



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 22, 2012

6:00 p.m. Open and Adjourn to Closed Session

6:30 p.m. Public Session

Founders Hall, 1100 North Grand Avenue
Walnut, CA 91789

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

AGENDA

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

CALL TO ORDER (6:00 p.m.)

PUBLIC COMMUNICATION

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

CLOSED SESSION

- **Conference with Legal Counsel - Anticipated Litigation - Initiation of litigation pursuant to subdivision (c) of Section 54956.9: (one case)**
- **Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957**

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.

- **Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6.**
Faculty Association; CSEA, Chapter 262; and CSEA, Chapter 651
- **Public Employee Performance Evaluation**
President & CEO

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

INTRODUCTIONS AND RECOGNITION

- **Introduction of the following newly appointed staff:**
Management Employee
William Lambert, Executive Director of Development and the Mt. SAC Foundation (Foundation)
- **Introduction of the following newly promoted staff:**
Classified Employee
Emma Valenzuela, Coordinator, Budget & Accounting (Fiscal Services)
Management Employee
Lorraine Jones, Director, Equal Employment Opportunity (EEO) Programs (Human Resources)
- **Recognition**
 - Awarding of Certificate of Service to the following retiring classified staff member:
 - **John Alvarez**, Financial Aid Systems Programmer (Financial Aid), 10½ years of service

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of July 25, 2012. (See backup packet Pages 1 through 11.)

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

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.

4. President's Report – Bill Scroggins, President & CEO
 - Fall Enrollment Report – Audrey Yamagata-Noji
5. Informational Report – Distance Learning Program, prepared by Meghan Chen, Dean, Library & Learning Resources. (See backup packet Pages 12 through 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 a specific item be removed from the Consent Calendar for discussion and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board's vote on the Consent Calendar.

ADMINISTRATIVE SERVICES

1. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 15 through 22.)
2. Consideration of approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Pages 23 through 26.)
3. Consideration of approval of Quarterly Investment Report ending June 30, 2012. (See backup packet Pages 27 and 28.)
4. Consideration of approval of Quarterly Financial Status Report ending June 30, 2012. (See backup packet Pages 29 through 31.)
5. Consideration of approval of the 2013 contract for the Chancellor's Office Tax Offset Program (COTOP). (See backup packet Page 32.)
6. Consideration of approval of the Memorandum of Understanding (MOU) with the City of Walnut for parking meters on the south side of Temple Avenue. (See backup packet Pages 33 through 37.)
7. Consideration of approval to award a contract to Xerox Corporation for the lease of printing equipment for an initial two-year term with three 12-month options to renew. (See backup packet Pages 38 and 39.)
8. Consideration of ratification of the following Change Orders:
 - Bid No. 2827 Child Development Center – Doja, Inc. (Grading Contractor) – Change Order No. 3. (See backup packet Pages 40 and 41.)
 - Bid No. 2897 Agricultural Sciences Building Landscape – Harry H. Joh Construction, Inc. (General Contractor) – Change Order No. 1. (See backup packet Pages 42 and 43.)
9. Consideration of ratification of the following Contract Amendments:
 - Contract Astronomy Dome – Integrated Design Services, Inc. (Professional Design and Consulting Services Contractor) – Amendment No. 2. (See backup packet Page 44.)

- Contract Street and Traffic Improvements for Bonita and Temple Avenues and Bonita Avenue and Walnut Drive – PALP, Inc. dba Excel Paving Company (Professional Design and Consulting Services Contractor) – Amendment No. 1. (See backup packet Pages 45 and 46.)

10. Consideration of approval of the following Completion Notice:

- Bid No. 2861 Physical Education Building Remodel – HMI Construction Service (General Contractor).

HUMAN RESOURCES

11. Consideration of approval of Personnel Transactions, dated August 22, 2012. (See backup packet Pages 47 through 68.)
12. Consideration of approval of a contract with Robert Half International, Inc. to provide temporary staffing services, as needed. (See backup packet Page 69.)

