



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 16, 2011

6:00 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 (6:00 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.

CLOSED SESSION

- **Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957** (one position)
- **Government Code Section 54957.6: Conference with Labor Negotiator - Unrepresented Employee** (College President)
Designated Representative: Board President

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 SESSION (Flag Salute)

INTRODUCTIONS AND RECOGNITION

- **Introduction of the following newly appointed and newly promoted classified staff and faculty:**

Classified

Elizabeth Callahan, Administrative Secretary, Arts Division
Robin Cash, Learning Lab Coordinator, Learning Assistance Center
Ana Cruz, Building Automation Technician, Energy Services
Irene Inouye, Curriculum Specialist, Instruction Office
Christine Ojeda, Administrative Secretary, Kinesiology & Athletics Division
Shawn Pepper, Horse Trainer, Natural Sciences Division
Sarah Phipps, Laboratory Technician, Chemistry, Natural Sciences Division
Heather Rains, Veterans Services Specialist, Financial Aid
Corina Reyna, Secretary, Admissions & Records

Confidential

Joanne Franco, Human Resources Analyst, Human Resources

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of October 26, 2011. (See backup packet pages 1 through 12.)

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
 - Appropriation Transfers and Budget Revisions Summary Format – Vice President Gregoryk
5. Informational Report – Title 5 Hispanic Serving Institutions Grant Closing Report, prepared by Meghan Chen, Dean, Library and Learning Resources (See backup packet pages 13 and 14.)

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 that 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 November 16, 2011. (See backup packet pages 15 through 22.)
2. Consideration of approval of a Contract with Koff & Associates to conduct a Classification and Compensation Study. (See backup packet page 23.)

INSTRUCTION and STUDENT SERVICES

3. Consideration of approval for the Turf Team to participate in the 8th Annual Student Challenge at the Sports Turf Managers Association's Annual Conference and Exhibition in Long Beach, January 10-14, 2012. (See backup packet page 24.)
4. Consideration of approval for Caduceus Club members to attend the American Medical Student Association National Convention in Houston, March 8-11, 2012. (See backup packet page 25.)

5. Consideration of approval for the Wind Ensemble to participate in a Performance Tour in Flagstaff and Albuquerque, February 22-26, 2012. (See backup packet page 26.)
6. Consideration of approval for the Jazz Band to compete at the Reno Jazz Festival, April 25-28, 2012. (See backup packet page 27.)
7. Consideration of approval of expenses related to the WASC-ACS Accreditation Site Visit for Continuing Education in March 2012. (See backup packet page 28.)
8. Consideration of approval of an affiliation agreement with Emeritus San Dimas for students enrolled in the Psychiatric Technician program. (See backup packet page 29.)
9. Consideration of approval to accept funds and approve of activities for the CyberWatch West – Advanced Technological Education Regional Center grant. (See backup packet pages 30 and 31.)
10. Consideration of approval to accept funds and approve of activities for the Personal and Home Care Aide State Training Program grant. (See backup packet page 32.)
11. Consideration of approval to accept funds and approve of activities for the Career Technical Education Community Collaborative grant. (See backup packet page 33.)
12. Consideration of approval of activities for the Family & Consumer Sciences Discipline/Industry Collaborative grant. (See backup packet page 34.)
13. Consideration of approval to accept a contract extension and for the carry over of funds for the Early Childhood Mentor Program grant. (See backup packet page 35.)
14. Consideration of approval of additions in the Continuing Education Division. (See backup packet page 36.)

ADMINISTRATIVE SERVICES

15. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet pages 37 through 40.)
16. 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 page 41.)
17. Consideration of approval of the Quarterly Financial Status Report for the period ending September 30, 2011. (See backup packet pages 42 through 44.)
18. Consideration of approval of the Quarterly Investment Report for the period ending September 30, 2011. (See backup packet page 45.)
19. Consideration of approval of an agreement with Rose Institute of Claremont McKenna College to perform a Mt. SAC Economic Impact Study. (See backup packet pages 46 and 47.)

20. Consideration of approval of Resolution No. 11-05 – Changes to Existing Bank Accounts. (See backup packet pages 48 through 56.)
21. Consideration of approval of a two-year agreement with Vicenti, Lloyd & Stutzman LLP for basic auditing services. Additional accounting services for special projects, as deemed necessary, will be billed at the proposed hourly rates. (See backup packet pages 57 and 58.)
22. Consideration of approval of an agreement with Vangent to prepare and mail 1098T forms to students. (See backup packet page 59.)
23. Consideration of approval of a three-year maintenance agreement with PureTech Industrial Water for the Annual Water Softening and Purification System Maintenance Agreement project. (See backup packet page 60.)
24. Consideration of approval of agreements to provide Professional Design and Consulting Services with H2 Environmental Consulting Services, Inc. for the Hazardous Materials Database project; and with PAL id studio for the Administration Building, Classroom Building, and Student Support Services Secondary Effects projects. (See backup packet page 61.)
25. Consideration of approval of the following Change Orders:
 - Bid No. 2774 Agricultural Sciences Complex – Columbia Steel, Inc. (Structural Steel Contractor) – Change Order No. 3. (See backup packet pages 62 and 63.)
 - Bid No. 2779 Agricultural Sciences Complex – American Electric Company (Electrical Contractor) – Change Order No. 12. (See backup packet pages 63 and 64.)
 - Bid No. 2780 Agricultural Sciences Complex – Pierre Sprinkler & Landscape, Inc. (Landscape Contractor) – Change Order No. 5. (See backup packet pages 65 and 66.)
 - Bid No. 2829 Child Development Center – Edge Development (Building Concrete and Masonry Contractor) – Change Order No. 3. (See backup packet pages 67 and 68.)
 - Bid No. 2849 Design Technology Center – RC Construction (General Contractor) – Change Order No. 11. (See backup packet pages 69 through 71.)
 - Bid No. 2852 Design Technology Center – West Tech Mechanical (HVAC Contractor) – Change Order No. 5. (See backup packet pages 72 and 73.)

- Bid No. 2853 Design Technology Center – Brewster Electrical (Electrical Contractor) – Change Order No. 11. (See backup packet pages 73 through 76.)
- Bid No. 2855 Administration Building Remodel – Angeles Contractor (General Contractor) – Change Order No. 10. (See backup packet pages 77 through 79.)

26. Consideration of ratification of the following Contract Amendments:

- Contract Annual Maintenance Agreement for Annual Fire Alarm Monitoring – First Fire Systems (Consultant) – Amendment No. 2. (See backup packet page 80.)
- Contract Professional Design and Consulting Services for Child Development Center – tBP Architects (Consultant) – Amendment No. 9. (See backup packet page 81.)

27. Consideration of the following Completion Notices:

- Bid No. 2773 Agricultural Sciences Complex – Main Building, Concrete & Masonry – K.A.R. Construction Co., Inc. (Contractor)
- Bid No. 2775 Agricultural Sciences Complex – Main Building, General Construction – Harbor Construction Co., Inc. (Contractor)
- Bid No. 2776 Agricultural Sciences Complex – Main Building, Fire Sprinklers – Daart Engineering Company, Inc. (Contractor)
- Bid No. 2777 Agricultural Sciences Complex – Main Building, Plumbing – Continental Plumbing Inc. (Contractor)
- Bid No. 2854 Administration Building Remodel – Abatement & Demolition – Janus Corporation (Contractor)

28. Consideration of approval of the following Proposed Gifts and Donations to the College:

- Gene and Betty DeBoer – Two male llamas, one female llama, and one two-year-old heifer, valued by donor at \$1,600, to be used by the Natural Sciences Division.

ACTION ITEMS

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

1. Consideration of approval of proposed revisions to Board Policy 2410 – Policy and Administrative Procedure. (See backup packet pages 82 and 83.)

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. Discuss support of the Student Success Task Force Draft Recommendations. (See backup packet page 84.)

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: December 14, 2011 (2nd Wednesday)
 January 6 and 7, 2012 (Board Retreat)
 January 25, 2012
 February 22, 2012

Upcoming Events:

November 10- December 8, 2011	The Splendor of Taiwan: Contemporary Photography Celebrating The Republic of China Centennial – Tuesday – Thursday, 11:00 a.m. – 2:00 p.m., and Tuesday evenings, 5:00-7:30 p.m., Art Gallery
November 18, 2011	Registration Begins for 2012 Winter Intersession
November 18, 2011	Uptown Jazz with the Mt. SAC Jazz Band – 8:00 p.m., Clarke Theater
November 18-19, 2011	Planetarium Show: The Magic of Astronomy – 7:00 and 8:30 p.m., Planetarium
November 20, 2011	Chamber Ensemble Fall Concert – 4:00 p.m., Feddersen Recital Hall
November 24-27, 2011	Thanksgiving Recess (Campus Closed)
November 30, 2011	Associated Students Holiday Celebration – 12:00-1:30 p.m., Student Life Center
December 1, 2011	Auxiliary Services Holiday Tea – 9:00-10:30 a.m., Sac Book Rac
December 2, 2011	Wind Ensemble Fall Concert II – 8:00 p.m., Clarke Theater

- December 2-3, 2011 **Planetarium Show: Star Tales** – 7:00 and 8:30 p.m., Planetarium
- December 7, 2011 **Administration Holiday Tea** – 10:00-11:30 a.m., Founders Hall
- December 8-10, 2011 **14th Annual Wassail Dinner & Concert** – 6:00 p.m., Dance Studio & Feddersen Recital Hall
- December 8-11, 2011 **Nine Lives (4th Annual Student Show)** – December 8, 9, and 10 – 8:00 p.m.; December 11 – 2:00 p.m. matinee, Studio
- December 9-10, 2011
and December 16-17 **Planetarium Show: Season of Light** – 7:00 and 8:30 p.m., Planetarium
- December 16, 2011 **Psychological Technicians Graduation Ceremony** – 7:00 p.m., Clarke Theater
- December 17, 2011 **Nursing Completion Ceremony** – 5:00 p.m., Gym
- December 18, 2011 **Fall Semester Ends**
- December 22, 2011 -
January 2, 2012 **Winter Recess** (Campus Closed)
- January 9, 2012 **Winter Intersession Begins**

Upcoming Sports Events:

- November 18, 2011 **Men's Basketball vs. Miramar College** – 7:00 p.m., Gym
- December 1-3, 2011 **Men's Basketball Tournament** – Times TBA, Gym
- December 7, 2011 **Women's Basketball vs. El Camino College** – 6:00 p.m., Gym
- December 9, 2011 **Women's Basketball vs. Cerritos College** – 6:00 p.m., Gym
- December 16, 2011 **Women's Basketball vs. L.A. Southwest College** – 6:00 p.m., Gym
- December 21, 2011 **Men's Basketball vs. Saddleback College** – 6:00 p.m., Gym
- December 28, 2011 **Men's Basketball vs. Saddleback College** – 6:00 p.m., Gym
- December 30, 2011 **Men's Basketball vs. San Diego City College** – 7:00 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**

November 16, 2011





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 26, 2011

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:00 p.m. on Wednesday, October 26, 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

Trustee Chen Haggerty announced that the Public Employee Discipline/Dismissal/Release item has been pulled from the Closed Session agenda. The Board adjourned to Closed Session to discuss the following item:

- Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code Section 54956.9(c) (one case)

3. PUBLIC SESSION

The public meeting reconvened at 6:49 p.m.

4. MOMENT OF SILENCE

The Board observed a moment of silence in memory of four former College professors who recently passed away.

- **Donald E. Brook**, a Professor of Mathematics & Computer Science, passed away on September 28.

- **Patrick D’Incognito**, a Professor of Aircraft Maintenance & Manufacturing, passed away on September 23.
- **Ron Hartman**, a Professor of Earth Sciences & Astronomy, passed away on August 30.
- **Alan Lawson**, a Professor of Law, passed away on September 5.

5. INTRODUCTIONS/RECOGNITION

- **Introductions**

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

Classified

Linda Ju-Ong, ESL Instructional Support Assistant, ESL
Calixto Ortiz, ESL Learning Resources Technician, ESL

Supervisory

David Todd, Supervisor, Flight Training Program, Technology & Health

Management

Deborah Cavion, Associate Dean/Assistant Athletic Director, Kinesiology,
Kinesiology & Athletics

- **Recognition**

- Board President Chen Haggerty introduced Arts Dean Sue Long, who also serves on the Board of the American Red Cross. This year, Mt. SAC won two of the Division 2 Campus Challenge Awards – Most Blood Donations Overall (1,086) and Out for Blood Challenge (479). Dr. Long presented the plaque to Associated Students President Alex Mendoza. Dr. Long noted that 23 percent of all blood donated last year came from high schools, community colleges, and universities. Of that 23 percent, 5.7 percent came from Mt. SAC.

6. APPROVAL OF MINUTES

It was moved by Trustee Baca, seconded by Trustee Bader, to approve the minutes of the regular meeting of September 14, 2011. Motion unanimously carried. Student Trustee concurred.

7. ACTION TAKEN IN CLOSED SESSION

None.

8. PUBLIC COMMUNICATION

Professors Pat Bower, Barbara Gonzales, Daniel Wheeler, and Sun Ezzell provided Board members with a written report in response to the California Community Colleges Task Force on Student Success Draft Recommendations. The report provided to the Board was

several pages in length, but the professors concluded that the Task Force Draft Recommendations give an arbitrarily narrow definition of success and thus faults students and faculty for the lack of success; however, the overriding problems are with the record-keeping parameters and reporting that exclude such data as transfers to out-of-state and private colleges. The Task Force uses the rate of transfer to CSU and UC systems as its primary measure of success. The professors said that, even using the Task Force's narrow metric, Mt. SAC students are successful. It was suggested that, if adopted, the recommendations will change the mission of the community college, negatively impact the underprepared student, disproportionately impact students of color, impose State control over faculty development, create a generic assessment that drives the creation of courses, and wrest local control from Mt. SAC.

9. REPORTS

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

- President Mendoza introduced new and returning Associated Students Officers.
- On Monday, October 31, Associated Students is hosting a Halloween Costume Contest. During the contest, Associated Students will be promoting the activities sticker.
- On Thursday, November 3, Associated Students is hosting a new event on campus – Mt. SAC's Got Talent. The purpose of the event is to provide students with an opportunity to demonstrate their talents.
- President Mendoza reported that Dr. Scroggins has created a special task force charged with identifying designated smoking areas on campus, detailing the citation and fine process to be used to implement the revised smoking policy, and recommending revisions to both Board Policy and Administrative Procedure 3250 – Smoking on Campus.

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

- Since the last Board meeting, the Senate has taken the following action:
 - Last year's Academic Integrity Task Force has been reconstituted and charged with three tasks:
 - To recommend policies regarding the appropriate faculty responses to cheating & plagiarism;
 - To recommend practices to promote academic integrity; and
 - To pilot use of Turnitin software as an instructional tool.
 - The Senate approved new Administrative Procedure 4051 – Course Equivalencies and Variances, which refines and clarifies the process by which faculty determine whether courses from other institutions are substantially equivalent to Mt. SAC courses and by which students may request a variance from established program requirements.
 - The Senate approved Resolution 2011-10, which, in conjunction with a resolution from the Associated Students, provides for Academic Senate appointment of faculty to the Students of Distinction Committee.

