendix C):

- For 2011-12: 2% on schedule
- For 2012-13: Determined through re-openers
- For 2013-14: Determined through re-openers

**Article 8: Contract Employee Benefits**

- For 2011-12: The District's contribution towards employee health benefits increased from \$9,745 per year to \$10,500 (\$755 increase)
- For 2012-13: To be negotiated during re-opener negotiations
- For 2013-14: To be negotiated during re-opener negotiations

Additional language was agreed upon, requiring employees to enroll at a minimum, in a single party major medical health plan, and dental, vision, and life insurance from one of the District plans offered. Employees may elect to receive \$5,500 per year to "opt out" but the \$5,500 contribution must be used to purchase dental, vision and life insurance. The employee who declines coverage must provide annual proof of continuing health coverage under a group health care plan.

**Article 10: Workload**

Clarified language for faculty office hours and department chair office hours. Inserted new language requiring department chairs to attend four (4) hours of mandatory department chair training. Clarified language regarding reassigned time expectancies and evaluation (Appendix 1b).

Defined the process including timelines for appointments to reassigned positions (Appendix E).

Clarified language regarding adjunct faculty rehire rights. Defined a class as a CRN except in cases of lecture/lab classes that are scheduled independent of one another.

**SUBJECT:** Three Year Negotiated Agreement Between the Faculty Association and the District for 2011-14

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**DATE:** August 24, 2011

**Article 13: Intellectual Property Rights and Distance Learning**

Defined distance learning and hybrid courses, set faculty load limitations for online learning assignments, and set requirement for hybrid course office hours to be on campus.

**Article 15: Lab Parity**

Clarified language regarding lab time scheduling and expanded the Lab Parity Committee from four to six.

**Article 16: Leaves of Absence**

Replaced reference from “day” to “hour” for reporting sick leave. Modified language allowing adjunct faculty to access sick leave subsequent to formal acceptance of assignment. Added reference to adjunct counselors and librarians under provision for sick leave accrual.

Updated language for faculty use of sick leave consistent with STRS regulations.

Updated maternity leave provision consistent with Education Code Section 87780.

**Article 18: Faculty Evaluation Procedures and Personnel Files**

Modified department chair performance expectancies based on recommendations submitted by the Department Chair Taskforce.

Clarified the language regarding the evaluation of contract (probationary) faculty.

**Article 27: Health and Safety**

Inserted language regarding faculty responsibilities during a declared emergency.

**Appendix A: Salary Schedule for Unit Members**

Inserted “Minimum Qualifications” reference under Column 1.

**Appendix B: Department Chair Remuneration / Reassigned Time**

Increased department chair stipends by three points on the formula for an increase of \$951 to each department chair’s stipend.

**SUBJECT:** Three Year Negotiated Agreement Between the Faculty Association and the District for 2011-14

**DATE:** August 24, 2011

**Appendix E: Reassigned Time for Special Assignments**

The following adjustments were made to reassigned time for special assignments:

<b>Assignment</b>	<b>LHE (from)</b>	<b>LHE (to)</b>
Assistant Curriculum Liaison	6	12
Adjunct Faculty Coordinator – English	18	6
Adjunct Faculty Coordinator – Math	12	0
Assistant Athletic Director	30	18
Faculty Professional Development Coordinator	6	9
Farm Management	30	9
Fire Technology Director	15	24
General Education Outcomes Coordinator	18	0
Honors Coordinator, Assistant	12	0
Honors Coordinator	30	12
Observatory Coordinator	6	0
Planetarium Coordinator	6	0
Student learning Outcomes Coordinator	18	0
Outcomes Coordinator	0	18
Technical Director (Theater)	0	4.5
Interior Design Coordinator	0	3
Health Career Resource Center Director	0	24
Radio Broadcast Coordinator	0	6