INSTRUCTION

13. Consideration of approval of contract amendments for the CyberWatch West grant. (See backup packet Pages 70 and 71.)
14. Consideration of approval of activities and acceptance of funds for the Asian American and Native American Pacific Islander-Serving Institutions grant. (See backup packet Page 72.)
15. Consideration of approval of activities and acceptance of funds for the Child Development Workforce Initiative grant. (See backup packet Pages 73 and 74.)
16. Consideration of approval of activities and purchases and a contract for the Family and Consumer Sciences Discipline/Industry Collaborative grant. (See backup packet Page 75.)
17. Consideration of approval of activities and acceptance of funds for the Center of Excellence. (See backup packet Page 76.)
18. Consideration of approval of activities and acceptance of funds for the Bringing Theory to Practice grant. (See backup packet Page 77.)
19. Consideration of approval of affiliation agreements with Advanced Skincare Histology Services, Fullerton, and University of California, Irvine Medical Center for students in the Histotechnology program. (See backup packet Page 78.)
20. Consideration of approval of additions and changes for the Community Services Continuing Education Division. (See backup packet Pages 79 and 80.)
21. Consideration of approval of Wellness Center offering additions for Fall 2012. (See backup packet Page 81.)

PRESIDENT'S OFFICE

22. Consideration of approval of the College's Conflict of Interest Code. (See backup packet Pages 82 through 84.)

STUDENT SERVICES

23. Consideration of approval of the destruction of instructor roll books and other associated class records that have been imaged for various terms from fall 2001 through spring 2003. (See backup packet Page 85.)
24. Consideration of approval of a contract with UCLA Conference Center in Lake Arrowhead for the Annual Associated Students Fall Leadership Conference. (See backup packet Page 86.)

ACTION ITEMS

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

1. Consideration of approval of the following Bid [PLACEHOLDER]:
 - Bid No. 2922 Design Technology Building – Purchase of Sound Reinforcement Equipment. (See backup packet Page 87.)
2. Consideration of approval of proposed new Board Policy 3440 – Individuals with Disabilities. (See backup packet Pages 88 and 89.)
3. Consideration of approval of proposed revisions to Board Policy 4260 – Prerequisites, Corequisites, and Advisories. (See backup packet Pages 90 through 93.)
4. Consideration of approval of proposed revisions to Board Policy 5140 – Students with Disabilities. (See backup packet Pages 94 and 95.)
5. Consideration of approval of proposed new Board Policy 7211 – Minimum Qualifications and Equivalencies. (See backup packet Pages 96 and 97.)

INFORMATION ITEM

No action will be taken on items listed. All items are being provided to the Board of Trustees for information only.

1. Receive Child Development Center Agency Annual Report. (See backup packet Page 98.)

ADJOURNMENT

Future Board Meetings

September 12, 2012 (2nd Wednesday)
September 26, 2012 (Board Study Session)
October 24, 2012
November 14, 2012

Upcoming Events

August 24, 2012	Faculty Opening Meeting and Flex Day – 8:15 a.m., Clarke Theater Classified Staff Opening Meeting – 10:00 a.m., Clarke Theater Annual Welcome-Back Bar-b-que – 11:00 a.m.-2:00 p.m., Founders Hall
August 27, 2012	Fall 2012 Semester Begins
September 3, 2012	Labor Day (Campus Closed)
September 4-6, 2012	Associated Students Visibility Days – 11:30 a.m.-2:00 p.m. and 5:00-6:30 p.m., Building 9C Patio Area
September 6, 2012	Student Health Services Information Booth – 11:00 a.m.-1:00 p.m., Miracle Mile
September 8, 2012	Pep Squad Flapjack Fund-raiser – 8:00-10:00 a.m., Applebee's, Walnut
September 11, 2012	Get Ahead – Make a Difference Information Booth – 11:00 a.m.-1:00 p.m., Prime Stop Patio Area
September 12, 2012	With Help Comes Hope – Suicide Presentation – 9:55-11:10 a.m., Building 6-160 Student Services Fair – 10:30 a.m.-12:30 p.m. and 4:30-6:30 p.m., Miracle Mile
September 13, 2012	Constitution Day – 11:00 a.m.-2:00 p.m., Building 9C Stage Area
September 13, 2012- October 11, 2012	“In the Space Between” Art Exhibit – Tuesday-Thursday: 11:00 a.m.-2:00 p.m.; Tuesday Evenings: 5:00-7:30 p.m., Art Gallery