- Other action by the Senate included approval of the Nursing Screening Criteria, constitutional amendments, the Senate Handbook, and the Senate Year-End Report.
- The work of the California Community Colleges Task Force on Student Success has resulted in considerable discourse at both the State and local level. Since feedback regarding the Task Force recommendations is due to the State by early November, an open forum on the recommendations is scheduled for October 31, in Founders Hall. Perspectives, issues, and concerns expressed at this meeting will be taken forward to the State Senate's Plenary in November.
- The fall meeting of the State Academic Senate will be held November 3-5, in San Diego. Eric Kaljumagi, Richard McGowan, Dan Smith, and Antoine Thomas will attend on behalf of Mt. SAC. Professor Smith will serve as the official voting delegate for the fifty-two State resolutions currently proposed.

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

- President Nairne-Proulx thanked Dr. Scroggins for attending the October 13 Senate meeting. Senators appreciated Dr. Scroggins sharing his thoughts about the Classified Senate with them.
- Ms. Nairne-Proulx announced that, earlier this month, the Senate launched its newsletter. She thanked Liz Callahan, Senate Recorder, for serving as editor. The newsletter includes a CSEA Corner, a listing of various fall events on campus, and introductions of new Senators. A Trivia Challenge was included asking who coined the phrase, "The Mt. SAC Way." The correct answer is former president Dr. Oscar Edinger.
- Next week the Senate will begin its first fund-raising effort of the year by raffling off a holiday gift basket containing holiday items and various gift cards valued at approximately \$200.
- The Senate plans to survey classified staff soon to receive input on what would be beneficial to them at the next College Convocation event.
- The Senate has been working on the development of a new Classified Resource Manual/Mentoring Program. President Nairne-Proulx has been working with Interim Director of Professional and Organizational Development Rich Patterson, along with Classified Senate President-Elect DeeJay Santiago, and Senator Nancy Gordien. It is hoped that the Manual/Program will be completed in late January or early February 2012.

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

- The Faculty Association has endorsed Dr. Phylliss Hall as a faculty member to sit on the CalSTRS Board. The election is currently taking place.
- Dr. Scroggins recommended, and the President's Advisory Council agreed, that the Faculty Association should have representation on the Council. Two members from the Faculty Association were added at the Council's October meeting.
- President Galbraith reported that the Community College Association has drafted a response to the California Community Colleges Task Force on Student

Success Draft Recommendations. She shared eight initial concerns with the Board.

- E. Bill Rawlings, CSEA, Chapter 262 Past President, reported that, in March 2011, approximately 70 classified professionals were randomly selected to attend one of three six-hour Classified Summits designed to address the Accreditation recommendation which identified a lack of classified participation in the Shared Governance process. Participants reflected and responded to a variety of questions in six categories. After the Summits, a 60-page document containing their responses was given to Research and Institutional Effectiveness to analyze. Daniel Lamoree, Educational Research Assessment Analyst, has prepared a preliminary report and provided it to both CSEA Chapter Presidents for comments and suggestions. CSEA looks forward to working with the District to identify solutions that will satisfy the Accreditation recommendation.
- F. President Scroggins' report included the following:
- At the October 1 football game against Bakersfield (which Mt. SAC won), thanks to the support of the Bakersfield and Mt. SAC fans, over \$2,500 was raised for Mandy Pongs, the former great Mountie softball player and current assistant coach who is fighting a battle against cervical cancer. Dr. Scroggins offered a special thanks to all who helped make the special Mandy Pongs Day at the Mt. SAC football game a huge success.
 - Dr. Scroggins spent last week at College of the Redwoods, in Eureka, chairing an accreditation visit. College of the Redwoods has gone through some difficult times, having had seven presidents in the last six years. Dr. Scroggins said the visit made him appreciate Mt. SAC even more.
 - Last Friday, Dr. Scroggins represented Mt. SAC by participating in the inauguration ceremony for Dr. Devorah Lieberman, President of the University of La Verne. He said it was a very impressive event, with over 70 local and national colleges and universities participating.
 - Dr. Scroggins reminded Board members of two Foundation events occurring on Friday, October 28, in Founders Hall. The first is a 7:45 a.m. President's Circle breakfast, and the second is a luncheon for retired faculty and staff at 11:30 a.m. Board members were invited to attend.
 - On October 15, Dr. Scroggins was the guest speaker at the Chinese American Institute of Engineers Science, Technology, Engineering, and Mathematics (STEM) competition on campus. He will be speaking to that group again on November 5 at its 2nd Annual Convention and Awards Ceremony. Dr. Scroggins added that he was recently asked by State Chancellor Jack Scott to represent California Community Colleges on the board of the California STEM Learning Network.
 - The College is accepting applications for membership to the Citizens Oversight Committee. The purpose of the Citizens Oversight Committee is to inform the public at least annually in a written report concerning the expenditure of the bond proceeds. Approximately half of the 11-member committee have terms ending in December.
 - Dr. Scroggins said there had been a question about what the District would do with the \$1.1 million not being used for the trustee election. Those funds are

currently in the Reserves account and can be allocated as needed, although they may be needed to help in the event that there is a mid-year cut from the State.

- Dr. Scroggins attended a recent meeting of the CCLC Committee on trustee education. He plans to be a presenter at the January CCLC conference that provides training for new trustees and Board chairs.
- Vice President Yamagata-Noji reported that Mt. SAC is one of six California colleges (and the sole recipient in Southern California) to be awarded a \$2 million (\$400,000 per year for five years) grant to boost success rates for Asian/Pacific Islander students. Dr. Yamagata-Noji said the magnitude of the need of Asian-American, Native American, and Pacific Islander (AANAPI) students at Mt. SAC is substantial, and these funds will help tremendously to address the unique needs and employ the unique approaches needed to support AANAPI students.

10. INFORMATIONAL REPORT

Anabel Perez, Learning Communities Counselor/Coordinator, presented a report to the Board on the Summer Bridge Cohort Longitudinal Study.

Initiated in 1998, the Bridge program targets incoming first-time freshmen students from local feeder high schools who place into the lowest basic skills levels at Mt. SAC. The majority of students are first-generation college students, low-income, and of ethnic minority background. In the Summer of 2010, 343 students enrolled in the Summer Bridge Program were studied to follow their persistence, progression, and success at Mt. SAC. A control group of 776 students was established in Fall 2010.

Professor Perez reported that the majority of the 2010 Summer Bridge students persisted to Fall 2010 (93.0%). The Summer Bridge cohort continued to have an impressive term-to-term persistence rate (88.7%) from Fall 2010 to Spring 2011, higher than that of the Control Group (82.0%). About six percent of the Control Group cohort still did not complete 12 units by the end of the Spring term, their second full-length term, while all the Summer Bridge cohort had achieved 12 units. Overall, Summer Bridge students had a better academic standing than the Control Group students at the end of Spring 2011.

The 2010 Summer Bridge students were enrolled in enhanced Basic Skills courses with special support and achieved high success. The majority of Summer Bridge students took the next level English or math course immediately in the Fall term. Comparatively, students from the Control Group enrolled in the same Basic Skills English and math courses were similarly tracked on their progression; far less students from the Control Group achieved success in the same set of Basic Skills courses. Students in the Control Group cohort who progressed to the next level struggled in most English and math courses, especially the lower level ones.

The successfulness of the Bridge Program has been noted statewide and nationally by other colleges. It is a primary example of an efficient educational model that assists basic skills students to more rapidly and successfully complete required basic skills models and progress toward program completion, graduation, and transfer. Student Cynthia Orozco shared her experience as a participant in the Bridge Program. She is now in the Honors Program.

11. CONSENT AGENDA

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

HUMAN RESOURCES

1. Approval of Personnel Transactions, dated October 26, 2011.

INSTRUCTION and STUDENT SERVICES

2. Approval of increase to the Student Health Fee.
3. Approval of a contract with Credentials Solutions, an online transcript processing service.
4. Approval of an agreement with Medical Billing Technology, Inc. (MBT) and Los Angeles County Office of Education (LACOE).
5. Ratification of a contract with The Galvin Group to participate in the "Other" Disabilities Study from October 1, 2011 through December 31, 2011.
6. Approval of a subscription agreement with the California Community Colleges Chancellor's Office to provide information for the federal Student Right-To-Know Act.
7. Approval of program fees for students in the Kinesiology & Athletics Division.
8. Approval for Aeronautics students and faculty members Linda Rogus, Robert Rogus, and David Todd to participate in the Pacific Coast Intercollegiate Flying Associate SAFECON 2011 in Prescott, Arizona, November 8-14, 2011.
9. Approval to accept funds for the Workforce Investment Act, Title II, 231 grant.
10. Approval of 2011-12 Athletic Special Events activities.
11. Approval to accept funds for the Child Development Training Consortium grant.
12. Approval of activities and acceptance funds for the Asian American and Native American Pacific Islander-Serving Institutions grant.
13. Approval of a service agreement between the Child Development Center and Child Care Results.
14. Approval of additions and changes in the Continuing Education Division.
15. Approval of contracts with the Center of Excellence.

ADMINISTRATIVE SERVICES

16. Approval of the Appropriation Transfers and Budget Revisions Summary.

17. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
18. Approval to renew the agreement with the 48th District Agricultural Association for an additional five years.
19. Approval of a contract with Turbo Data Systems Inc. and the purchase of electronic handheld citation devices.
20. Approval of a three-year maintenance agreement with Powerhouse Combustion and Mechanical to provide periodic maintenance and service on all campus boilers.
21. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 12.
22. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 13.
23. Ratification of the following Contract Amendments:
 - Contract 5-Year Construction Plan and Space Inventory – Cambridge West Partnership (Consultant) – Amendment No. 1.
 - Contract Facilities Master Plan Update 2009 – Marlene Imirzian & Associates Architects (Consultant) – Amendment No. 1.
24. Approval of the following Completion Notice:
 - Bid No. 2781 Agricultural Sciences Complex – Main Building, Laboratory Casework – Lozano Caseworks, Inc. (Contractor)
25. Approval of the following Proposed Gifts and Donations to the College:
 - Madeleine Maddox – Yearling Andalusian/Paint Cross Gelding, valued by donor at \$7,500, to be used by the Natural Sciences Division.
 - Anonymous – 1978 ATC Corporation, Model ATC-112H, Helicopter Instrument Trainer/Simulator and Owner’s Manual, valued by donor at \$2,000, to be used by the Technology & Health Division.

Motion unanimously carried. Student Trustee concurred.

12. PROFESSIONAL DESIGN AND CONSULTING SERVICES

Trustees asked Gary Nellesen, Director of Facilities Planning & Management, to explain how vendors are selected for design and consulting services. Mr. Nellesen said these vendors are selected by qualification rather than through the bidding process.

It was moved by Trustee Chyr, seconded by Trustee Hall, to approve agreements to provide Professional Design and Consulting Services with RKA Consulting Group for the Bonita Avenue and Walnut Drive Traffic Signal Design, the San Jose Hills Road Campus

Entrance, and the Bonita Avenue and Temple Avenue Intersection Improvements projects; with Zylstra & Associates Engineering for the Fire Technology Fire Hose Drying Rack, the Stadium Apparel Concessions Stand, and the Hammer Throw Storage Building projects; and with Sid Lindmark, AICP for the Environmental Impact Report Master Plan Update project. Motion unanimously carried. Student Trustee concurred.

13. CHANGE ORDERS

This was the first time Board members had seen unilateral deductive change orders, and Mr. Nellesen was asked to explain these change orders. Mr. Nellesen explained that, in both cases presented to the Board, the College anticipates litigation with the firms; so, while he had to speak in generalities, he explained the issues with each construction project. He also explained that this is just one step in the litigation process.

It was moved by Trustee Bader, seconded by Trustee Baca, to approve the following Change Orders:

- Bid No. 2808-09 Athletic Fields Project – General Consolidated Constructors (General Contractor) – Change Order No. 5.
- Bid No. 2848 Design Technology Center – Lozano Caseworks (Casework Contractor) – Change Order No. 3.
- Bid No. 2849 Design Technology Center – RC Construction (General Contractor) – Change Order No. 10.
- Bid No. 2861 Physical Education Program Building Renovation – HMI Construction (General Contractor) – Change Order No. 4.
- Bid No. 2862 Physical Education Program Building Renovation – Emphyrean Plumbing (Plumbing Contractor) – Change Order No. 2.
- Bid No. 2865 Physical Education Program Building Renovation – Construction Electric (Electrical Contractor) – Change Order No. 2.
- Bid No. 2874 Modifications to Upper Fields at the P. E. Center Field House (Building 50G) – CS Legacy Construction (General Contractor) – Change Order No. 4.

Motion unanimously carried. Student Trustee concurred.

14. MEET-AND-CONFER AGREEMENT WITH CONFIDENTIAL AND SUPERVISORY EMPLOYEES

It was moved by Trustee Chyr, seconded by Trustee Hall, to approve the Meet-and-Confer Agreement between the District and the Confidential and Supervisory Employees. Motion unanimously carried. Student Trustee concurred.

15. MEET-AND-CONFER AGREEMENT WITH MANAGEMENT EMPLOYEES

It was moved by Trustee Hall, seconded by Trustee Bader, to approve the Meet-and-Confer Agreement between the District and the Management Employees. Motion unanimously carried. Student Trustee concurred.

16. REDISTRICTING FOR TRUSTEE ELECTIONS

President Scroggins reminded Board members that, in August, they reviewed several versions (with five and seven Board members) of wards drawn using traditional redistricting principles to create either Majority Minority or Influence Latino and Asian districts. In each version, the lines were drawn using city boundaries and school districts as initial guides. Dr. Scroggins asked Board members to provide the District with direction on one of the plans presented.

Following discussion, Board members asked Mr. Paul Mitchell to provide them with maps of the proposals for a seven-member Board where they would be able to see the division of the wards down to the street. Mr. Mitchell was also asked to provide an additional seven-member version with Trustee Chyr having a residence in south Diamond Bar.

Mr. Mitchell said he would provide Google maps of all four versions to the Board within a week. Once the Board is able to narrow down those being considered to one or two, he will provide Board members with a very high resolution printed map.

Mr. Mitchell was also asked to research to see if there is a web tool available that would allow Board members to individually analyze, examine, and adjust maps according to census blocks.

17. PROPOSED REVISIONS TO BOARD POLICY 2410 – POLICY AND ADMINISTRATIVE PROCEDURE

The Board received for first reading and discussion proposed revisions to Board Policy 2410 – Policy and Administrative Procedure. No additional revisions were recommended. The revised Board Policy will be brought back to the Board in November for approval.

18. PROPOSED REVISIONS TO ADMINISTRATIVE PROCEDURE 3250 – INSTITUTIONAL PLANNING

The Board received revised Administrative Procedure 3250 – Institutional Planning, for information only.

19. PROPOSED ADMINISTRATIVE PROCEDURE 7211 – MINIMUM QUALIFICATIONS

The Board received new Administrative Procedure 7211 – Minimum Qualifications, for information only.