**SUBJECT:** Three Year Negotiated Agreement Between the Faculty Association and the District for 2011-14

**DATE:** August 24, 2011

**ANALYSIS OF FACULTY NEGOTIATION INCREASES  
FROM THE UNRESTRICTED GENERAL FUND**

	Total Salary	311000 STRS	321000 PERS	331000 OASDI	335000 MEDI	351000 SUI	361000 W/C	371000 CIL	381000 LARISA	Total Benefits	Salary & Benefits
Cost of 2% Increase to Salary Schedule	755,470	60,349	2,099	1,193	10,427	12,096	10,098	-	143	96,405	<b>851,875 Cost</b>
Cost of \$755 Increase to Employee Health Benefits	-	-	-	-	-	-	-	284,716	-	284,716	<b>284,716 Cost</b>
Appendix B Dept. Chair Renumeration: Cost of Appendix B: Department Chair Stipend Changes	22,030	1,814	-	-	317	353	292	-	-	2,776	<b>24,806 Cost</b>
Savings for Appendix B: Dept. Chair LHE Decrease from 266 LHE 2010-11 to 250 LHE 2011-12 or 5 LHE Total (used the 79.75 per hour rate)	(7,178)	(355)	-	-	(105)	(52)	(101)	-	(86)	(699)	<b>(7,877) Savings</b>
Appendix B Total Savings	14,852	1,459	-	-	212	301	191	-	(86)	2,077	<b>16,929 Cost</b>
Appendix E: Reassigned Time for Special Assignments Savings for LHE Decrease from 646.5 to 579 (Used the \$79.75 per hour rate)	(150,728)	(7,461)	-	-	(2,212)	(1,085)	(2,125)	-	(1,809)	(14,692)	<b>(165,420) Savings</b>
<b>TOTAL</b>	<b>619,594</b>	<b>54,347</b>	<b>2,099</b>	<b>1,193</b>	<b>8,427</b>	<b>11,312</b>	<b>8,164</b>	<b>284,716</b>	<b>(1,752)</b>	<b>368,506</b>	<b>988,100</b>

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

**DATE:** August 24, 2011

**ACTION**

**SUBJECT:** Confidential and Management Reclassification and Pay Scale  
Adjustments

**BACKGROUND**

It is requested that the Board of Trustees consider and support the reclassification and pay scale adjustments of the following confidential and management positions:

**Reclassifications**

**Reclassification of Human Resources Technician to Human Resources Coordinator**

The reallocation and reclassification of one Human Resources Technician to a Human Resources Coordinator classification will enable the Human Resources Department to operate more effectively.

Over the course of the past four years, one Human Resources Technician, Zaira Jimenez, has repeatedly been asked to perform additional duties that fall outside the scope of the Human Resources Technician. While the District has compensated her with out-of-class pay, the duties being performed are such that they cannot be removed as they are vital to our ability to successfully achieve our mission. So, in addition to the more traditional Human Resources Technician duties, this position will also be responsible for:

- Coordinating the work of temporary employees;
- Performing administrative duties in the absence of the Executive Assistant II (for example, scheduling appointments, taking minutes during labor negotiations, processing billings to ensure accurate and timely payment to vendors, maintaining calendars for Vice President and Director of Human Resources); and
- Communicating with third parties on behalf of the District.

Name: Jimenez, Zaira  
 Position: Human Resources Coordinator  
 Department: Human Resources  
 Sal Range/Step: C-80, Step 4                      Salary: \$5,818.00/month  
 % of Position: 100%                                  # Mos.: 12  
 Effective: 7/1/11  
 Remarks: Reclassified from Human Resources Technician

Prepared by: Annette Loria

Recommended by: Bill Scroggins                      Agenda Item:                                           Action #2

**SUBJECT:** Confidential and Management Reclassification and Pay Scale Adjustments

**DATE:** August 24, 2011

### **Pay Scale Adjustments**

#### **Director, Human Resources**

Because of the complexity of the issues managed by the Director of Human Resources, as well as the judgment exercised in the position, the level of supervisory control over the work of the unit and the overall skill, knowledge, and abilities required to effectively perform the duties of the job, it is recommended that the level of compensation be adjusted to more appropriately reflect its intrinsic organizational value and to correctly align the position within the District's compensation structure.

An internal analysis of management positions currently assigned to the M-21 salary range as compared to the classification of Director of Human Resources (M-17) revealed that despite similarities in reporting structures (typically to Vice Presidents or above), scope of authority, supervisory controls, guidelines, personal contacts, and purpose of contacts, the Director of Human Resources classification is compensated at a lower level. In light of the above, as well as in recognition that the required minimum level of education and experience for the classification of Director of Human Resources is either comparable to or exceeds that which is required for all management positions currently assigned to the M-21 salary range, it is reasonable to adjust the compensation level for this classification so that it is, at a minimum, comparable to other similarly situated management positions within the college.