Upcoming Sports Events

August 25, 2012	Women's Soccer Scrimmage – 1:00 p.m., Soccer Field Women's Soccer Alumni Game – 3:00 p.m., Soccer Field
August 27, 2012	Men's Soccer vs. Santa Rosa – 12:00 p.m., Soccer Field Men's Soccer vs. Santa Rosa – 2:00 p.m., Soccer Field
August 31, 2012	Men's Soccer Adidas/Azteca Tournament – 7:00 p.m., Soccer Field
September 2, 2012	Men's Soccer Adidas/Azteca Tournament – 11:00 a.m., Soccer Field
September 7, 2012	Women's Volleyball Mt. SAC Tournament – 3:00 p.m., Gym Women's Soccer vs. Riverside – 5:00 p.m., Soccer Field Men's Soccer vs. DeAnza – 7:00 p.m., Soccer Field
September 8, 2012	Football vs. Bakersfield – 6:00 p.m., Hilmer Lodge Stadium
September 12, 2012	Women's Soccer vs. Taft – 5:00 p.m., Soccer Field

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

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

June 26, 2013





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 25, 2012

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:02 p.m. on Wednesday, July 25, 2012. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

STAFF PRESENT

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

1. PUBLIC COMMUNICATION

None.

2. CLOSED SESSION

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

- **Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957 (two positions)**
- **Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6.**
Faculty Association and CSEA, Chapter 651

3. PUBLIC SESSION

The public meeting reconvened at 6:41 p.m. The Pledge of Allegiance was led by Jill Dolan, Director, Marketing, Communication & Public Affairs.

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.

4. STUDENT TRUSTEE OATH OF OFFICE

President Scroggins administered the Oath of Office to Elisa Marin and welcomed her to the Board as the Student Trustee.

5. INTRODUCTIONS AND RECOGNITION

- **Introductions**

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

Classified Employees

- **Beverly Heasley**, Training & Applications Specialist (Information Technology) (present)
- **Nina Vento**, Account Clerk II (Facilities Planning & Management) (not present)

Management Employee (Promotion)

- **Tamika Addison**, Director, Child Development Center (Child Development) (not present)

- **Recognition**

- Trustee Bader presented Certificates of Service to the following retiring Classified staff members:
 - **Carsandra Taylor**, Athletic Trainer (Kinesiology/Athletics), 35 years of service (present)
 - **Denise Flores**, Vault Cashier (Auxiliary Services), 12 years of service (not present)
 - **Bridget Gamble**, Dining Services Supervisor (Auxiliary Services), 17 years of service (not present)

Ms. Flores's and Ms. Gamble's certificates will be mailed to them.

6. APPROVAL OF MINUTES

Trustee Chyr commented on his reasons for his dissenting vote in closed session on June 27, 2012.

It was moved by Trustee Chen Haggerty, seconded by Trustee Hall, and passed to approve the minutes of the regular meeting of June 27, 2012, as presented. Student Trustee concurred.

7. REPORTING OF ACTION TAKEN IN CLOSED SESSION

In closed session this evening, the Board took action to suspend for 30 days, without pay, Classified Employee No. 2327 and Employee No. 4404.

8. PUBLIC COMMUNICATION

- Barbara Gonzales thanked the Board for their consideration of letting the public speak freely with their public dialogue.
- Linda Diaz spoke regarding the fact that she can no longer teach as an adjunct faculty while she's working 40 hours per week as a Classified employee because it would take her over 40 hours per week. She said that faculty has removed her rehire rights. She encouraged the Board to remove the suggestion that she cannot be rehired. This is tied to tonight's Action #2. Dr. Scroggins asked her to stop by his office to discuss this matter.
- Arnita Champion Carter also spoke regarding her rehire rights as an adjunct faculty because she's a Classified employee. This is tied to tonight's Action #2. She asked the Board to reconsider the wording of this item. Again, Dr. Scroggins asked her to stop by his office to discuss this matter.