20. BOARD COMMUNICATION

- All Board members shared the following comments:
 - Congratulations were offered to newly appointed staff.
 - Trustees thanked Liz Callahan for her help over the past several years and wished her well in her new position in the Arts Division. Board members said they look forward to working with Carol Nelson, the new Secretary in the President's Office.
 - Trustees thought the September 27 Reception to welcome Dr. Scroggins to the College and provide an opportunity to meet community leaders was very successful.
 - Those Trustees who attended the Associated Students Fall Leadership Retreat found it to be very interesting, and they enjoyed having the opportunity to get to know the student leaders better.
- Trustee Chyr participated in both the Walnut and Rowland Heights parades and said it was good to see the College so well received.

Trustee Chyr mentioned the comments made earlier in the evening by faculty in response to the California Community Colleges Task Force on Student Success Draft Recommendations. He said he feels comfortable in knowing that a Mt. SAC Board member (Dr. Baca) is a member of the Task Force.

- Trustee Hall also commented on the California Community Colleges Task Force on Student Success Draft Recommendations, noting that he is concerned with a “one-size-fits-all” solution. While he is all for anything that improves overall student success, it needs to be recognized that some community colleges are better than others and we need to be sure to not diminish the effectiveness of the higher performing institutions.

Trustee Hall commented on the October 1 football game mentioned earlier in the evening by President Scroggins. He noted that the total amount raised to support Mandy Pongs was \$3,000, thanks to a good samaritan in the audience who went through the crowd raising money – and raised an additional \$500.

- Trustee Baca thanked those faculty members who commented on the California Community Colleges Task Force on Student Success Draft Recommendations. He and other members of the Task Force will be attending forums to receive input and he is happy to share the comments made earlier. He suggested that maybe some of the recommendations need to be more clearly written because the intent is clearly not in the direction of some of the comments made. Trustee Baca provided some history as to why the Task Force was formed. He also said that there was not consensus among all 20 Task Force members on all of the recommendations. Trustee Baca encouraged everyone to take full advantage of the opportunity to provide input.
- Trustee Bader said that she recently took family members to the Planetarium and said it was a wonderful event. She also commented on Usain Bolt's (Jamaican Olympic Gold Medalist) visit to Mt. SAC on September 27. He related well with students and held a clinic to share “some” of his secrets for running so fast.

Trustee Bader is the Board's representative on the Foundation Board. She reported that Dr. Lisa Sugimoto will be the Foundation's interim Director for the next few

months. Trustee Bader was very impressed with Dr. Sugimoto and believes she will be an asset to the Foundation.

Several trustees attended a SanFACC meeting at Chaffey College on October 6. (SanFACC is a regional community college caucus comprised of Chaffey College, Citrus College, Glendale College, Mt. SAC, Pasadena City College, and Rio Hondo College.) It was a wonderful opportunity to discuss mutual problems, concerns, and sources of pride.

- Student Trustee Hernandez said Associated Students is interested in helping Bridge Students by providing scholarships to them. Regarding the trustee redistricting discussed earlier, Student Trustee Hernandez said students favor the Board moving to a seven member Board.
- Trustee Chen Haggerty, along with Student Trustee Hernandez, attended the September 22 International Students Reception. She said this is always a very nice event. She also attended the NCCCF (Network of California Community College Foundations) Symposium, in Anaheim, where she attended a session on engaging alumni, presented by Annette Barrantes (Mt. SAC Foundation staff member).

21. ADJOURNMENT

The meeting adjourned at 9:17 p.m.

WTS:dc

United States Department of Education Title V Grant 2006-11 A Report to the Board of Trustees

Background:

For the past five years, a team of dedicated faculty, managers, and staff implemented a U.S. Department of Education Title V Hispanic Serving Institutions grant to address acute needs among students at Mt. SAC. This grant focused on the following major activities:

- 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 and intensity; and
- Develop and utilize web integration and student tracking capabilities of new MIS.

Title V Grant Accomplishments:

Counseling:

- Changed probation policies effective Fall 2008 and streamlined the process for students;
- Enhanced the “live” Success Workshop, which incorporated tutoring and follow-up counseling;
- Developed and implemented an online Success Workshop; enhanced existing Online Orientation;
- Improved the Dismissal Appeals process; and
- Expanded counseling services to include Online Counseling.

Examples of impact:

During the grant period, **4,446** students on probation attended Success Workshops (1,510 in-person; 2,936 online). Examples of success: in Spring 2010, 30% of the attendees had a term grade point average of 2.0, and 15% had a cumulative grade point average of 2.0. **90%** of workshop completers plan to follow up with counseling appointments. Online Orientation served **1,315** students once Banner clearance was automated, which allowed students to move through the matriculation process.

Learning Communities:

- Developed links with reading, counseling, and library research, as well as links with transfer and general education courses; and
- Supported faculty development through Learning Communities Institutes, On Course trainings.

Examples of impact:

In year one, four English and Reading links served **74** students. By year five, 20 learning communities served **500** students. Examples of higher student success rates among participants: Read 80 Bridge course saw an **87%** success rate in contrast to the 60.5% in the non-Bridge courses; English 68 Bridge enjoyed a **79.4%** success rate compared to 67.6% in the non-Bridge courses.

Reading and Learning Assistance Center:

- Increased faculty and students’ awareness of readability of textbooks and class materials;
- Implemented online tutoring, created the Tutoring Portal Channel, and organized tutor coordinators group to integrate planning of tutoring efforts;
- Developed and offered TUTR 10R to train tutors on addressing student needs in Read courses; and
- Collaborated with The Writing Center and the English Department on early alert pilots.

Examples of impact:

About **60** faculty attended workshops at Flex Days and faculty dialogues. **25** tutors from several tutoring centers completed TUTR 10R training. **75** readabilities were completed for textbooks from various disciplines, including Art History, Anthropology, Biology, Nutrition, English, Counseling; the schedule of classes featured DRP readabilities in Biology courses. From a handful of sessions with 12 students, online tutoring grew to **92** sessions serving **279** students in Geology, Math, Physics, and Chemistry.

The Writing Center:

- Offered in-person and online tutoring, workshops, tutors-in-the-classroom, and Directed Learning Activities;
- Offered faculty development workshops on writing across the curriculum, writing assignments and prompts, grading rubrics, revision, and beginning research (taught with library faculty); and
- Collaborated with Learning Assistance Center and the English Department on early alert pilots.

Examples of impact:

Tutoring increased from **279** students in Fall 2007 to **1,986 students** in Spring 2011; workshop attendance rose from **14** to **705** students. Participants showed higher success rates in their courses:

Spring 2008 - Spring 2011	English 67	English 68	English 1A	English 1C
All Students	62%	66%	63%	71%
No Writing Center	58%	63%	55%	67%
Tutoring at Writing Center	71%	73%	73%	81%
Writing Center Workshops	82%	85%	79%	90%

Leveraging Technology Tools to Support Student Success:

- Created a **computer lab** in Career & Transfer Center to increase student access to resources;
- **SARS-Grid** and tools: a database used by Counseling, EOP&S, DSP&S, and Learning Assistance Center to track student use of services; communication tools call and email students about their upcoming appointments;
- **OmniUpdate** web content management tool: users of basic templates deployed timely information about their department or service; web developers and designers received training to enhance the college's web pages;
- **Link System's World Wide Whiteboard** supported online tutoring efforts; and
- **WOnline** enabled students to make writing tutoring appointments ahead of their assignments' due dates and thereby encouraged planning.

Examples of impact:

The Information Technology team supported the grant effort by integrating the above tools with Banner, Luminis portal, and the College's web pages whenever possible. Such technological interfaces facilitated student experiences in orientation to college, Success Workshops, counseling, and tutoring.

Additional impact:

- **Map to Student Success** posters – a visual guide to help direct students to appropriate resources;
- **\$80,000** of the grant supported the requisite match for **Osher** scholarships; and
- Supported faculty and staff development at such **conferences** as OnCourse, Strengthening Student Success, OmniUpdate Users, and College Reading and Learning Assistance.

Post Grant and The Future:

The College institutionalized the successful initiatives developed through the grant. Counseling plans to follow up with students on probation, evaluate online counseling, and enhance online orientation. Learning Communities will continue to flourish with additional, creative links for students. Counseling, Tutorial Services, the Writing Center, and IT will implement a referral mechanism to provide early intervention and support. All areas are interested in continuing faculty development to strengthen the connection between the classroom and other campus resources. As the grant ended, any expansion of programs and services will require additional resources.

The faculty, staff, and managers who worked on this grant thank the college leadership and the Board of Trustees for the unwavering support throughout this five-year effort, including funding for two full-time classified staff for tutoring, hourly counseling, tutors in the Writing Center, and the software tools.

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

DATE: November 16, 2011

CONSENT

SUBJECT: Personnel Transactions

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Dawood, Matthew
 Position: Disabled Student Programs & Services, Computer Technician New: No
 Department: Disabled Student Programs & Services
 Sal Range/Step: A-88, Step 1 Salary: \$4,008.39/month
 Job FTE: 1.00 # Mos.: 12
 Effective: 11/17/11

Name: Lyon, Troy
 Position: Mechanic New: No
 Department: Transportation
 Sal Range/Step: B-71, Step 1 Salary: \$4,174.47/month
 Job FTE: 1.00 # Mos.: 12
 Effective: 11/17/11

Change of Assignment

Name: Shen, Wendy
 Position: Account Clerk II
 Department: Library
 # Mos.: 12
 Effective: 11/17/11
 Comments: Increased assignment from 10 months

Promotion

Name: Wang, Rebecca
 Position: Admissions and Records Clerk III New: No
 Department: Admissions and Records
 Sal Range/Step: A-81, Step 5 Salary: \$4,544.42/month
 Job FTE: 1.00 # Mos.: 12
 Effective: 11/21/11
 Comments: Promoted from Clerical Specialist

Prepared by: Human Resources Staff

Reviewed by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #1

SUBJECT: Personnel Transactions

DATE: November 16, 2011

CLASSIFIED EMPLOYMENT

Voluntary Lateral Transfer

Name:	Wiltz-Cox, Sharon	New:	No
Position:	Secretary		
Department:	Child Development Center		
Sal Range/Step:	A-81, Step 6+L2	Salary:	\$5,135.47/month
Job FTE:	1.00	# Mos.:	12
Effective:	1/3/12		

Resignation/Termination

Arredondo, Carlos, Student Services Outreach Specialist, High School Outreach, effective 11/11/11
Ju-Ong, Linda, ESL Instructional Support Assistant, ESL, effective 10/24/11

Personal/Professional Growth Benefits

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

Mestas, Sara
Romero, Edwin

CONFIDENTIAL EMPLOYMENT

Permanent New Hire

Name:	Lindholm, Denise	New:	No
Position:	Executive Assistant to the College President & Board of Trustees		
Department:	President's Office		
Sal Range/Step:	C-104, Step 4	Salary:	\$7,386.00
Job FTE:	1.00	# Mos.:	12
Effective:	11/17/11		

SUBJECT: Personnel Transactions

DATE: November 16, 2011

TEMPORARY EMPLOYMENT

Substitute Employees

Per employment list (See page 5 of the personnel transactions.)

Hourly Non-Academic Employees

Per employment list (See page 5 of the personnel transactions.)

Professional Experts Employees

Per employment list (See page 5 and 6 of the personnel transactions.)

Student Employees

Per employment list (See pages 6 through 8 of the personnel transactions.)

ACADEMIC EMPLOYMENT

Salary Advancements for Full-time Faculty Column Crossover 2011-12 (correction to salary)

Coursework and/or degree earned

Name:	Ford, Kelly	
Position:	Professor	New: No
Department:	Kinesiology & Athletics Division	
Sal Range/Step:	Column III, Step 12	Salary: \$8,901.82/monthly
Contract status:	Tenure	# Mos.: 10
Job FTE:	1.0	
Effective:	10/1/11	

Name:	Phillips, Jamie	
Position:	Professor	New: No
Department:	Horticultural Sciences	
Sal Range/Step:	Column III, Step 6	Salary: \$7,187.36/monthly
Contract status:	3 rd Contract/4 th Year	# Mos.: 10
Job FTE:	1.0	
Effective:	8/29/11	

Approval of Payment for Work Experience Instructor/Coordinator – Fall 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>
Ramirez, Jesus	3	\$382.75

SUBJECT: Personnel Transactions**DATE:** November 16, 2011**ACADEMIC EMPLOYMENT****Approval of Stipend**Doctorate Degree-\$2,000

Kuo, Tiffany

Service Increment, 2011-12 (correction to rate):

\$318/month for faculty upon completion of 5 years or more at top step of any column

NAME	DEPARTMENT	EFFECTIVE
Terreri, Joseph	Mathematics, Computer Science	8/29/11

Student Intern

Becker, Brittney, Disabled Student Services & Programs Department, University of Redlands, effective 9/23/11 – 12/9/11

Additional Assignments

Provider	Area/ Department	Service/Agreement	Dates	Amount
Domingues, Cameron	Music Performer	Wind Ensemble / Symphonic Winds Concert	12/2/11	\$47.14/hr. Not to exceed \$150
Kantenwein, Karin	Music Performer	Wind Ensemble / Symphonic Winds Concert	12/2/11	\$41.09/hr. Not to exceed \$250
Mahpar, Steven	Music Performer	Fall Choral Concert	11/4/11 & 11/5/11	\$41.09/hr. Not to exceed \$200

SUBJECT: Personnel Transactions**DATE:** November 16, 2011**MANAGEMENT****New Hires**

Name: Dao, Chau New: No
 Position: Director, Financial Aid
 Division: Financial Aid
 Salary/Range: M-19, Step 3 Salary: \$11,051.00/monthly
 Job FTE: 1.00 # Mos.:12
 Effective: 11/17/11

Name: Hughes, Robert New: No
 Position: Director, Enterprise Application Systems
 Division: Information Technology
 Salary/Range: M-20, Step 2 Salary: \$11,248.00/monthly
 Job FTE: 1.00 # Mos.:12
 Effective: 11/28/11

TEMPORARY EMPLOYMENT**Substitute Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Espina, Marlene	Skills Lab. Support Spec.	Learning Assistance Ctr.	22.67	10/27/11-12/18/11
Flores, Ruben	Horticulture Prod. Asst.	Agricultural Sciences	19.74	10/03/11-01/31/12

Hourly Non-Academic Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Lara, Sharon	Study Skills Assistant I	The Writing Center	10.27	10/26/11-06/17/12
Vargas Leon, Berenice	Teaching Aide	Adult Basic Skills	13.27	10/31/11-12/09/11

Professional Expert Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Acevedo, Chantel	CDC Assistant	Child Development Ctr.	8.00	09/21/11-12/31/11
Bryant, Christian	Sound Engineer II	Technical Services	20.00	10/01/11-06/29/12
Chapman, Mark	Theatrical Rigger II	Technical Services	16.50	10/17/11-06/30/12
Christopher, DeAnne	Technical Expert II	Nursing	45.00	10/11/11-06/22/12
Dallal, Veronica	Technical Expert II	Nursing	45.00	10/11/11-06/22/12
Fallon, Brian	Lecturer-Fire Technology	Fire Technology	37.26	10/12/11-06/30/12
Fields, Nakeya	Lic. Clinical Social Worker	Health Services	41.53	10/18/11-06/30/12
Freeman, Jeffrey	FAA Certified Lab. Asst.	Aircraft Maintenance	15.00	08/29/11-06/30/12
Heredia, Jessica	CDC Assistant	Child Development Ctr.	8.00	10/13/11-12/31/11
Iwata, David	Aquatics Assistant III	Continuing Education	12.00	09/01/11-06/30/12