Name:	Hampton, Terri		
Position:	Director, Human Resources		
Department:	Human Resources		
Salary/Range:	M-21, Step 1	Salary:	\$137,220.00/annual
% of Position:	100%	# of Mos.:	12
Effective:	7/1/11		
Remarks:	From Pay Range M-17		

#### **Director, Disabled Student Program and Services (DSPS)**

In the last 10 years, the field of disability services in general has expanded exponentially in complexity and in mandates, which has created a larger diversity in the types of management issues the Director of DSPS works through. This requires a greater amount of knowledge and responsibility, and a higher degree of judgment. The most current job description (2004) for the Director of DSPS is outdated. In addition, there are several responsibilities which have been part of the Director's job since the beginning, which are not listed. The following are areas not listed in the Director's job description:

- Educating the campus and recommending Board Policies and Administrative Procedures (Title 5). New demands resulting from the Americans with Disabilities Act as Amended (ADAAA, 2010).

**SUBJECT:** Confidential and Management Reclassification and Pay Scale Adjustments

**DATE:** August 24, 2011

- Managing the DSPS Instructional component. DSPS has both a credit and non-credit instructional component with faculty who are tenured or adjunct. DSPS has had as many as 19 sections of classes. The Director is responsible for coordinating class and room schedules, loads for faculty, faculty evaluations, overload, hiring, training, curriculum, student issues related to instruction, and SLOs. DSPS employs 6.5 tenured faculty and two adjuncts. DSPS offers a non-credit adaptive computer lab called the "High Tech Center."
- Consultation on facilities access. The Director of DSPS has become an integral part of facilities planning and management; often being called upon to review existing physical spaces and proposed structures to provide input on physical access issues. The Director attends several facilities planning and management meetings representing DSPS and Student Services. With recent changes to the physical access standards in the ADA, the Director's input will be even more critical.

Some of the major changes in the responsibilities of the Director include:

- In addition to managing the High Tech Center, the production of alternate media is now required and has become a standard in postsecondary education. The demand for alternate media and its ever changing technology is a relatively new aspect to manage in DSPS. Requests for adaptive technology solutions in the classroom, including distance education, are also a relatively new area to coordinate and manage. Closed captioning has come into the limelight more recently, especially at Mt. SAC, and has become a campus-wide issue. The responsibility for coordinating and managing captioning has grown substantially.
- Student veterans are coming home with a host of conditions and trauma unlike any prior wars. Training, coordination, and management of this change and growth are new responsibilities. The Director of DSPS is involved in development of grant activities for veterans, and is a large influence on the development of the Veteran's Center at Mt. SAC. The Director of DSPS has been called upon to be second-in-command of this group of students, behind the Director of Financial Aid. An example of this was the appointment of the Director of DSPS to chair the Veteran's Specialist position to be housed in Financial Aid, in the absence of a full-time Director of Financial Aid.
- The tremendous growth in the Deaf and Hard of Hearing (DHH) population over the last few years necessitated hiring additional staff, including a Manager of Deaf and Hard of Hearing Services to hire, evaluate, and coordinate the training of the hourly DHH personnel as well as ongoing training and evaluation of the permanent staff. It is the only program of its kind in the State, and, perhaps, in the country. The addition of the Interpreter Internship Program is a new added feature to DSPS to be managed and coordinated.
- According to Fiscal Services, the DSPS budget is the most complex budget on campus. It has become increasingly more complex over the years. Allowable and non-allowable expenses have become more diverse and convoluted. The Chancellor's Office has recently separated DSPS funding into a variety of categories as a result of budget change proposals, each to be reported on and accounted for individually, in addition to the College contribution to DSPS.