9. REPORTS

- Reports by the following constituency leaders were given and are posted on the College website with these minutes:
 - Dan Smith, Academic Senate Vice President
 - Deejay Santiago, Classified Senate President
 - Luisa Howell, Faculty Association Vice President
 - Rosa Asencio, CSEA chapter 262 2nd Vice President

10. BOARD COMMUNICATION

A. All Board members shared the following comments:

- Welcomed Elisa Marin, the new Student Trustee.
- Welcomed the new employees.
- Congratulated the newly promoted employee.
- Congratulated retirees.

B. Trustee Hall reported the following:

- He attended the San Gabriel Valley Civic Alliance Bar-b-que at Founders Hall last week. There were 80-90 attendees, and it was a great opportunity to network with business members in the area.
- He rode in the 4th of July parade in Hacienda Heights.
- He's been getting positive feedback from the community regarding the College's efforts in keeping the Wellness Center open.
- He attended a meeting with Cal Poly on a number of issues.
- He and Trustee Chen Haggerty are working on a fund-raising opportunity to raise money to send the Chamber Singers and Singcopation to China for an international competition. Tickets for the fund-raiser on September 30 will go on sale soon.

- He talked about the extension of the Gold Line that is planned to stop at Azusa, which is just west of the Mt. SAC District. He asked Board members to think about what action they can take to extend this line to Claremont.
- He ran into Chloe Lynn Chavez, of the Rotorack Club, which is raising funds for charitable activities. Jill Dolan is the advisor to this club.
- Regarding the Astronomy Dome, he mentioned the lease/lease-back process. He's still looking for favorable information showing that this process is better than the traditional design/bid/build process.

C. Trustee Chen Haggerty reported the following:

- She attended the 4th of July parade in Hacienda Heights.
 - She commended Gary Nellesen, Director, Facilities Planning & Management, and Mike Gregoryk, Vice President, Administrative Services, for such fine work regarding our Citizens Oversight Committee.
 - She spoke at the monthly Rowland Heights Coordinating Council meeting to inform them of Mt. SAC, and she hopes to be able update them every month.
 - She talked about students who are worried about the tuition and whether they'll be able to get classes two-three years from now.
- Trustee Chyr reported the following:
 - He attended the 4th of July parade in Hacienda Heights and said it was the largest attendance ever.
 - He reminded President Scroggins and the Board President of the requirement to provide all Board members with the same information in an equal and timely distribution related to all open and closed session Board Agenda items. It is in the keeping of the practice of this governing body which demonstrates respect for all Board members, the Mt. SAC community, and the laws of our state.
 - Trustee Baca reported the following:
 - Today, he attended an ACCCA Administrators Seminar for mid-level managers, and he said it's very worthwhile for our up and coming administrators.
 - He attended the Board of Governors meeting regarding subjects such as Student Success, the need to strengthen the Chancellor's Office in terms of hiring vice chancellors, and the way Mr. SAC interacts with the Department of Finance and State government.
 - Jack Scott, Chancellor, is retiring mid-September, and Trustee Baca commended him for serving community colleges so effectively. His relationship with the governor has been key to his success. There is hope that a new chancellor will be in place by the end of September.
 - Student Trustee Marin reported the following:
 - Thanked the Board for being so welcoming.
 - She is going to attend a Student Trustee Workshop on August 10, hosted by the CCLC.
 - She introduced her family and friends in the audience.

- Trustee Bader reported the following:
 - She attended the San Gabriel Valley Civic Alliance Bar-b-que, and she complimented Trustee Hall for such a successful event.
 - She attended the Mt. SAC Foundation Board meeting, and she thanked Lisa Sugimoto, the interim Director of the Foundation, for keeping the organization going until a new director is hired.
 - She went to Russia for a two-week vacation with the UCLA Alumni Association. There were three instructors along who were very knowledgeable about the country. She commented on how far Russia has gotten away from communism. She said it was a learning experience, and she spread the word there that Russia needs community colleges.
 - She indicated that the landscaping at Mt. SAC looks beautiful, and she thanked Carol Baker Partridge, Director, Grounds and Transportation, for her hard work.

11. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed Elisa Marin, the new Student Trustee.
- He welcomed Deejay Santiago, the new Classified Senate President.
- He welcomed the new employees.
- He congratulated the retirees.
- He's doing year-end meetings with all the mid-level managers across campus. He commended them for their efforts during such trying times.
- He reported that, at the July 9-10, 2012, Board of Governors meeting, Mt. SAC's Redistricting Proposal was approved. This means adding two new Trustees to Mt. SAC's Board after the November 2013 election.
- He called upon Gary Nellesen, Director, Facilities Planning & Management, to give a construction update and status report on Measure R and Measure RR projects. Since the passage of Measure R, 18 major projects involving 28 buildings have been completed. Fifteen percent of the campus infrastructure has been modernized, thanks to Measure R. Measure RR projects, including a campus parking structure, comprise 10 major projects involving 16 buildings. With the departure of the College's construction management team (Lend Lease), duties have been moved in-house, which will require the addition of several new positions. Goals for future construction projects include the reduction of owner-driven changes and overall change orders. The College plans to change its construction delivery method to one that selects contractors based on qualifications and price. In the past, the lowest bidder would be selected for the job, regardless of relevant experience and technical expertise. Mr. Nellesen's presentation is posted on the College website with these minutes.

Trustee Chyr asked how many people we're committed to hire to get this process up and running. Mr. Nellesen said that he's hired two professional experts and one accountant to get us through the transition from Lend Lease.

Trustee Hall said that he's worried about shrinking the contractor list because negative things could start to happen. He warned about shrinking the competitiveness.

Trustee Chyr said that he would like to continue to do work with local contractors through the bidding process.

Trustee Hall urged Mr. Nellesen to keep the contractor list as fluid and open as possible.

Student Trustee Marin asked if the parking structure and food services could be moved forward on the priority list. Mr. Nellesen explained that the new food service building is being funded with BAN money. Mr. Gregoryk offered to bring her up to speed by going through the master plan with her.

12. CONSENT AGENDA

Trustee Bader asked that item Nos. 1 and 25 be pulled from the Consent Agenda for discussion.

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, and passed to approve or ratify the following items:

PRESIDENT'S OFFICE

1. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 13.

HUMAN RESOURCES

2. Approval of an agreement with the Chancellor's Office of the California Community Colleges for a Student Right-To-Know subscription agreement.
3. Approval for the Men's Water Polo team to participate in a tournament at the Naval Academy in Annapolis, MD, from August 31-September 2, 2012.
4. Approval of the continuance of a Natural Sciences Division Field Trip account to facilitate the collection of fees and to allow for the prepayment of deposits for Natural Sciences Division field trip learning experiences.
5. Approval of activities and purchases and acceptance of funds for the Family and Consumer Sciences Discipline/Industry Collaborative grant.
6. Approval of activities and acceptance of funds for the World Water Forum College grant.
7. Approval of a contract with The Regents of the University of California for the Scholarships in Science, Technology, Engineering, and Mathematics grant.
8. Approval of activities and purchases and acceptance of funds for the Talent Expansion in Science and Technology – An Urban Partnership grant.
9. Approval of activities and acceptance of funds for the Basic Skills grant.
10. Approval of a contract with Cole-Schaefer Ambulance Service for coverage at all home football games for the 2012 football season. (See backup packet Page 40.)
11. Consideration of approval of an agreement with ArbiterSports RefPay to pay officials assigned through the ArbiterSports Assigning System.

12. Approval of a contract with Dr. Thomas Bryan for health screenings and for coverage at the football games.
13. Approval of activities and acceptance of funds for two Child Development Center contracts with the California Department of Education, Child Development Division.
14. Approval of expenditures for the Child Development Center for the 2012-13 academic year.
15. Approval of a contract between the Child Development Center and Sodexo American, LLC Food Services for lunches for enrolled children.
16. Approval of Community Services programs/courses for Fall 2012.
17. Approval of additions and changes for Community Services.
18. Approval of Associated Students Expenditure Funding for 2012-13.
19. Approval of a contract with Cal Poly Pomona Foundation, Inc. for the Achieving in College, Ensuring Success (ACES) Program Student Retreat.