SUBJECT: Personnel Transactions**DATE:** November 16, 2011**TEMPORARY EMPLOYMENT****Professional Expert Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
McCliman, Michael	Lecturer-Fire Technology	Fire Technology	37.26	10/20/11-06/30/12
Mendoza, Christopher	Event Supervisor II	Technical Services	13.75	08/29/11-06/30/12
Nagano, Marie	Farm Spec.-Artif. Insemin.	Agricultural Sciences	35.00	10/28/11-06/30/12
Ogunremi, Faozat	Technical Expert II	Nursing	45.00	10/10/11-06/22/12
Roa, Ashley	Program Supervisor II	Continuing Education	16.64	10/01/11-06/30/12
Sierra, Patrick	Health Promotion Specialist	Fire Technology	24.00	11/04/11-06/30/12
Stevenson, J. Edward	Project/Program Aide	Communication	19.76	10/05/11-06/17/12
Stooksbury, Phillip	Interpreter III	DSPS	30.00	07/01/11-06/30/12
Topete, Octavio	Health Promotion Specialist	Fire Technology	24.00	11/04/11-06/30/12
Tsay, Jeffrey	EMT Proctor	Medical Services	12.48	10/28/11-06/30/12
Vaniman, Barry	Head Video Utility	Technical Services	50.00	10/12/11-12/20/11
Vega, Gilbert	Health Promotion Specialist	Fire Technology	24.00	11/04/11-06/30/12
Vy, Virginia	Technical Expert II	Nursing	45.00	10/11/11-06/22/12
Willey, Christine	Technical Expert II	Information Technology	45.00	10/17/11-11/18/11

Student Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Acosta, Mariah	Student Assistant I	DSPS	8.00	10/12/11-12/16/11
Amaya, Yessica	Student Assistant II	Biological Sciences	8.75	09/07/11-02/26/12
Andersen, Jennifer	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Andrade, Bridget	Student Assistant I	Child Development Ctr.	8.00	10/19/11-02/24/12
Arce, Adriana	Student Assistant III	DSPS	10.00	10/12/11-02/24/12
Arismenoy, Jennifer	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Asuncion, Arlene	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Babcock, Courtney	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Baca, Kyle	Student Assistant I	Technical Services	8.00	10/17/11-02/26/12
Badday, Jeffrey	Student Assistant V	Tutorial Services	12.50	10/01/11-02/19/12
Balys, Kristine	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Barragan, Cindy	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Bellard, Tanairi	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Bennett, Monika	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Bera, Usha	Student Assistant II	The Writing Center	8.75	10/04/11-02/19/12
Bernal, Stephanie	Student Assistant I	Technical Services	8.00	10/17/11-02/26/12
Bernstein, Kariann	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Blunden, Matthew	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Burboa, Maria	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Bushnell, Brianna	Student Assistant IV	ACES	11.25	09/01/11-12/21/11
Catingub, Nolan	Student Assistant V	Technical Services	12.50	08/28/11-02/26/12
Cename, Sara	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Chavez, Erica	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Chavez, Nahum	Student Assistant IV	Technical Services	11.25	10/13/11-02/26/12

SUBJECT: Personnel Transactions**DATE:** November 16, 2011**TEMPORARY EMPLOYMENT****Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Chen, Tzupu	Student Assistant II	Tutorial Services	8.75	10/01/11-02/19/12
Correa, Cecilia	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Courtois, Korri	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Dang, Anh Duy	Student Assistant II	Biological Sciences	8.75	10/06/11-12/15/11
Dashiell, Donnell	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
DeMascio, Dylan	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Deskin, Shannon	Student Assistant III	Continuing Education	10.00	10/24/11-02/26/12
Dominguez, Catalina	Student Assistant II	Biological Sciences	8.75	10/03/11-12/15/11
Eccles, Samantha	Student Assistant III	Continuing Education	10.00	10/24/11-02/26/12
Flores, John Edward	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Frausto, Jennifer	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Friar, Matthew	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Gabriel, Andrew	Student Assistant IV	Physics	11.25	10/10/11-02/26/12
Garcia, Angelica	Student Assistant III	Continuing Education	10.00	09/07/11-02/26/12
Godfrey, Reiley	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Gonzalez, Joaquin	Student Assistant I	Earth Sciences & Astro.	8.00	10/19/11-02/26/12
Gonzalez, Nyria	Student Assistant III	Tutorial Services	10.00	10/01/11-02/16/12
Guerrero, Lauren	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Guillan, Valerie	Student Assistant I	DSPS	8.00	10/03/11-10/31/11
Harris, River	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Hayes, Tom	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Hernandez, Jose	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Herrera Argueta, Guillermo	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Hill, Alexandria	Student Assistant I	Technical Services	8.00	10/17/11-02/26/12
Huang, Deborah	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Huerta, Anthony	Student Assistant III	Continuing Education	10.00	10/24/11-02/26/12
Isaguirre, Mimi Joy	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Jaime, Brian	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Jarvis, Christopher	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Jasinski, Barbara	Student Assistant II	Technical Services	8.75	09/01/11-02/26/12
Kim Jung	Student Assistant I	ESL	8.00	10/17/11-02/26/12
Kuo, Chia Ming	Student Assistant II	Biological Sciences	8.75	10/06/11-12/15/11
Lee, Allison	Student Assistant I	DSPS	8.00	10/12/11-12/16/11
Lozano, Cynthia	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Luu, Lorraine	Student Assistant I	DSPS	8.00	10/28/11-12/16/11
Maldonado, Mariana	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Martin, Kendall	Student Assistant I	Agricultural Science	8.00	10/03/11-02/26/12
Martinez, Andrew	Student Assistant I	Technical Services	8.00	10/17/11-02/26/12
Melendez, Carlos	Student Assistant IV	Animation	11.25	11/01/11-02/19/12
Mena, Julian	Student Assistant I	Technical Services	8.00	10/17/11-02/26/12
Menard, Daniel	Student Assistant III	Arch. & Eng. Design	10.00	10/12/11-12/16/11
Mike, LeeAnn	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Montes, Daniel	Student Assistant I	DSPS	8.00	10/07/11-12/16/11

SUBJECT: Personnel Transactions**DATE:** November 16, 2011**TEMPORARY EMPLOYMENT****Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Muscat, Joshua	Student Assistant III	Continuing Education	10.00	10/24/11-02/26/12
Nandee, Brian	Student Assistant V	Cons. & Design Tech.	12.50	08/25/11-02/24/12
Nazary, Mariam	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Nelson, Kelly	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Nuñez, Berenice	Student Assistant I	DSPS	8.00	10/21/11-12/16/11
ODaniel, Amy	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Oliferovskiy, Elina	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Orantes, Erik	Student Assistant III	Technical Services	10.00	09/01/11-02/26/12
Perez, Divina	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Perez, Lizette	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Perrine, Nicole	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Peverley, Catherine	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Quaternik, Rachel	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Rambo, Jamie	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Ramirez, Brenda	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Ramos, Perla	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Redman, Roy	Student Assistant III	DSPS	10.00	10/12/11-02/24/12
Reed, Carl	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Rieke, Maricela	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Rodas, Lisa	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Rodriguez, Elena	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Romero, Morena	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Rosales, Richard	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Salazar, Jeri	Student Assistant IV	Animation	11.25	10/24/11-02/19/12
Sanchez-Cantu, Carmen	Student Assistant V	CDC	12.50	10/01/11-02/24/12
Sella, Danielle	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Shelton, Rachel	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Sievert, Madeleine	Student Assistant III	DSPS	10.00	10/12/11-02/24/12
Sloan, Warren	Student Assistant III	DSPS	10.00	10/12/11-02/24/12
Smith, Erin	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Solorzano, Carlos	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Tat, Josephine	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Todd, Kaitlyn	Student Assistant I	Technical Services	8.00	10/17/11-02/26/12
Tovar Garcia, Blanca	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Trinh, Cuong	Student Assistant I	DSPS	8.00	10/26/11-12/16/11
Tschirgi, Brian	Student Assistant III	DSPS	10.00	10/12/11-02/24/12
Vargas, Abely	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Waring, Paul	Student Assistant I	DSPS	8.00	10/07/11-12/16/11
Wilson, Jamela	Student Assistant I	Technical Services	8.00	10/17/11-02/26/12
Yotti, Justine	Student Assistant I	DSPS	8.00	10/05/11-12/16/11
Zaldivar, Leo	Student Assistant II	Technical Services	8.75	09/01/11-02/26/12

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

DATE: November 16, 2011

CONSENT

SUBJECT: Contract with Koff & Associates, Inc. to Conduct a Classification
and Compensation Study

BACKGROUND

The District requires the services of a Human Resources Consulting firm specializing in classification and compensation studies in order to conduct a thorough review of the current classification and compensation structure for classified, confidential, supervisory, and management employees. After a comprehensive search process, Koff & Associates, Inc. was selected to perform these duties on behalf of the District.

Koff & Associates, Inc. has in excess of 27 years experience conducting similar studies for educational institutions and other public agencies. In so doing, it has achieved a reputation for working successfully with management, classified employees, and union representatives throughout all phases of the process.

ANALYSIS AND FISCAL IMPACT

The intent is to use the services of Koff & Associates, Inc. to conduct a classification and compensation study of the classified, confidential, supervisory, and management groups. These services are scheduled to begin January 1, 2012, and continue through June 30, 2013. The proposed cost for this study is \$158,500 - \$205,500.

Funding Source

Unrestricted General Fund Balance (Reserves).

RECOMMENDATION

It is recommended that the Board of Trustees approves a contract with Koff & Associates, Inc. to conduct a Classification and Compensation Study.

Prepared by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #2

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

DATE: November 16, 2011

CONSENT

SUBJECT: Collegiate Student Turf Team Challenge

BACKGROUND

The Mt. San Antonio College Turf Team requests permission to attend the 8th Annual Student Challenge at the Sports Turf Managers Association's Annual Conference and Exhibition. This is a national competition for students pursuing sports turf management as a career. In addition to competing against top schools in the nation (both 2- and 4-year programs), the event gives students a chance to associate with top professionals in the industry. There will be multiple seminars and trade show exhibits for students to explore. Faculty advisors Brian Scott, Steve Dugas, and Chaz Perea will attend.

ANALYSIS AND FISCAL IMPACT

The conference will be held January 10-14, 2012, in Long Beach. This year, for the first time, Mt. SAC will be entering four teams, four students on each team, to represent Mt. SAC at the 8th Annual Student Challenge. The anticipated cost of participating is \$1,500.

Funding Source

Private industry donations.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Turf Team's participation in the 8th Annual Student Challenge at the Sports Turf Managers Association Conference and Exhibition.

Prepared by: Matthew Judd

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #3

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

DATE: November 16, 2011

CONSENT

SUBJECT: American Medical Student Association National Conference

BACKGROUND

Mt. San Antonio College Caduceus Club is a chapter of the American Medical Student Association (AMSA). In addition to providing students with invaluable information about medical professions, professional schools, and issues pertaining to health and health advocacy, this conference has given Mt. SAC recognition as one of the largest and most active organizations at a community college in the nation; it demonstrates in a small way the important role of community colleges in the preparation of future health professionals. Information and contacts the students glean from this event have fueled the annual health professions conference and have helped the Caduceus Club become a valuable resource to other students on campus seeking a career as a health professional.

ANALYSIS AND FISCAL IMPACT

The AMSA National Convention is being held in Houston, March 8-11, 2012. Eight students will be attending the convention. A contribution of \$5,100 towards the estimated cost of \$6,900 for this convention is being made by Associated Students. The balance will be paid by the student participants.

Funding Sources

Associated Students and student contributions.

RECOMMENDATION

It is recommended that the Board of Trustees approves attendance at the American Medical Student Association National Conference by Caduceus Club students.

Prepared by: Matthew Judd

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #4

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

DATE: November 16, 2011

CONSENT

SUBJECT: Wind Ensemble Southwestern Performance Tour

BACKGROUND

The Mt. SAC Wind Ensemble has been invited to perform at two concerts in conjunction with the University of New Mexico (UNM), Albuquerque. The tour will also include a performance at the University of Northern Arizona (UNA), Flagstaff. Ensemble members will have the opportunity to work with renowned guest conductors Chad Simmons (UNM), Daniel Schmidt (UNA), and Elliot Tackitt (UNA) in rehearsal and concert. The tour dates are February 22-26, 2012. Faculty attending this tour are Dustin Barr, Band Director; Margaret Worsley; and Karin Kantenwein.

ANALYSIS AND FISCAL IMPACT

The anticipated cost of this tour is \$12,000.

Funding Source

Associated Students, Unrestricted General Fund, and student contributions.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Wind Ensemble Southwestern Performance tour.

Prepared by: Sue Long

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #5

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

DATE: November 16, 2011

CONSENT

SUBJECT: Jazz Band's Participation in the 2012 Reno Jazz Festival

BACKGROUND

The Mt. San Antonio College Jazz Band requests permission to participate in the Reno Jazz Festival, April 25-28, 2012, at the University of Nevada, Reno. Faculty attending are Jeff Ellwood, Jazz Band Director, and Andy Sanesi, Assistant to the Jazz Band Director.

ANALYSIS AND FISCAL IMPACT

The anticipated cost of the competition tour is \$5,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Jazz Band's participation in the Reno Jazz Festival.

Prepared by: Sue Long

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #6

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

DATE: November 16, 2011

CONSENT

SUBJECT: WASC-ACS Accreditation Site Visit for Continuing Education

BACKGROUND

In order to affirm its WASC-ACS accredited status earned in 2009, Mt. SAC Continuing Education Division has prepared a self-study which will be submitted to the Accrediting Commission for Schools (ACS) in January. A site visit is scheduled for March 25-28, 2012. During this site visit, a team of our academic peers will review the evidence provided to them and make a determination as to the status of Mt. SAC Continuing Education Division's accreditation. Continuing Education will show its accomplishments in ten Standards that together address mission, organizational structure, student learning programs and services, evaluation and outcomes, and resources.

Continuing Education began the process of affirming its initial accreditation as soon as it was awarded, in June 2009. The project has been managed by the Continuing Education Leadership Team consisting of the managers and coordinators of its programs. Self-study standard teams include faculty, classified staff, and administrators representing all programs within the division.

ANALYSIS AND FISCAL IMPACT

As the date of the site visit approaches, Continuing Education is making hotel accommodations for the visiting team members at the Radisson Suites Hotel in Covina. Because of the size of Continuing Education programs and enrollment, it is expected that there will be up to eight team members. Expenses will include hotel, meals, mileage, and welcome baskets. Because there may be unanticipated costs, the Board is asked to approve expenses not to exceed \$10,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves expenses related to the Continuing Education WASC-ACS Accreditation site visit in March 2012, as presented.