**SUBJECT:** Confidential and Management Reclassification and Pay Scale Adjustments

**DATE:** August 24, 2011

<b>Rationale for Reclassification of Director, Disabled Student Program and Services (From M-15 to M-19)</b>		
<b>Current Job Description (M15)</b>	<b>New, Additional Duties</b>	<b>Comparable Position (Associate Dean) (M-19)</b>
Plan, organize, control, and direct DSPS operations and activities; establish and maintain department timelines and priorities		Assists with program development for assigned division.  Assists with long-term planning.
Assure College activities, comply with State and Federal standards, laws, and regulations concerning students with disabilities; coordinate and direct resources, personnel, and compliance functions.		Attends advisory boards and committee meetings; serves as a member of relevant College departmental team.
Direct the development and implementation of department services, plans, strategies, goals, and objectives.		Assists with long-term planning.
Supervise and evaluate the performance of assigned personnel; interview and select employees; coordinate work assignments.		Hires and supervises faculty and staff, performs faculty and staff evaluations.
Monitor and evaluate College operations and activities for capacity to accommodate needs for disabled students.		
Develop and implement policies and procedures to facilitate and enhance College compliance with Federal and State laws, codes, and regulations.		
Direct and participate in the review, monitoring, and analysis of individual student needs; coordinate and direct the response to student needs by arranging for special services, providing assistive technology equipment and assuring instructional facilities, materials, and activities meet student needs.		Resolves student issues and problems; answers questions and gives appropriate information.  Learns and applies emerging technologies and, as necessary, perform duties in an efficient, organized, and timely manner.

**SUBJECT:** Confidential and Management Reclassification and Pay Scale Adjustments

**DATE:** August 24, 2011

<b>Rationale for Reclassification of Director, Disabled Student Program and Services (From M-15 to M-19) (continued)</b>		
<b>Current Job Description (M15)</b>	<b>New, Additional Duties</b>	<b>Comparable Position (Associate Dean) (M-19)</b>
Develop and maintain related curriculum standards as directed.		Suggests and promotes appropriate curriculum for the division.
Coordinate, direct, and participate in advising and consultation services to provide disabled students with assistance and information concerning department services, educational accommodations, and classes for disabled students.		Resolves student issues and problems; answers questions and gives appropriate information.
Respond to inquiries and provide technical information concerning related standards, requirements, practices, laws, codes, regulations, policies, and procedures.		Answers questions and gives appropriate information.
Assure adequate resources and personnel to meet department needs.		Assists with long-term planning.  Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
Direct and participate in registration activities for accommodation services; assure proper determination of student eligibility.		Assists with program development for assigned division.
Coordinate, develop, and implement training activities for staff and faculty concerning services and materials necessary to accommodate disabled students.		
Develop and prepare annual preliminary budget; analyze and review budgetary and financial data; research and obtain grants and other funding sources.		Assists Dean with planning and administering budget; tracks budgets and accounts; assists with long-term planning.
Maintain current knowledge of laws, codes, regulations, and pending legislation related to <u>compliance</u> , <u>accessibility</u> , and <u>accommodations</u> .		
Direct and participate in the preparation and maintenance of various narrative and statistical records.		

**SUBJECT:** Confidential and Management Reclassification and Pay Scale Adjustments

**DATE:** August 24, 2011

<b>Rationale for Reclassification of Director, Disabled Student Program and Services (From M-15 to M-19) (continued)</b>		
<b>Current Job Description (M15)</b>	<b>New, Additional Duties</b>	<b>Comparable Position (Associate Dean) (M-19)</b>
Provide technical information and assistance regarding DSPS activities and needs.		Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
Communicate with administrators, personnel, and outside organizations to exchange information, coordinate activities and programs, and resolve issues of concern.		Serves as liaison for College to community, other educational institutions, and business.  Attends advisory boards and committee meetings; serves as a member of relevant College departmental team.
Operate a variety of office equipment.		
Provide leadership in the educational planning efforts of the department and in acquiring and maintaining necessary learning and teaching resources.		Assists with long-term planning.  Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
Collaborate with department faculty in the preparation of class schedules and development of teaching assignments.		Assists the Dean with faculty and program scheduling and teaching assignments.
Attend and conduct various meetings as assigned, including College and State committees.		Attends advisory boards and committee meetings; serves as a member of relevant College departmental team.
	Serves as the College's key point of contact related to ADA 504 and other related regulatory compliance.	
	Advises the Facilities team in construction, classroom resources, and transportation, vehicular, and pedestrian issues related to disabled individuals and physical access on campus.	