ADMINISTRATIVE SERVICES

20. Approval of the Appropriation Transfers and Budget Revisions Summary.
21. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
22. Approval to purchase a Cessna 172SP Aircraft for the Aeronautics program.
23. Approval of the contract with IBM to provide immediate expert services when requested.
24. Approval of contracts with SchoolDude and Ron Turly Associates, Inc. for facilities management software.
25. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 14.
26. Approval to reduce from 10% to 5% the retention for Columbia Steel, Inc. for the Design Technology Center – Structural Steel & Miscellaneous Metal package (Bid No. 2847.)
27. Ratification of the following Change Order:
 - Bid No. 2865 Physical Education Program Building Renovation – Construction Electric (Electrical Contractor) – Change Order No. 6.

28. Approval of the following Contract Amendment:

- Contract Agricultural Sciences Complex – GNA-Brook Fire Protection (Annual Fire Sprinkler Inspection) – Amendment No. 1.

29. Ratification of the following Contract Amendment:

- Contract Child Development Center – tBP Architecture (Professional Design and Consulting Services Contractor) – Amendment No. 13.

30. Approval of the following Completion Notices:

- Bid No. 2853 Design Technology, Electrical – Brewster Electric, Inc., (Contractor)
- Bid No. 2865 Physical Education Building, Electrical – Construction Electric, Inc., (Contractor)

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

- Jesse Mezquita – 18” x 24” mounted ink jet print entitled “Winter Storm Yosemite,” valued by donor at \$500, to be used by the Technology & Health Division.
- Jesse Mezquita – 18” x 24” mounted ink jet print entitled “Painting with Developer Reflections,” valued by donor at \$500, to be used by the Technology & Health Division.

Motion carried. Student Trustee concurred.

13. PERSONNEL TRANSACTIONS

Trustee Hall expressed his concern about the additional assignment of a Clerical Specialist for the AANAPISI grant and the cost of administering this grant compared to the cost of other grants.

Trustee Hall congratulated Christopher McDonald, who moved to a management position at Saddleback College.

Trustee Hall wants the Board of Trustees to get to know William Lambert, the new Executive Director of Development and the Mt. SAC Foundation, as soon as possible.

It was moved by Trustee Hall, seconded by Trustee Baca, to approve this item. Motion carried. Student Trustee concurred.

14. RENEWAL CONTRACTS WITH MILLENNIUM BETTER SECURITY, INC., CAPITAL PROTECTION, AND EVENT GUARD SERVICES

Trustee Bader asked if the rates are the same as last year. Purchasing Manager Tom Meikle said that the rates are the same as last year, and the College is just extending the contracts for another year.

It was moved by Trustee Baca, seconded by Trustee Chyr, to approve this item. Motion carried. Student Trustee concurred.

15. BID NO. 2912 – TECHNOLOGY BUILDING FIRE ALARM REPLACEMENT AND BID NO. 2919 – MEDIA EQUIPMENT AND CONTROL SYSTEMS

It was moved by Trustee Chyr, seconded by Trustee Baca, to approve this item. Motion carried. Student Trustee concurred.

16. YEAR TWO RE-OPENER AGREEMENT BETWEEN THE FACULTY ASSOCIATION AND THE DISTRICT FOR 2011-14

Trustee Hall discussed Article 10 (Workload). He would like to see current Classified employees who are now teaching to continue teaching. He said he understands that there is now an informal way of working out this issue.

Dr. Scroggins indicated that the Federal Fair Labor Practices Act issued an interpretation that now requires a blended rate calculation that would result in the hourly rate for Classified employees teaching as an additional assignment to be considerably higher than the hourly rate paid to regular adjunct faculty. A meeting with an attorney, who is an expert on this subject, took place where three options were laid out that would allow 40-hour employees to continue to teach without onerous additional cost to the District.

Trustee Baca indicated that these Classified employees contribute significantly, and he hopes that something can be worked out to resolve this issue.

It was moved by Trustee Chen Haggerty, seconded by Trustee Chyr, to approve this item. Motion carried. Student Trustee abstained.

17. CONTENT REVIEW IMPLEMENTATION PLAN

Trustee Baca thanked the members of the committee for working on this plan.

Ginny Burley, Vice President, Instruction, said that faculty, under the direction of the Academic Senate, along with Barbara McNeice-Stallard, Director, Research & Institutional Effectiveness; Jim Ocampo, Director, Assessment & Matriculation; and Terri Long, Dean, Instructional Services, were very careful to secure the guidelines from the Chancellor's Office to make sure that everything that was done was in compliance with expectations of the Chancellor's Office.