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #7

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

DATE: November 16, 2011

CONSENT

SUBJECT: Affiliation Agreement with Emeritus San Dimas

BACKGROUND

Students enrolled in the Psychiatric Technician Program require use of clinical facilities for training. Emeritus San Dimas, in San Dimas, will provide students with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

This new affiliation agreement between Mt. San Antonio College and Emeritus San Dimas has been reviewed and approved by the College's legal counsel.

The Psychiatric Technician Program has received approval from the Vocational Nursing and Psychiatric Technician Board to use this facility as a clinical training site.

The agreement shall be effective November 17, 2011.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the affiliation agreement with Emeritus San Dimas.

Prepared by: Sarah Daum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #8

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

DATE: November 16, 2011

CONSENT

SUBJECT: CyberWatch West – Advanced Technological Education Regional
Center Grant

BACKGROUND

Mt. San Antonio College received an award notification for an Advanced Technological Education Regional Center grant titled “CyberWatch West,” funded by the National Science Foundation. The overarching goal of the collaborative project – which also includes Cal Poly Pomona, CSU Dominguez Hills, CSU San Bernardino, and Whatcom Community College in Bellingham, Washington – is to strengthen and build an information security workforce and produce a greater number of highly qualified information assurance professionals in California and the Pacific Northwest. To accomplish this goal, CyberWatch West will concentrate on four major areas: (1) student development, (2) curriculum development/revision/dissemination, (3) faculty development, and (4) outreach and partnership development.

As part of the grant activities, permission is requested to: (a) purchase food for grant-related meetings that occur throughout the year, (b) purchase promotional items for meetings and events that occur throughout the year, (c) reimburse non Mt. SAC employees for travel costs associated with participating in grant-sponsored events, (d) pay for student travel costs associated with participating in grant-sponsored events, (e) provide advance payment (deposits) to vendors for grant-related activities, and (f) enter into contracts with Cal Poly Pomona, CSU Dominguez Hills, CSU San Bernardino, and Whatcom Community College.

ANALYSIS AND FISCAL IMPACT

Funding for the grant award is \$1,494,201 for the first two years of a projected four-year award. Total grant funding is expected to be \$3,000,000. Grant funds for this award are available from October 15, 2011, through September 30, 2013. The expected project period is October 15, 2011, through September 30, 2015.

Mt. San Antonio College will subcontract \$130,555 to Cal Poly Pomona to oversee the grant’s student development activities, including student organizations, professional organizations, internships, and competitions. The contract will commence on November 17, 2011, and terminate on September 30, 2012.

Mt. San Antonio College will subcontract \$84,112 to CSU Dominguez Hills to oversee the grant’s curriculum activities, including skill building, articulation, and course development and assessment/mapping. The contract will commence on November 17, 2011, and terminate on September 30, 2012.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #9

SUBJECT: CyberWatch West – Advanced Technological Educational Regional Center Grant

DATE: November 16, 2011

Mt. San Antonio College will subcontract \$88,570 to CSU San Bernardino to oversee the grant's faculty development activities, including awareness, skill building through in-person and online training and coaching, and capacity building through a faculty graduate program and certification. The contract will commence on November 17, 2011, and terminate on September 30, 2012.

Mt. San Antonio College will subcontract \$83,281 to Whatcom Community College to collaborate on all grant activities and conduct outreach to high schools, community colleges, and universities in the Pacific Northwest. The contract will commence on November 17, 2011, and terminate on September 30, 2012.

The funding agency has approved the expenditure of grant funds to support the following: instructional and non-instructional salaries; employee benefits; travel and professional development for Mt. SAC employees, partner institutions, the National Visiting Committee, and students; non-instructional supplies; printing/publication costs; consultant services; subcontracts to other colleges/universities; promotional materials; catering and food supplies; and indirect costs.

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

Funding Source

National Science Foundation.

RECOMMENDATION

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

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

DATE: November 16, 2011

CONSENT

SUBJECT: Personal and Home Care Aide State Training (PHCAST) Program Grant

BACKGROUND

Mt. San Antonio College received an award notification for a grant titled "Personal and Home Care Aide State Training (PHCAST) Program," funded by the Health Resources & Services Administration and passed through the California Community Colleges Chancellor's Office. The objectives of the grant are to: (1) review existing personal care aide curriculum being offered within the California Community College System and the Paraprofessional Healthcare Institute for selection of content and best practice elements, (2) develop model curriculum for personal care aides, and (3) implement the model curriculum and a recruitment process for eligible participants to enroll in the project.

ANALYSIS AND FISCAL IMPACT

The grant award is for second-year funding on a projected three-year award. The award amount is \$124,214. The second-year budget period is September 30, 2011, through September 29, 2012.

The funding agency has approved the expenditure of grant funds to support the following: salaries, employee benefits, equipment; instructional and non-instructional supplies and materials, travel/conference, parking/bus passes for students, CPR/first aid cards for students, program advertising, printing, food supplies/catering, and indirect costs. Permission is requested to purchase food and/or catering services and promotional materials for grant-related activities, not to exceed \$2,000.

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

Funding Source

Health Resources & Services Administration through California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the PHCAST 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 #10

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

DATE: November 16, 2011

CONSENT

SUBJECT: Career Technical Education Community Collaborative Grant –
Acceptance of Funds and Approval of Activities

BACKGROUND

Mt. San Antonio College received an award notification for a sub-grant titled “San Gabriel Valley Career Technical Education (CTE) Community Collaborative – Round Four,” funded by the California Community Colleges Chancellor’s Office and in collaboration with Citrus College serving as the fiscal agent. 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 the industry-related areas of Energy and Utilities. The grant includes teacher and faculty externships in business and industry and CTE professional development for community college faculty.

ANALYSIS AND FISCAL IMPACT

Total funding for the grant award is \$87,645; grant funds are available from July 1, 2011, through March 31, 2013. Written notification of this award was received on October 3, 2011. As part of the grant activities, project staff may conduct activities that require marketing, promotional items, catering/food supplies, and transportation.

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 CTE Community Collaborative grant funds and approves the activities, as defined above.

Prepared by: Sarah Daum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #11

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

DATE: November 16, 2011

CONSENT

SUBJECT: Family & Consumer Sciences Discipline/Industry Collaborative Grant
Activities

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 for facilities rental and catering and establish an income account for an event.

ANALYSIS AND FISCAL IMPACT

The grant will sponsor a Culinary Arts Professional Development Workshop on December 9, 2011, for an estimated 50 community college faculty members from across the state. The event will take place at Surf as in Culver City. Permission is requested to enter into contract with Surf as for facilities and catering, not to exceed \$2,500.

The grant will sponsor a Fashion Symposium on April 21, 2012, for an estimated 750 community college students and faculty members from across the state. This event will include various fashion and merchandising student competitions and a live fashion show. The Fashion Symposium enables students to meet and interact with industry leaders and to participate in various presentations regarding up-to-date information in the field.

The College will establish an income account, which will include ticket sales to the event and industry sponsorships. The College will use this income to purchase lunch for each attendee, provide food for models and volunteer hostesses, purchase student recognition awards for the fashion design and merchandising competitions, and purchase miscellaneous expenses related to the operation and production of the event. This income account will be established because grant funds may not be used to pay for all of the aforementioned items.

Activities will be carried out with grant and Fashion Symposium income-generated account funds. The project will not impact the College budget.

Funding Sources

California Community Colleges Chancellor's Office, individual ticket sales, and industry sponsorships.

RECOMMENDATION

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

Prepared by: Sarah Daum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #12

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

DATE: November 16, 2011

CONSENT

SUBJECT: Early Childhood Mentor Program – Contract Extension and Carry Over Funds

BACKGROUND

At its January 28, 2009 meeting, the Board of Trustees approved an agreement with the San Francisco Community College District that had received a grant from the California Department of Education for the purpose of operating an Early Childhood Mentor Program. The San Francisco Community College District was authorized to enter into agreements with other California community colleges to provide services. Mt. SAC is a part of the Foothill Regional Early Childhood Mentor Program, led by Citrus College, which also includes Pasadena City, Chaffey, and Glendale Colleges.

ANALYSIS AND FISCAL IMPACT

1. The Supplemental Support Funding for Large Area Programs has been carried over through the 2011-12 contract year, in the amount of \$171.92.
2. The Supplemental Support Funding for Director, Mentor Component has been carried over through the 2011-12 contract year, in the amount of \$1,000.

Funding Source

California Department of Education – Early Childhood Mentor Program.

RECOMMENDATION

It is recommended that the Board approves the carry-over funds, as presented.

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #13

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

DATE: November 16, 2011

CONSENT

SUBJECT: Continuing Education Contract and Tutor Training Noncredit Certificate

BACKGROUND

Continuing Education presents a variety of offerings.

ANALYSIS AND FISCAL IMPACT

Approval of a New Contract:

Agency	Amount	Expenses	Details
Contract #1112-004 Montclair Fire Department 8901 Monte Vista, Montclair, CA 91763 Fitness Evaluation, Exercise Training, and Lecture November 17, 2011 – June 30, 2012	\$2,480	\$1,762	Staff - \$1,462 Mileage - \$200 Supplies - \$100

Curriculum Addition:

Noncredit Certificate – Tutor Training

This new certificate is comprised of existing courses, as shown below.

VOC TR10A	Introduction to Tutoring
VOC TR10B	Tutoring in the English Language
VOC TR10C	Tutoring as a Supplemental Instructor
VOC TR10D	Tutoring in Mathematics
VOC TR10R	Tutoring in Reading

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Continuing Education contract and new certificate, as presented.

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #14

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

DATE: November 16, 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 fund balance to any expenditure classification or between expenditure classifications and budget revisions can be made at any time with approval of the Board of Trustees. Any transfer from the fund balance to any expenditure classification must be approved by a two-thirds vote of the members of the Board of Trustees.

Funding Source

**APPROPRIATION TRANSFERS
For the period 10/10/11 - 10/21/11**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 1,977
6000 Capital Outlay	22,417
7900 Unassigned Fund Balance	157
Total	24,551

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	13,355
3000 Employee Benefits	1,706
5000 Other Operating Expenses/Services	5,490
7000 Other Outgo	4,000
Total	24,551

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #15

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 16, 2011

Restricted General Fund -17

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 14,027
5000 Other Operating Expenses/Services	94
6000 Capital Outlay	260
Total	14,381

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	10,574
2000 Classified/Other Nonacademic Salaries	1,093
3000 Employee Benefits	2,714
Total	14,381

Child Development Fund - 33

From:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	32,578
3000 Employee Benefits	2,422
Total	35,000

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	35,000
Total	35,000

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	3,600
Total	3,600

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	850
6000 Capital Outlay	2,750
Total	3,600

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 16, 2011

BUDGET REVISIONS
For the period 10/10/11 - 10/21/11

Unrestricted General Fund - 11 and 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
887700 Architecture Design/Production Fees	\$ 3,025
887700 Floral Design, Materials Fees	12,950
887710 Paramedic Program	2,101
887730 First Aid/CPR Fees	15,000
887730 Printmaking Fees	1,044
888107 Parking, Facility Rental	1,651
888545 Paramedic Exam Fees	2,795
889000 PARS Supplementary Plan-PY Residual	107,088
898002 President's Award, Electronics	2,000
898002 President's Award, Mathematics	2,000
Total	<u>149,654</u>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	2,645
3000 Employee Benefits	150
4000 Supplies/Materials	22,221
5000 Other Operating Expenses/Services	15,000
6000 Capital Outlay	2,550
7900 Unassigned Fund Balance	107,088
Total	<u>149,654</u>

Restricted General Fund -17

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
865900 2010-11 CTE Community Collaborative Project, Round 3	7,000
885100 Mt. SAC Pilot Course, Rental Portion	63,137
Total	<u>70,137</u>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	6,214
3000 Employee Benefits	786

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 16, 2011

4000	Supplies/Materials	\$	44,196
5000	Other Operating Expenses/Services		<u>18,941</u>
Total			70,137

Capital Outlay Projects/Redevelopment Fund - 43

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
889000 RDA, La Puente	5,164
889000 RDA, La Verne	9,247
889000 RDA, Irwindale	<u>4,573</u>
Total	18,984

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7900 Restricted Fund Balance	<u>18,984</u>
Total	18,984

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$24,551), Restricted General Fund (\$14,381), Child Development Fund (\$35,000), and Associated Students Trust Fund (\$3,600) 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 (\$149,654), Restricted General Fund (\$70,137), and Capital Outlay Projects/Redevelopment Fund (\$18,984) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: November 16, 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:

Provider	Area/Department	Service/Assignment	Date(s)	Amount Not to Exceed
Sushanta Bhandarkar	Instruction – Family & Consumer Sciences Discipline/ Industry Collaborative Grant	Speaker, Entrepreneur Student Workshop	11/4/11	\$500
Matthew Politano	Instruction – Music	Guest Lecturer, Jazz Piano Master Class	11/16/11 11/23/11	\$400
Troy Williford	Instruction – USDA Grant – Mt. SAC Agriculture Pathways Program	Maintain national (off campus) grant project website; develop marketing and informational materials	10/1/11-6/30/12	\$4,000

Funding Sources

Unrestricted General Fund.
Restricted General Fund.

RECOMMENDATION

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

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #16

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

DATE: November 16, 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 September 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 September 30, 2011, as presented.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #17

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA**

CHANGE THE PERIOD

Fiscal Year: 2011-2012

Quarter Ended: (Q1) Sep 30, 2011

District: (850) MT. SAN ANTONIO

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-2012
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	149,050,146	143,634,299	145,152,876	137,126,580
A.2	Other Financing Sources (Object 8900)	112,129	13,887	37,323	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	149,162,275	143,648,186	145,190,199	137,126,580
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	144,082,373	137,369,441	139,693,635	144,763,267
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7800)	4,640,508	3,169,740	1,953,909	826,054
B.3	Total Unrestricted Expenditures (B.1 + B.2)	148,722,881	140,539,181	141,647,544	145,589,321
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	439,394	3,109,005	3,542,655	-8,462,741
D.	Fund Balance, Beginning	26,722,017	27,161,411	30,270,416	33,813,071
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	26,722,017	27,161,411	30,270,416	33,813,071
E.	Fund Balance, Ending (C. + D.2)	27,161,411	30,270,416	33,813,071	25,350,330
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	18.3%	21.5%	23.9%	17.4%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	32,685	31,048	31,203	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			
		2008-09	2009-10	2010-11	2011-2012
H.1	Cash, excluding borrowed funds		28,376,344	15,965,962	40,118,161
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1 + H.2)	7,645,632	28,376,344	15,965,962	40,118,161

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8800, 8800)	137,061,740	137,126,580	30,878,879	22.5%
I.2	Other Financing Sources (Object 8900)	0	0	10,020	
I.3	Total Unrestricted Revenue (I.1 + I.2)	137,061,740	137,126,580	30,888,899	22.5%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-8000)	144,698,427	144,763,267	29,551,473	20.4%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7800)	826,054	826,054	153,465	18.6%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	145,524,481	145,589,321	29,704,938	20.4%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-8,462,741	-8,462,741	1,183,961	
L.	Adjusted Fund Balance, Beginning	33,813,071	33,813,071	33,813,071	
L.1	Fund Balance, Ending (C. + L.2)	25,350,330	25,350,330	34,997,032	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	17.4%	17.4%		

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	% *
a. SALARIES:								
Year 1: 6/30/12			723,806	2%	346,375	2%		
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1: 6/30/12			377,660		36,569			
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 Board of Trustees approved a two percent ongoing salary increase, plus a \$755 annual increase in employee health benefits for the Faculty, effective July 1, 2011. The increase has been funded from the District's Unassigned Fund Balance.