**SUBJECT:** Confidential and Management Reclassification and Pay Scale Adjustments

**DATE:** August 24, 2011

<b>Rationale for Reclassification of Director, Disabled Student Program and Services (From M-15 to M-19) (continued)</b>		
<b>Current Job Description (M15)</b>	<b>New, Additional Duties</b>	<b>Comparable Position (Associate Dean) (M-19)</b>
	Coordinates and informs the College regarding alternate media, captioning requirements, and other <u>compliance</u> issues related to technology and media.	
	Advises faculty committees and other governance and planning groups about the educational and <u>accommodative</u> needs of disabled individuals.	
	Consults with faculty, managers, and legal counsel regarding issues of <u>accommodation</u> and <u>compliance</u> .	

#### Additional Factors

- The Director of DSPS has continued to grow in the level of responsibility over time. Additionally, the scope of assigned work has expanded as has the size of the department.
- DSPS is both an instructional department as well as a student services department. DSPS has its own instructional department with its own curriculum.
- The Director serves as the College expert and de facto compliance officer on issues related to disabled individuals, federal, and State compliance with ADA and 504 compliance and directly advises several departments including Human Resources, Facilities, Instruction, and Student Services.
- The Director's current job description and assigned duties closely parallel the current Associate Dean job description.
- Current Associate Deans directly assist the division Dean – The Director of DSPS does not assist the Dean, but directly performs administrative tasks normally assigned to the Dean.

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- The Director reports directly to the Vice President, Student Services due to the level and complexity of the position and the high importance level of the issues related to the assignment.
- The Director serves as a secondary representative of the Instruction Team, representing Student Services.
- The Director supervises 6.5 full-time faculty, 1 manager of Deaf and Hard of Hearing Services, 7 full-time classified employees, and over 200 part-time employees.
- The Director oversees compliance with bargaining unit contracts, including direct supervision of the faculty evaluation process.
- The Director has greater responsibility in terms of budgets, faculty supervision, and curriculum and instruction issues than the current Associate Dean, Counseling.

Name: Hanson, Grace  
 Position: Director, Disabled Student Programs & Services  
 Department: Disabled Student Programs & Services  
 Salary/Range: M-19, Step 1 Salary: \$128,160.00/annual  
 % of Position: 100% # of Mos.: 12  
 Effective: 7/1/11  
 Remarks: From Pay Range M-15

Associate Vice President, Fiscal Services  
Director, Payroll  
Director, Budget and Fiscal Analysis  
Director, Accounting

Effective July 1, 2009, the College was granted Fiscal Accountability status. As a result, the positions of the Fiscal Services Managers have realized increased responsibility levels. The Associate Vice President, Fiscal Services is the College's designated Disbursing Officer and is responsible for ensuring the College adheres to the approved Fiscal Accountability Plan.

Additionally, the Fiscal Services Department is now responsible for all of the services that the Los Angeles County Office of Education (LACOE) previously performed. LACOE previously charged Mt. SAC \$250,000 to \$300,000 annually, depending on the volume of transactions. These services include the following:

- Oversight of all audit functions for Accounts Payable and printing of all commercial warrants;
- Oversight of all audit functions for Payroll;

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- Process all payrolls and direct deposits, and print all payroll warrants ;
- CalSTRS and CalPERS Reporting;
- Process and calculate wage garnishments;
- Oversight of tax shelter deductions;
- Deposit payroll taxes;
- Preparation of all Federal and State Tax Reports (Quarterly and Annual);
- Issue W2s and 1099s (interpreting and implementing new regulations);
- Maintain a Financial Accounting and Payroll System including security access (previously used PeopleSoft (Finance) and HRS (Payroll), which were maintained by LACOE);
- Ensure adequate internal controls and separation of duties;
- Ensure control of issued warrants, warrant stock, and signatures;
- Budget oversight and review;
- Oversight of all banking functions, which requires clearing warrants on a daily basis, reconciliation of accounts, warrant cancellations, stop payments and reissues, and fraud detection;
- Cash management and cash needs projections;
- Reconcile cash accounts with the Los Angeles County Treasurer's Office;
- Interpret new or changes to regulations related to accounting, payroll, retirement systems, and provide appropriate directives;
- Manage and maintain Chart of Accounts in accordance with State requirements;
- Establish year-end closing procedures and deadlines;

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Name: Baldwin, Linda  
 Position: Associate Vice President, Fiscal Services  
 Department: Fiscal Services  
 Salary/Range: M-27, Step 1                      Salary: \$164,724.00/annual  
 % of Position: 100%                              # of Mos.: 12  
 Effective: 7/1/11  
 Remarks: From Pay Range M-23