It was moved by Trustee Chyr, seconded by Trustee Chen Haggerty, to approve this item. Motion carried. Student Trustee concurred.

18. DRAFT INTERNATIONAL STUDENTS DEVELOPMENT PLAN

The Board discussed the elements of a draft International Students Development Plan. Vice President of Student Services Audrey Yamagata-Noji introduced the staff working on this plan, including Patricia Montoya, Assistant Director, Admissions & Records; Stacy Lee, Student Services Program Specialist; Martin Escarcega, Admissions & Records Clerk; Lorena Molina, Admissions & Records Clerk; and Chong Hee Min, Lead, International Students Specialist.

Dr. Yamagata-Noji presented the preliminary plan, first detailing enrollment trends with the College's existing International Students Program. For example, over the past six years, enrollment has continued to build, starting at 326 students in 2006-07 to 551 this year. Dr. Yamagata-Noji noted that several critical issues need to be addressed, including improving counseling and advising services and finding a location on campus to house an international students center. In addition, it was suggested that a fee-based English language institute be established on campus to serve as a point of entry for international students needing to enhance their language skills before transitioning to a formalized course of study.

Of concern to many is also the idea that international students will have priority registration over resident students, which is not the case, she noted.

International enrollment is a revenue source for the College, bringing in approximately \$2.7 million in 2010-11 and \$2.9 million in 2011-12. This revenue goes directly to the College's General Fund and could be used to offset unfunded FTES.

Vice President Yamagata-Noji also reported that an advisory committee is set to meet in September to further study the expansion of the International Students Program. Trustees supported the formation of this committee and asked Dr. Yamagata-Noji to present a one-page financial impact analysis to the Board, showing – among other things – the net fiscal gain to the College's General Fund.

Trustee Chyr asked about additional services that would be needed and the cost to provide these services. Vice President Yamagata-Noji directed Trustee Chyr to Page 5 of the narrative handout for a proposed funding formula developed by Fiscal Services.

Trustee Chen Haggerty indicated that she's been asking for this plan for the past 10 years. She said that, if this plan will hurt the College's resident students, she would not support it. However, she's in favor of the advisory committee and their recommendations.

Trustee Hall would like to see a simple one-page summary chart of the anticipated revenue, costs, and net of this program in order to justify moving forward.

Trustee Baca also supports the creation of the advisory committee.

Dr. Scroggins told the Board members that periodic updates will be given to them as information becomes available.

Both Dr. Yamagata-Noji's presentation and narrative are posted on the College website with these minutes.

19. PROPOSED REVISIONS TO BOARD POLICY 5140 – STUDENTS WITH DISABILITIES

The Board received for first reading and discussion proposed revisions to Board Policy 5140 – Students with Disabilities. No additional revisions were recommended. The revised Board Policy will be brought back to the Board in August for approval.

20. FIRST READING AND DISCUSSION OF NEW BOARD POLICY 3440 – INDIVIDUALS WITH DISABILITIES

The Board received for first reading and discussion proposed new Board Policy 3440 – Individuals with Disabilities. No additional revisions were recommended. The revised Board Policy will be brought back to the Board in August for approval.

21. FIRST READING AND DISCUSSION OF NEW BOARD POLICY 7211 – MINIMUM QUALIFICATIONS AND EQUIVALENCIES

The Board received for first reading and discussion proposed new Board Policy 7211 – Minimum Qualifications and Equivalencies. There was a correction in the first paragraph, under Background – “...the proposed revision to Board Policy 4260” should read, “7211.” No additional revisions were recommended. The revised Board Policy will be brought back to the Board in August for approval.

22. FIRST READING AND DISCUSSION OF PROPOSED REVISIONS TO BOARD POLICY 4260 – PREREQUISITES, COREQUISITES, AND ADVISORIES

The Board received for first reading and discussion proposed revisions to Board Policy 4260 – Prerequisites, Corequisites, and Advisories. No additional revisions were recommended. The revised Board Policy will be brought back to the Board in August for approval.