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.)? NO

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

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.)
 Based on the Governor's budget, Mt. SAC's apportionment revenues have been reduced by approximately \$7.9 million. The College has eliminated several positions and implemented budget reductions for the fiscal year 2011-12. The College reduced 2011-12 course offerings by 1,609 FTES and plans to reduce an additional 400 FTES for Spring 2012. There is increased possibility that the "trigger" cuts will be enacted in December. Tier One will be \$766,407 (One-time) and Tier Two will be \$1,839,377 (Ongoing).

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

DATE: November 16, 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) is held with a trustee. The cash investments are summarized as follows for the quarter ending September 30, 2011:

County of Los Angeles, Cash in County Treasury	\$110,576,701	1.20%
Citizens Business Bank, District Clearing Account	168,403	.10%
Citizens Business Bank, Revolving Fund	88,609	.10%
Citizens Business Bank, Community Education Clearing Account	9,007	0.00%*
Citizens Business Bank, Bursar's Office Credit Cards	65	.10%
Citizens Business Bank, Web Registration Credit Cards	20,291	.10%
Citizens Business Bank, Parking Services Credit Cards	2,086	.10%
Cash with Trustee, Revenue Lease Bonds (COPS)	1,050,954	.05%

*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 September 30, 2011, Quarterly Investment Report, as presented.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #18

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

DATE: November 16, 2011

CONSENT

SUBJECT: Agreement with Rose Institute of Claremont McKenna College to
Perform a Mt. SAC Economic Impact Study

BACKGROUND

In an effort to better inform the public of the economic impact that Mt. SAC has on the communities it serves, the College proposes to contract with Rose Institute of Claremont McKenna College to perform an Economic Impact Study on the communities that Mt. SAC serves.

ANALYSIS AND FISCAL IMPACT

Rose Institute of State and Local Government will conduct an economic impact study for Mt. San Antonio College. The objective of this project is to quantify the full economic impact of the College in its entirety for the most recent fiscal year for which financial data is available, with breakouts for two to three local cities and Los Angeles County. The study entails a careful analysis of the combined economic impact of all operations of the institution.

The College has both a direct and indirect impact on the local, regional, and statewide economy. The direct impact results from expenditures of various types made by the College, while the indirect impact stems from the multiplier effect that direct expenditures have on the economy. For every dollar spent by the College, additional indirect, spin-off income is created in the local economy.

While it is fairly straightforward to measure the direct impact through payroll and other expenditures for goods and services from the College, it is more difficult to estimate the indirect economic impact. For these effects, one has to consider employment generation resulting from dollars originally spent by the College and its subsequent circulation through the local economy.

Economic activity will also be divided into ongoing impacts and one-time impacts related to infrastructure improvements. Here, assumptions must be made as to how the impacts are spread throughout the region, as typically contractors are paid at different locations than where the economic activity is occurring.

Prepared by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #19

SUBJECT: Agreement with Rose Institute of Claremont McKenna College to
Perform a Mt. SAC Economic Impact Study

DATE: November 16, 2011

The economic impact of the College is not limited to private entities; but, in addition, it has a substantial governmental aspect. As such, tax revenues at the local, county, and state level (for example, income, sales, and use taxes), related to direct and indirect economic activity of the College, is an important part of the overall picture and, therefore, must also be estimated.

In addition to these purely pecuniary effects, the report will also consider additional benefits that the College provides to the community, in general. These are harder to quantify but include such activities as volunteer work by students, faculty, and staff in the community and other externalities where such information is available. The cost of the Study will not exceed \$29,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Rose Institute of Claremont McKenna College to perform a Mt. SAC Economic Impact Study.

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

DATE: November 16, 2011

CONSENT

SUBJECT: Resolution No. 11-05 - Changes to Existing Bank Accounts

BACKGROUND

Pursuant to Section 84030 of the Education Code and in accordance with Section 58311 of Title 5 of the California Code of Regulations, it is the intent of the Legislature, Board of Governors, and the State Chancellor's Office to encourage sound fiscal management practices among community college districts. To that end, the Board of Governors has recognized district needs to maintain authorized bank accounts for certain types of district/college functions and activities. Accordingly, the governing board of any community college district may, for the purpose of expediting business services transactions and in accordance with sound business practices, establish separate bank accounts. All income derived from governing-board-approved activities or functions shall be deposited in these accounts for authorized expenditures in accordance with rules and regulations of the governing board.

In addition, the governing board of any community college district may establish clearing accounts for the deposit of any miscellaneous receipts (including receipts from the sale of property or materials pursuant to Sections 81457 or 81458 of the Education Code) and provide for withdrawals from such accounts. All money in any such bank accounts shall be paid into the appropriate county treasury within a reasonable time period. Also, the governing board of a community college district may establish a revolving cash fund account for the payment of services, material purchases, and supplemental salary payments when it has been determined that an error has been made in calculating or reporting employee payrolls.

As a result of implementing Banner, Fiscal Services is able to consolidate several existing accounts. Also, due to the President/CEO retirement, it is necessary to add the new President/CEO to the authorized signers on existing bank accounts.

ANALYSIS AND FISCAL IMPACT

Periodically, Fiscal Services reviews existing bank accounts to determine if accounts may be closed or consolidated.

Funding Source

Not applicable.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #20

SUBJECT: Resolution No. 11-05 - Changes to Existing Bank Accounts

DATE: November 16, 2011

RECOMMENDATION

It is recommended that the Board of Trustees adopts a resolution to revise authorized signers for bank merchant, clearing, and revolving accounts pursuant to the California Community College Budget and Accounting Manual as authorized by Sections 84030 and 85266 of the Education Code, and in accordance with Section 58311 of Title 5 of the California Code of Regulations.

It is recommended that three existing bank accounts be closed with Citizens Business Bank.

It is recommended that, in order to adequately safeguard and manage District assets, two authorized signatures be required on each check on every account, unless otherwise stated.

It is recommended that account signers, banks, and savings and loans not be authorized to issue counter checks or cashier's checks on any of the accounts.

It is recommended that the Board authorizes the submission of revised signature cards to banking institutions for accounts that may be affected by personnel changes.

**RESOLUTION NO. 11-05
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA**

RESOLUTION AUTHORIZING CHANGES TO EXISTING BANK ACCOUNTS

WHEREAS, the Board of Trustees finds there is a need to establish new or changed bank accounts for clearing, revolving, payroll, and accounts payable accounts; and

WHEREAS, pursuant to the California Community College Budget and Accounting Manual as authorized by 84030 of the Education Code, and in accordance with 58311 of Title 5 of the California Code of Regulations, the Board of Trustees is authorized to establish such accounts; and

WHEREAS, pursuant to Education Code Section 85266, with the approval of the county superintendent of schools, the governing board of a community college district may cause warrants to be drawn on the county treasury against designated funds, except debt service, of the district in the county treasury in the payment of expenses of the district.

NOW, THEREFORE, BE IT RESOLVED that the accounts and custodians/account signers listed are duly authorized and approved.

CHANGES TO EXISTING ACCOUNTS:

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District –
Revolving Fund**

Type: Checking Account

Purpose: Revolving cash fund used for emergency purposes, such as securing or purchasing services, materials, and payment of supplement salary due to payroll errors.

Action: Add new signature

Existing Signatures: Michael D. Gregoryk, Linda M. Baldwin, Virginia Burley,
Thomas G. Meikle (two signatures required)

New Signatures: **William T. Scroggins**, Michael D. Gregoryk, Linda M. Baldwin,
Thomas G. Meikle, Virginia Burley (two signatures required)

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District –
Community Education Clearing Account**

Type: Merchant Account

Purpose: Fees paid by credit cards for Community Education fee-based classes.

Action: Add new signature

Existing Signatures: Michael D. Gregoryk, Linda M. Baldwin, Virginia Burley, Thomas G. Meikle (two signatures required)

New Signatures: **William T. Scroggins**, Michael D. Gregoryk, Linda M. Baldwin, Thomas G. Meikle, Virginia Burley (two signatures required)

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District –
District Clearing Account**

Type: Checking Account

Purpose: Used for the deposit and withdrawal of miscellaneous receipts. This account is required by the Los Angeles County Office of Education (LACOE). All misc receipts received are deposited in this account, which is cleared out with a single check that is sent to LACOE when a minimum of \$25,000 has been deposited into the account.

Action: Add new signature

Existing Signatures: Michael D. Gregoryk, Linda M. Baldwin, Virginia Burley, Thomas G. Meikle (two signatures required)

New Signatures: **William T. Scroggins**, Michael D. Gregoryk, Linda M. Baldwin, Thomas G. Meikle, Virginia Burley (two signatures required)

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District –
Web Registration Credit Cards**

Type: Merchant Account

Purpose: Clearing account for all credit card activity related to web registration.

Action: Add new signature

Signatures: Michael D. Gregoryk, Linda M. Baldwin, Virginia Burley,
Thomas G. Meikle (two signatures required)

New Signatures: **William T. Scroggins**, Michael D. Gregoryk, Linda M. Baldwin,
Thomas G. Meikle, Virginia Burley (two signatures required)

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District –
Parking Services Credit Cards**

Type: Merchant Account

Purpose: Clearing account for all credit card activity related to Parking Services.

Action: Add new signature

Signatures: Michael D. Gregoryk, Linda M. Baldwin, Virginia Burley,
Thomas G. Meikle (two signatures required)

New Signatures: **William T. Scroggins**, Michael D. Gregoryk, Linda M. Baldwin,
Thomas G. Meikle, Virginia Burley (two signatures required)

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District –
Bursar’s Office Credit Cards**

Type: Merchant Account

Purpose: Clearing account for all credit card activity for student fees paid in
the Bursar’s Office.

Action: Close account

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District –
ACH Payments**

Type: Merchant Account

Purpose: Clearing account for all ACH (Automated Clearing House)
payments

Action: Close account

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District –
Student Fees Clearing Account**

Type: Checking Account

Purpose: Clearing account for checks and cash payments for student fees
received in the Bursar’s Office.

Action: Close account

**Bank of America
Southern California Government Services
333 South Hope Street, 13th Floor
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District –
Payroll Warrants**

Type: Payroll Warrants

Purpose: Issue Payroll Warrants only

Signatures: Facsimile signature for Michael D. Gregoryk, Vice President,
Administrative Services or Linda M Baldwin, Associate Vice
President, Fiscal Services

Action: No change

**Bank of America
Southern California Government Services
333 South Hope Street, 13th Floor
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District –
Payroll Direct Deposits**

Type: ACH Account Payroll Direct Deposits

Purpose: ACH Account for processing Payroll Direct Deposits only

Signatures: No signature required; File transfer only

Action: No change

**Bank of America
Southern California Government Services
333 South Hope Street, 13th Floor
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District –
Commercial Warrants**

Type: Commercial Warrants

Purpose: Issue Warrants for Accounts Payable only

Signatures: Facsimile signature for Michael D. Gregoryk, Vice President,
Administrative Services or Linda M Baldwin, Associate Vice
President, Fiscal Services

Action: No change

**Bank of America
Southern California Government Services
333 South Hope Street, 13th Floor
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District –
ACH Vendor Warrants**

Type: ACH Vendor Warrants

Purpose: Electronic File Transfer for Vendor Payments only

Signatures: No Signature Required: Electronic Transfer only

Action: No change

**Bank of America
Southern California Government Services
333 South Hope Street, 13th Floor
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District –
Sweep Account**

Type: Sweep Account

Purpose: Sweep Account for making deposits directly with the Los Angeles
County Treasurer’s Office

Signatures: Michael D. Gregoryk, Vice President, Administrative Services and
Linda M. Baldwin, Associate Vice President, Fiscal Services

Action: No change

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

PASSED AND ADOPTED this 16th day of November 2011 by the Board of Trustees of the
Mt. San Antonio Community College District of the County of Los Angeles, State of California,
by the following vote:

AYES:
NOES:
ABSENT:

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

William T. Scroggins
College President/CEO and
Secretary, Governing Board
Mt. San Antonio Community College District

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

DATE: November 16, 2011

CONSENT

SUBJECT: Agreement with Vicenti, Lloyd & Stutzman LLP for Auditing Services

BACKGROUND

Education Code Section 84040 requires that each community college district shall provide for an outside contracted audit of the funds, books, and accounts of the district each fiscal year. Also, the name of the audit firm selected by the district must be submitted to the California Community Colleges System Office by April 1 of each year.

Vicenti, Lloyd & Stutzman LLP (VLS) has provided excellent auditing services to the College and Mt. SAC Auxiliary Services at a competitive price in the past; but, with the termination of their contract, it is time to enter into a new contract for auditing services.

Due to Mt. SAC currently being in the process of obtaining Fiscal Independence Status, this would not be a good time to change audit firms, as the other audit firm hired by the Los Angeles County Office of Education (LACOE) to perform the fiscal independence audit would not be eligible for consideration by Mt. SAC due to conflict of interest issues.

ANALYSIS AND FISCAL IMPACT

Pursuant to Section 53060 of the Government Code, the Board of Trustees may contract for certain special services, including financial services, without competitive bidding. Although the cost of these services is certainly a factor, other factors may also be considered – such as training, experience, and competence.

A proposal was submitted by Vicenti, Lloyd & Stutzman LLP which includes the following services:

- Annual Financial Audit;
- GASB 35 Financial Statement;
- GASB 43 & 45 Financial Statement;
- Proposition 39 Financial and Performance Audits (College only); and
- Tax Return Services (Auxiliary Services and Foundation)

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #21

SUBJECT: Agreement with Vicenti, Lloyd & Stutzman LLP for Auditing Services

DATE: November 16, 2011

The proposal submitted by Vicenti, Lloyd & Stutzman LLP was found to be responsive, with a reasonable average price per hour, and extensive experience with community college districts. VLS rotates its audit teams on a regular basis, which helps assure that audit standards remain high. VLS has experience and knowledge of College systems. The evaluators found that VLS still represents the best value to the District because it offers comprehensive services at a reasonable price.

A summary of the proposal submitted is as follows:

<u>Audit Services</u>	<u>2011-12</u>	<u>2012-13</u>
Mt. San Antonio College	\$96,080	\$98,285
Mt. SAC Auxiliary Services	\$42,900	\$43,550
Mt. SAC Foundation	\$16,000	\$16,500

Funding Sources

Unrestricted General Fund.
Bond Construction Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes a two-year agreement (2011-12, and 2012-13) with Vicenti, Lloyd & Stutzman LLP for basic auditing services. Additional accounting services for special projects, as deemed necessary, will be billed at the proposed hourly rates.