Name: Lee, Richard  
 Position: Director, Payroll  
 Department: Fiscal Services  
 Salary/Range: M-12, Step 1                      Salary: \$96,084.00/annual  
 % of Position: 100%                              # of Mos.: 12  
 Effective: 7/1/11  
 Remarks: Title change from Manager, Payroll, Pay Range M-9

Name: Royce, Rosa  
 Position: Director, Budget and Fiscal Analysis  
 Department: Fiscal Services  
 Salary/Range: M-17, Step 1                      Salary: \$118,920.00/annual  
 % of Position: 100%                              # of Mos.: 12  
 Effective: 7/1/11  
 Remarks: Title change from Assistant Director, Fiscal Services, Pay Range M-13

Name: Zahrt Egbert, Shelly  
 Position: Director, Accounting  
 Department: Fiscal Services  
 Salary/Range: M-12, Step 1                      Salary: \$96,084.00/annual  
 % of Position: 100%                              # of Mos.: 12  
 Effective: 7/1/11  
 Remarks: Title change from Manger, Accounting, Pay Range M-9

Name: Meikle, Tom  
 Position: Director, Purchasing  
 Department: Fiscal Services  
 Salary/Range: M-12, Step 4                      Salary: \$102,888.00/annual  
 % of Position: 100%                              # of Mos.: 12  
 Effective: 7/1/11  
 Remarks: Title change from Manager, Purchasing only

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**ANALYSIS AND FISCAL IMPACT**

The total cost of implementing the salary adjustments is \$76,532.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

Based on the analysis presented, it is recommended that the Board of Trustees approves the reclassification and pay scale adjustments of the confidential and management positions listed, effective July 1, 2011.



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

**DATE:** August 24, 2011

**DISCUSSION**

**SUBJECT:** Proposed Revisions to Board Policy 4270 – Use of General Education  
Completed at Other Accredited Institutions

**BACKGROUND**

Mt. San Antonio College is required to have an Acceptance of Transfer Credits policy (WASC Accreditation standard II.B.2.c) by which the College accepts and applies courses completed at other institutions of higher education. Board Policy 4270 and Administrative Procedure 4270 specify the policy and procedures for accepting equivalent general education courses that will be applicable toward Mt. SAC's graduation requirements.

**ANALYSIS AND FISCAL IMPACT**

After careful review and deliberation, and utilizing the College's shared governance process, revisions to Board Policy 4270 have been suggested.

The proposed language has been approved by the College's Academic Senate, and the Student Preparation and Success Council.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives for first reading and discussion proposed revisions to Board Policy 4270 – Use of General Education Courses Completed at Other Accredited Institutions.

Prepared by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Discussion #1

**SUBJECT:** Proposed Revisions to Board Policy 4270 – Use of General Education Courses Completed at Other Accredited Institutions

**DATE:** August 24, 2011

## Chapter 4 – Academic Affairs

### BP 4270 Use of General Education Courses Completed at Other Accredited Institutions

References:

Title 5 Section 55061-55063

~~Mt. San Antonio College will accept general education course credit earned by a student who has satisfactorily completed the general education course(s) at a regionally accredited institution of higher education. The general education course credit(s) earned will be applied to the Mt. SAC Associate Degree graduation requirements and the Public Speaking requirement.~~

~~Exceptions to this policy are that no courses lower than the equivalent of English 1A and the equivalent of Speech 1A that are offered at Mt. SAC will be used to meet the English Language requirement.~~

**It shall be the policy of Mt. San Antonio College to accept equivalent general education courses from regionally accredited institutions of higher education and, as reasonable, to apply them to courses applicable to Mt. SAC graduation requirements. Determination of equivalent courses shall be deemed the purview of discipline faculty through a process recommended by the Academic Senate.**

**When there is not an equivalent course offered by Mt. San Antonio College, general education credit will be applied as determined by AP 4270.**

~~Course credit issued by a Regional Occupational Program (ROP) and/or Adult Education center which has been designated as college level by the issuing agency will be accepted if the agency is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) or the Senior College Commission, under the auspices of the Western Association of Schools and Colleges (WASC).~~

Adopted May 26, 2004

Revised April 26, 2006

Legal Citation Revised April 5, 2011