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

DATE: November 16, 2011

CONSENT

SUBJECT: Agreement with Vangent for 1098T Forms

BACKGROUND

The Taxpayer Relief Act (TRA) of 1997 provides education tax incentives for eligible taxpayers. The Hope Scholarship Credit and Lifetime Learning Credit allow taxpayers to reduce their federal income tax based upon qualified tuition and fees paid, assuming the taxpayer meets the eligibility requirements. The College is required to send a '1098T' form to all eligible students detailing the fees they paid to the College.

ANALYSIS AND FISCAL IMPACT

Vangent provides data management and reporting services to assist higher education institutions in meeting TRA requirements. Vangent will use a data file from Banner to produce a '1098T' form for each student. They will print the forms and mail them to the students. They will use the data file to produce the required electronic file that must be sent to the IRS. Vangent also provides the College with an archive in case the College needs to re-print the form for a student. The fee for these services will not exceed \$22,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

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: November 16, 2011

CONSENT

SUBJECT: Maintenance Agreement with PureTech Industrial Water

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, as such services are not available from existing staff.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

Consultant:	PureTech Industrial Water		
Project:	Annual Water Softening and Purification System Maintenance Agreement		
Description:	Amount		
Three-year maintenance agreement to provide annual service on the water softening and purification systems in the South Science Building and Science Laboratory Building, including tank rental and exchange costs. Pricing breakdown for three-year term: Year one-\$7,241.28; year two-\$7,432.74; and year three-\$7,584.45.	\$24,731.63		
Contract Amount			\$24,731.63

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #23

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

DATE: November 16, 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:

#1	Consultant:	H2 Environmental Consulting Services, Inc.	
	Project:	Hazardous Materials Database	
Item	Description:	Amount	
	Professional consulting services to develop a site-specific database of known asbestos-containing building materials and lead-containing paint. Services are provided for a fixed fee.	\$10,000.00	
	Contract Amount		\$10,000.00

#2	Consultant:	PAL id studio	
	Project:	Administration Building, Classroom Building, and Student Support Services Secondary Effects	
Item	Description:	Amount	
	Professional consulting services to prepare room access and furniture plans for five modular buildings to be modified for new occupants. Services are provided for a fixed fee.	\$35,000.00	
	Contract Amount		\$35,000.00

Funding Source

Measure RR Bond Anticipation Note funds.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #24

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

DATE: November 16, 2011

CONSENT

SUBJECT: Agricultural Sciences Complex (Change Orders)

BACKGROUND

Agricultural Sciences Complex (Change Orders).

As of October 1, 2011, Change Orders for the Agricultural Sciences Complex project (main building) totaled \$1,703,582.78, or 12%, of all contracts. Changes totaling 2.2% of all contracts were owner-requested changes, 6.4% 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:

Bid No.	2774	Contractor:	Columbia Steel, Inc. (Structural Steel Contractor)	CO No.	3
Item	Change and Justification:		Amount	Time	
1	Modify the existing steel framing to accommodate a larger elevator. <i>Owner-directed change-design modification.</i>		\$4,461.00	0 day	
2	Modify a new rolling gate with steel vertical tubes and a powder-coated finish to coordinate with the surrounding metal doors. <i>Architect/Engineer requirement-additional details required.</i>		\$5,000.00	0 days	
	Total		\$9,461.00	0 days	
	Original Contract Amount			\$1,484,400.00	
	Net Change by Previous Change Orders			\$10,954.00	
	Net Sum Prior to This Change Order			\$1,495,354.00	
	Amount of Change Order No. 3			\$9,461.00	
	New Contract Sum			\$1,504,815.00	
Percentage of Change to Contract, to Date				1.38%	

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #25

SUBJECT: Agricultural Sciences Complex (Change Orders)

DATE: November 16, 2011

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

Agricultural Sciences Complex	Date	Amount	%	Bid No. 2774 Columbia Steel (Structural Steel Contractor)
Contract amount		\$1,484,400.00		
C. O. No. 1	November 2009	\$4,743.00	0.32%	Raise portion of building to avoid conflict with second floor framing.
C. O. No. 2	April 2010	\$6,211.00	0.74%	Remove metal structure duct support; Install steel tubes and metal clips to support chilled water lines.

Bid No.	2779	Contractor:	American Electric Company (Electrical Contractor)	CO No.	12
Item	Change and Justification:		Amount	Time	
1	Add film development lights and additional electrical receptacles. <i>Owner-directed change-design modification.</i>		\$4,989.47	0 days	
2	Provide a 50 AMP electrical panel at the block wall in the courtyard for future use. <i>Architect/Engineer requirement-additional details required.</i>		\$4,058.00	0 days	
3	Install an electric gate operator with wireless keypad for the existing rolling gate. <i>Architect/Engineer requirement-additional details required.</i>		\$9,207.71	0 days	
	Total		\$18,255.18	0 days	
	Original Contract Amount		\$1,863,000.00		
	Net Change by Previous Change Orders		\$501,706.54		
	Net Sum Prior to This Change Order		\$2,364,706.54		
	Amount of Change Order No. 12		\$18,255.18		
	New Contract Sum		\$2,382,961.72		
Percentage of Change to Contract, to Date			27.91%		

SUBJECT: Agricultural Sciences Complex (Change Orders)

DATE: November 16, 2011

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

Agricultural Sciences Complex	Date	Amount	%	Bid No. 2779 American Electric (Electric Contractor)
Contract amount		\$1,863,000.00		
C. O. No. 1	July 2009	\$43,859.09	2.35%	Clean and cut block outs; Retaining wall footing excavation.
C. O. No. 2	July 2010	\$103,536.27	7.91%	Rain costs; Mass Notification; Install electrical boxes.
C. O. No. 3	August 2010	\$41,846.15	10.16%	Install underground conduit; Relocate traffic signal boxes.
C. O. No. 4	September 2010	\$7,379.48	10.55%	Replace existing conduits and add traffic boxes along Bonita Drive.
C. O. No. 5	November 2010	\$7,487.00	10.96%	Install additional light poles in courtyard.
C. O. No. 6	December 2010	\$114,597.81	17.11%	Install audiovisual equipment and cables; Implement electrical and telecommunication; Miscellaneous design changes.
C. O. No. 7	January 2011	\$93,595.75	22.13%	Provide main power feeders to Greenhouse, Raptor, Equine, Animal Care, and main buildings.
C. O. No. 8	February 2011	\$28,915.99	23.68%	Install underground cabling and projection screens.
C. O. No. 9	April 2011	\$34,233.67	25.52%	Replace all one-lamp exterior light fixtures with two-lamp fixtures; Add extra circuits to computer lab.
C. O. No. 10	May 2011	\$19,345.72	26.56%	Materials and labor to install three 12' double-headlight pole fixtures in turf areas.
C. O. No. 11	July 2011	\$6,909.61	26.93%	Additional light fixtures; Terminate new Variable Frequency Drive.

SUBJECT: Agricultural Sciences Complex (Change Orders)

DATE: November 16, 2011

Bid No.	2780	Contractor:	Pierre Sprinkler & Landscape, Inc. (Landscape Contractor)	CO No.	5
Item	Change and Justification:			Amount	Time
1	Perform rough grading and relocate dirt on the west side of the Agricultural Sciences Complex. <i>Miscellaneous change.</i>			\$4,655.20	0 days
2	Install a 30' PVC pipe sleeve to encase the irrigation main line to enable future repair work to be performed. <i>Architect/Engineer requirement-additional details required.</i>			\$1,754.73	0 days
3	Credit for sod not planted at the South Slope area of the Science Complex. <i>Miscellaneous change.</i>			<\$10,500.00>	0 days
4	Install additional irrigation and planting materials at the North Slope of Agricultural Sciences Complex to mitigate erosion on the slope above the project site. <i>Owner-directed change-design modification.</i>			\$3,730.00	0 days
5	Credit for irrigation and planting not performed at the South Slope. <i>Miscellaneous change.</i>			<\$6,579.90>	0 days
	Total			<\$6,939.97>	0 days
	Original Contract Amount				\$324,500.00
	Net Change by Previous Change Orders				\$68,358.95
	Net Sum Prior to This Change Order				\$392,858.95
	Amount of Change Order No. 5				<\$6,939.97>
	New Contract Sum				\$385,918.98
	Percentage of Change to Contract, to Date				18.93%

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

Agricultural Sciences Complex	Date	Amount	%	Bid No. 2780 Pierre Sprinkler & Landscape (Landscape Contractor)
Contract amount		\$324,500.00		
C. O. No. 1	October 2010	\$23,646.78	7.29%	Install DG at courtyard.
C. O. No. 2	December 2010	\$14,848.00	11.86%	Excavate five existing floor openings to place palm trees inside building; Mow strips at turf plot.
C. O. No. 3	April 2011	\$19,688.01	17.93%	Install palm trees; Install sleeve under ADA pedestrian ramp; Install irrigation lines.
C. O. No. 4	June 2011	\$10,176.16	21.07%	Weed abatement; Relocate existing irrigation.

SUBJECT: Agricultural Sciences Complex (Change Orders)

DATE: November 16, 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: November 16, 2011

CONSENT

SUBJECT: Child Development Center (Change Order)

BACKGROUND

Child Development Center (Change Order).

As of October 1, 2011, Change Orders for the Child Development Center project totaled \$119,023.86, or 1% of all contracts. Changes totaling 0.1% were to address unforeseen conditions and 1% were 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.	2829	Contractor:	Edge Development (Building Concrete and Masonry Contractor)	CO No.	3
Item	Change and Justification:			Amount	Time
1	Install 5/8" diameter cast-in-place anchor bolts for non-shear walls above the deck at Building A per the Structural Engineer requirements. <i>Architect/Engineer requirement-additional details required.</i>			\$1,614.38	0 days
2	Remove and re-compact soil at the bottom of the cast-in-place wall footings at Building D; this work was necessary due to heavy rains and per the Geotechnical Inspector's recommendation. <i>Miscellaneous changes.</i>			\$2,424.62	0 days
3	Revise concrete curb to allow for proper placement and installation of column. <i>Architect/Engineer requirement.</i>			\$2,490.57	0 days
	Total			\$6,529.57	0 days
	Original Contract Amount			\$726,600.00	
	Net Change by Previous Change Orders			\$21,171.00	
	Net Sum Prior to This Change Order			\$747,771.00	
	Amount of Change Order No. 3			\$6,529.57	
	New Contract Sum			\$754,300.57	
	Percentage of Change to Contract, to Date			3.81%	

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #25

SUBJECT: Child Development Center (Change Order)

DATE: November 16, 2011

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

Child Development Center	Date	Amount	%	Bid No. 2829 Edge Development (Building Concrete & Masonry)
Contract Amount		\$726,600.00		
C. O. No. 1	July 2011	\$20,725.00	2.85%	Remove and replace rebar cages damaged by heavy rains; Wall extension to accommodate new column.
C. O. No. 2	August 2011	\$446.00	2.91%	Due to site logistics, contractor transported backfill material to adjacent site.

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: November 16, 2011

CONSENT

SUBJECT: Design Technology Center (Change Orders)

BACKGROUND

Design Technology Center (Change Orders).

As of October 1, 2011, Change Orders for the Design Technology Center project totaled \$1,174,995.69, or 7.4% of all contracts. Changes totaling 3.5% of all contracts were owner-requested changes, 2.2% were required by the Architect, 0.7% were to address unforeseen conditions, and 0.9% 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:

Bid No.	2849	Contractor:	RC Construction (General Contractor)	CO No.	11
Item	Change and Justification:		Amount	Time	
1	Provide a two-hour fire-rated and vapor barrier at expansion joint at the block wall. <i>Architect/Engineer requirement-additional details required.</i>		\$1,664.00	0 days	
2	Provide a pedestrian traffic coating at concrete balcony. The work was included in Bid Package No. 2844, but disputed by the contractor. The general building contractor will complete the work while the dispute is resolved.		\$9,448.00	0 days	
3	Add composite wall panels at exterior sill and head locations; details not shown on plans. <i>Architect/Engineer requirement-additional details required.</i>		\$6,173.00	0 days	
4	Adjust concrete stem wall to allow the wall finishes to align properly. <i>Unforeseen field conditions.</i>		\$1,005.00	0 days	
5	Patch walls at relocated wall-mounted switches and receptacles per owner-requested change to revise the door location. <i>Owner-directed change-design modification.</i>		\$0.00	0 days	
6	Provide metal stud and gypsum board soffits to accommodate and conceal the specified roll down smoke containment system above the elevator door openings. <i>Architect/Engineer requirement-additional details required.</i>		\$0.00	0 days	

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #25

SUBJECT: Design Technology Center (Change Orders)**DATE:** November 16, 2011

Bid No.	2849 (cont.)	Contractor:	RC Construction (General Contractor)	CO No.	11
Item	Change and Justification:		Amount	Time	
7	Provide soffits in Elevator Machine Room to conceal exposed plumbing piping necessary to meet elevator code requirements. <i>Architect/Engineer requirement-additional details required.</i>		\$2,199.00	0 days	
8	Install two sheet metal covers at platforms for roof top ladder adjacent to the Assembly Roof; this detail was not included in the roofing system alterations. <i>Architect/Engineer requirement-additional details required.</i>		\$275.00	0 days	
9	Provide spandrel glazing in lieu of specified vision glazing at door vision lights to allow for full black-out capabilities in the Assembly Space during performances. <i>Owner-directed change-design modification.</i>		\$172.62	0 days	
10	Modify ceiling heights in Rooms 203, 207, and 213 to accommodate overhead utilities and ductwork. <i>Architect/Engineer requirement-design modification.</i>		\$548.00	0 days	
11	Remove one existing in-wall countertop support bracket and patch wall per owner request to allow use of office equipment in this location. <i>Owner-directed change-design modification.</i>		\$76.00	0 days	
12	Provide sheet metal flashing at stair stringer; this work is necessary to cover exposed top edge of wall sheathing and cement plaster casing bead. <i>Architect/Engineer requirement-additional details.</i>		\$256.00	0 days	
	Total		\$21,816.62	0 days	
	Original Contract Amount			\$4,998,000.00	
	Net Change by Previous Change Orders			\$513,628.00	
	Net Sum Prior to This Change Order			\$5,511,628.00	
	Amount of Change Order No. 11			\$21,816.62	
	New Contract Sum			\$5,533,444.62	
	Percentage of Change to Contract, to Date			10.71	

SUBJECT: Design Technology Center (Change Orders)

DATE: November 16, 2011

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

Design Technology Center	Date	Amount	%	Bid No. 2849 RC Construction (General Contractor)
Contract Amount		\$4,998,000.00		
C. O. No. 1	July 2010	\$1,464.72	.59%	Rain delays; Relocate fence.
C. O. No. 2	August 2010	\$1,681.69	1.0%	Increase wall thickness; Insulation at roof for mechanical unit.
C. O. No. 3	December 2010	\$27,666.00	.55%	Roofing; Rubber tile flooring.
C. O. No. 4	January 2011	\$37,232.00	.74%	Metal wall panels; Revised floor finishes.
C. O. No. 5	April 2011	\$33,221.73	.66%	Metal stud furring wall, change all wood doors to 100% FSC, miscellaneous concrete work; Revise corridor ceiling heights; Provide framing changes at wheelchair lift; 1,200-gallon water tank.
C. O. No. 6	May 2011	\$65,889.48	1.32%	Fire alarm system and column furring; Revise drinking fountain; Revise wall framing; Change opening of doors; Automatic door openers; Ductwork in assembly space; Add soffit.
C. O. No. 7	June 2011	\$79,375.30	1.59%	Architectural metal louvers.
C. O. No. 8	July 2011	\$163,884.10	3.28%	Marker boards; Revise room layouts; Metal stud framing; Anti-graffiti coating and glazing; Replace drywall with wonder board; Expansion joints; Revise door hardware.
C. O. No. 9	September 2011	\$19,883.33	.4%	Revise metal stud framing in Assembly Space; increase framing soffit; box in tube steel; backing for monitors in lobby; Demo and patch drywall.
C. O. No. 10	October 2011	\$83,329.56	1.67%	Revise floor finishes.

SUBJECT: Design Technology Center (Change Orders)**DATE:** November 16, 2011

Bid No.	2852	Contractor:	West Tech Mechanical (HVAC Contractor)	CO No.	5
Item	Change and Justification:		Amount	Time	
1	Provide a credit for unused welding inspector services, as the contractor used the College's inspection services contractor during the period ending October 29, 2010, and November 26, 2010. <i>Back charge-contract price adjustment.</i>		<\$6,796.50>	0 days	
2	Provide a credit for unused welding inspector services, as the contractor used the College's inspection services contractor during the period ending December 31, 2010. <i>Back charge-contract price adjustment.</i>		<\$10,024.00>	0 days	
3	Provide a credit for installation of decorative louvers; contractor disputed that these louvers are included in their scope of work. This item is disputed by the contractor. The deductive change is being made unilaterally at the advice of counsel. <i>Back charge-contract price adjustment.</i>		<\$79,375.30>	0 days	
4	Revise fire alarm system and add three duct detectors; the ducts were not included on contract documents. <i>DSA/Code requirement-additional details required.</i>		\$623.48	1 day	
5	Provide a credit for unused welding inspector services, as the contractor used the College's inspection services contractor during the period ending May 27, 2011. <i>Back charge-contract price adjustment.</i>		<\$552.00>	0 days	
6	Provide a credit for unused welding inspector services, as the contractor used the College's inspection services contractor during the period ending March 26, 2011, to April 29, 2011. <i>Back charge-contract price adjustment.</i>		<\$552.00>	0 days	
	Total		<\$96,676.32>	1 days	
	Original Contract Amount			\$1,800,500.00	
	Net Change by Previous Change Orders			\$32,732.44	
	Net Sum Prior to This Change Order			\$1,833,232.44	
	Amount of Change Order No. 5			<\$96,676.32>	
	New Contract Sum			\$1,736,556.12	
	Percentage of Change to Contract, to Date			-3.55%	

SUBJECT: Design Technology Center (Change Orders)

DATE: November 16, 2011

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

Design Technology Center	Date	Amount	%	Bid No. 2852 - West Tech Mechanical (HVAC Contractor)
Contract Amount		\$1,800,500.00		
C. O. No. 1	August 2010	\$2,520.20	0.14%	Remove septic tank and brick.
C. O. No. 2	May 2011	\$20,214.93	1.12%	One-hour fire rating; Revise HVAC at storage room 303.
C. O. No. 3	June 2011	\$7,225.29	0.4%	Install exhaust in photo processing area.
C. O. No. 4	August 2011	\$2,772.02	1.05%	Credit for roof flashing; Add smoke/fire dampers; Establish lighting control zones; Relocate boiler control panel.

Bid No.	2853	Contractor:	Brewster Electrical (Electrical Contractor)	CO No.	11
Item	Change and Justification:		Amount	Time	
1	Clarification of electrical equipment installation. <i>Architect/Engineer requirement-</i>		\$0.00	0 days	
2	Modify outlets where additional processing sinks were added in the Photo Lab. <i>Owner-directed change-design modification.</i>		\$0.00	0 days	
3	Provide metal stud and gypsum board soffits to accommodate and conceal the specified smoke guard roll down smoke containment system above the elevator door openings. <i>Architect/Engineer requirement.</i>		\$0.00	0 days	
4	Relocate the water heater connection to an alternate electrical panel to allow the Energy Management Software to only meter the electrical lighting load at this panel. <i>Owner-directed change-LEED cost.</i>		\$424.00	0 days	
5	Provide cabling into ceiling space for the elevator telephone system; this work was not included in the original scope of work. <i>Architect/Engineer requirement-additional details required.</i>		\$1,552.00	0 days	
6	Revise fire alarm system in Rooms 307 and 308. The room configuration was changed to create one larger room. <i>Owner-directed change-design modifications.</i>		\$0.00	0 days	
7	Provide power to the condensate pumps at the fan coil units. <i>Architect/Engineer requirement-additional details required.</i>		\$330.00	0 days	

SUBJECT: Design Technology Center (Change Orders)**DATE:** November 16, 2011

Bid No.	2853 (cont.)	Contractor:	Brewster Electrical (Electrical Contractor)	CO No.	11
Item	Change and Justification:			Amount	Time
8	Revise lighting design at the second floor corridor due to low ductwork. Install wall-mounted fixtures in lieu of the light pockets. <i>Architect/Engineer requirement-additional details required.</i>			\$6,659.00	0 days
9	Add rebar to the light pole bases; details were not clearly depicted on contract documents. <i>Architect/Engineer requirement-additional details required.</i>			\$3,719.50	0 days
	Total			\$12,684.50	0 days
	Original Contract Amount			\$2,491,338.00	
	Net Change by Previous Change Orders			\$332,429.16	
	Net Sum Prior to This Change Order			\$2,823,767.16	
	Amount of Change Order No. 11			\$12,684.50	
	New Contract Sum			\$2,836,451.66	
Percentage of Change to Contract, to Date				13.85%	

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

Design Technology Center	Date	Amount	%	Bid No. 2853 Brewster Electric (Electric Contractor)
Contract Amount		\$2,491,338.00		
C. O. No. 1	June 2010	\$4,085.49	0.56%	Revise high voltage feeder location; repair conduit in sidewalk; repair light pole locations.
C. O. 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.
C. O. No. 3	October 2010	\$18,452.01	0.74%	Add light in corridor; Power and conduit to irrigation controller; Add power at AHU unit.
C. O. No. 4	November 2010	\$6,710.26	0.27%	Roofing credit; Power to automatic doors; Install disconnect switch.
C. O. 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.

SUBJECT: Design Technology Center (Change Orders)

DATE: November 16, 2011

Design Technology Center (cont.)	Date	Amount	%	Bid No. 2853 Brewster Electric (Electric Contractor)
Contract Amount		\$2,491,338.00		
C. O. No. 6	March 2011	\$14,352.01	0.58%	Delete intrusion alarm; Interior and exterior lighting controls; Revise power distribution in Room 137.
C. O. No. 7	May 2011	<\$24,998.00>	0.1%	Power smoke detector to fire alarm system; Revise power in Rooms 158 and 143; 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 annunciate panel.
C. O. 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.
C. O. No. 9	August 2011	\$39,833.00	1.60%	Fire stopping; Install projection screen and project lift in Assembly space; Revise communications; Three duct detectors on second floor.
C. O. No. 10	September 2011	\$13,950.00	0.56%	Change light fixtures; Revise corridor ceiling plan revision of cost estimate.

SUBJECT: Design Technology Center (Change Orders)

DATE: November 16, 2011

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: November 16, 2011

CONSENT

SUBJECT: Administration Building Remodel (Change Order)

BACKGROUND

Administration Building Remodel (Change Order).

As of October 1, 2011, Change Orders for the Administration Building Remodel project totaled \$1,408,682.38, or 22% of all contracts. Changes totaling 12% of all contracts were owner-requested changes, 2.9% were required by the Architect, 1.5% were required to update Campus Standards, 3.1% were to address unforeseen conditions, and 2.3% 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:

Bid No.	2855	Contractor:	Angeles Contractor (General Contractor)	CO No.	10
Item	Change and Justification:		Amount	Time	
1	Remove and replace existing concrete slab at east entrance that was in poor condition and infill seven abandoned duct floor openings with leftover concrete. <i>Unforeseen field conditions.</i>		\$6,329.28	2 days	
2	Seal existing concrete at the west entrance and apply a waterproofing membrane under the metal panels to ensure the building is protected from water intrusion. <i>Architect/Engineer requirement-additional details required.</i>		\$3,174.79	5 days	
3	Provide elevator access prior to the final State inspection for the delivery of furniture. <i>Miscellaneous change.</i>		\$3,294.09	0 days	
4	Remove and re-install wall shelving at the Print Shop for the sealing of the existing concrete floors prior to installation of the new rubberized flooring. <i>Owner-directed change-design modification.</i>		\$1,026.05	2 days	
5	Paint miscellaneous items above the ceiling to match the ceiling color. <i>Miscellaneous change.</i>		\$8,287.05	2 days	

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #25

SUBJECT: Administration Building Remodel (Change Order)**DATE:** November 16, 2011

Bid No.	2855 (cont.)	Contractor:	Angeles Contractor (General Contractor)	CO No.	10
Item	Change and Justification:			Amount	Time
	Total			\$22,111.26	11 days
	Original Contract Amount			\$2,582,000.00	
	Net Change by Previous Change Orders			\$750,887.27	
	Net Sum Prior to This Change Order			\$3,332,887.27	
	Amount of Change Order No. 10			\$22,111.26	
	New Contract Sum			\$3,354,998.53	
	Percentage of Change to Contract, to Date				29.94%

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

Administration Building Remodel	Date	Amount	%	Bid No. 2855 Angeles Contractor Inc. (General Contractor)
Contract Amount		\$2,582,000.00		
C. O. No. 1	July 2010	\$121,159.78	4.69%	Add punch windows and roller shade for skylight.
C. O. No. 2	August 2010	\$35,942.34	6.08%	Modify roofing application to cover parapet wall.
C. O. No. 3	September 2010	\$12,125.52	6.79%	Reinforce penthouse duct openings.
C. O. No. 4	January 2011	\$68,526.69	9.44%	Penthouse wall panels; Roof reinforcement for HVAC; Parapet membrane.
C. O. No. 5	March 2011	\$67,389.36	12.05%	Human Resources Department reconfiguration, repair existing walls, and access controls hardware.
C. O. No. 6	April 2011	\$14,704.38	12.62%	Revise concrete stair landing, Room 130 transaction counter, and casework.
C. O. No. 7	May 2011	\$254,114.61	22.46%	Add exterior steel canopies; modify interior walls due to reconfiguration of rooms; Add exterior windows; Fiscal Services vault Fit-Out; Add card readers.
C. O. No. 8	June 2011	\$106,705.54	26.59%	Plaster patching at existing areas; Add windows where previously was colored glass block; Print Services shelving; Storefront hardware and wall framing.
C. O. No. 9	September 2011	\$64,219.05	29.08%	Exterior painting; Roller shades; Concrete paving; Structural reinforcement.

SUBJECT: Administration Building Remodel (Change Order)

DATE: November 16, 2011

Funding Sources

State Capital Outlay and COPS funds.

RECOMMENDATION

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

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

DATE: November 16, 2011

CONSENT

SUBJECT: Annual Maintenance Agreement (Contract Amendment)

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:

	Consultant:	First Fire Systems	No.	2
	Project:	Annual Fire Alarm Monitoring		
Item	Change and Justification:		Amount	
	Addition of the Administration Building and the Kinesiology and Athletics Building to the remaining two years of the three-year annual fire alarm monitoring contract. Services are provided for a fixed fee for a three-year term:		\$1,428.00	
	Total		\$1,428.00	
	Original Contract Amount		\$22,032.00	
	Net Change by Previous Amendments		\$2,040.00	
	Net Sum Prior to This Amendment		\$24,072.00	
	Amount of Amendment No. 2		\$1,428.00	
	New Contract Sum		\$25,500.00	

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 #26

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

DATE: November 16, 2011

CONSENT

SUBJECT: Professional Design and Consulting Services (Contract Amendment)

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 amendment is presented for ratification:

	Consultant:	tBP Architects	No.	9
	Project:	Child Development Center		
Item	Change and Justification:		Amount	
	Increase in sub-consultant fees due to project delays. Services are provided for a fixed fee:		\$17,000.00	
	Total		\$17,000.00	
	Original Contract Amount		\$425,000.00	
	Net Change by Previous Amendments		\$959,050.55	
	Net Sum Prior to This Amendment		\$1,384,050.55	
	Amount of Amendment No. 9		\$17,000.00	
	New Contract Sum		\$1,401,050.55	

Funding Source

Measure R Bond funds.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #26

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

DATE: November 16, 2011 **ACTION**

SUBJECT: Proposed Revisions to Board Policy 2410 – Policy and Administrative Procedure

BACKGROUND

Mt. San Antonio College currently has Board Policy 2410 – Policy and Administrative Procedure. Slight modifications have been proposed by the Academic Senate to clarify the relationship of Board Policy 2410 to Administrative Procedure 2410. The Board received these proposed revisions at its October 26, 2011, meeting and suggested no further revisions.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation, and utilizing the College's shared governance process, revisions to Board Policy 2410 have been suggested.

The proposed language has been recommended by the College's Academic Senate, the classified staff leaders, the Academic Mutual Agreement Council, and the President's Cabinet.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves proposed revisions to Board Policy 2410 – Policy and Administrative Procedure.

Prepared by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Action #1

SUBJECT: Proposed Revisions to BP 2410 – Policy and Administrative Procedure

DATE: November 16, 2011

Chapter 2 – Board of Trustees

BP 2410 Policy and Administrative Procedure

Reference: Education Code Section 70902

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the College. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to College activities. All College employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

Administrative procedures are to be issued **approved** by the College President/CEO **and maintained in the President's Office** as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be **created or** revised as deemed necessary by the College President/CEO **as per AP 2410.**

The College President/CEO shall provide each member of the Board with copies of Administrative Regulations and Procedures as they are revised. The Board reserves the right to direct revisions of the Administrative Regulations and Procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Access to all Board Policies and Administrative Procedures shall be readily available to College employees through the College Web site.

Adopted March 24, 2004

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

DATE: November 16, 2011

DISCUSSION

SUBJECT: Support of the Student Success Task Force Draft Recommendations

BACKGROUND

A California Community Colleges Student Success Task Force was appointed by the Board of Governors in January 2011 to examine strategies and develop recommendations for promoting student success, including improving the student assessment process, delivering remedial instruction, increasing academic counseling, and using technology to help students reach their goals faster. Trustee Manuel Baca is a member of that Task Force.

ANALYSIS AND FISCAL IMPACT

The Student Success Task Force has released its draft recommendations for public review.

Chancellor Scott and Task Force members are to be applauded for putting forward meaningful and courageous recommendations that, if implemented as a package, would have a profoundly positive impact on the success of students.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees discusses support of the Student Success Task Force Draft Recommendations.