23. PROPOSED REVISIONS TO ADMINISTRATIVE PROCEDURE 5140 – STUDENTS WITH DISABILITIES, AND NEW ADMINISTRATIVE PROCEDURE 5141 – STUDENTS WITH DISABILITIES: ACCESSIBILITY OF INSTRUCTIONAL PRINT MEDIA

The Board received proposed revisions to Administrative Procedure 5140 – Students with Disabilities, and new Administrative Procedure 5141 – Students with Disabilities: Accessibility of Instructional Print Media, for information only.

24. ADJOURNMENT

The meeting adjourned at 9:31 p.m.

WTS:dl

Distance Learning Program: A Report to the Board of Trustees

Prepared by Meghan Chen, Dean, Library & Learning Resources

Mt. SAC's Distance Learning Program allows students to earn two degrees, earn eleven certificates, and complete more than 50% of credits in general education through Distance Learning (DL). Enrollment in online and hybrid classes remains relatively the same as last year's, as illustrated in the table below:

Type	2010-11		2011-12		# Increase/Decrease from 2010-11		% Increase/Decrease from 2010-11	
	Sections	Enrollment	Sections	Enrollment	Sections	Enrollment	Sections	Enrollment
Online	173	6369	175	6392	2	23	1.16%	0.36%
Hybrid	263	7971	273	7899	10	-72	3.80%	-0.90%
Total	436	14340	448	14291	12	-49	2.75%	-0.34%

Student Success in Distance Learning Classes

Mt. SAC's student success rates mirror state and national statistics in distance learning courses. Mt. SAC's 2008-09 baseline average success rates were **68.1%** in traditional classes, compared to **61.4%** in hybrid classes, trailed by **56.6%** in online classes. In 2011-12, the overall average success rates in online and hybrid classes hovered at 61%, significantly lower than the average of 74% in traditional classes.

Instructional and Academic Support for Online Learning

Library collections:

- Databases including scholarly journal articles, streaming video clips, e-books, and images are highly used due in part to the library link being included in every DL course Moodle rooms site. Examples of usage data include: The ProQuest database bundle (over 15 major databases) saw **43,155** unique searches and downloads of **49,314** full text articles in 2011-12. E-books via the EBSCOhost eBook Collection were accessed **20,287** times.
- Access to media titles is increased and enhanced with a new subscription to the Films on Demand database, which offers access to over **4,000** closed-captioned streaming media titles.

Information competency instruction:

- The Virtual Librarian service provides academic support and information competency instruction four-six hours per week by real-time chat and e-mail with utilization of video and screen sharing.
- Info to Go online research tutorials support students' mastery of information competency by facilitating self-paced learning of research skills and online databases.

Online Tutoring in Math and Chemistry:

The number of students who used online tutoring grew from 279 students in 2010-11 to 405 students in 2011-12. These students participated in 53 synchronous sessions, 52 asynchronous (question-and-answer) sessions, and 107 visits to archived sessions.

Distance Learning Program: A Report to the Board of Trustees

Prepared by Meghan Chen, Dean, Library & Learning Resources

Faculty Development

The Distance Learning Committee approved **five** new online courses, and **15** faculty completed SPOT Online. The number of faculty certified to teach Distance Learning courses is now **210** compared to **195** in 2011. The Online Learning Support Center (OLSC) team and faculty trainers conducted workshops for faculty and staff:

Fall 2011: 81 attended 5 workshops	Winter 2012: 432 attended 28 workshops
Spring 2012: 180 attended 26 workshops	Summer 2012: 164 attended 21 workshops

Student Voices on Distance Learning

A student survey and two focus groups revealed the following:

- Strong reading ability and time management skills are very helpful in online classes;
- Online classes are not easier, in some cases more difficult, than traditional classes;
- Most respondents were not aware of online support resources such as online counseling, library resources, and online tutoring;
- Most respondents were satisfied with their online classes and professors; and
- Students want more online offerings including 100% online certificates and degrees.

Regulatory Requirements and Future Developments

Federal and State regulations on distance learning emphasize program accountability and integrity. Under the Higher Education Opportunity Act of 2008, compliance with federal regulations is mandated if higher education institutions receive federal student financial aid.

Student Authentication: Institutions must assure that students who register in, attend, and earn a grade in online classes are who they say they are through such practices as secure sign-on in learning management system, proctored exams, and anti-plagiarism software.

State Authorization: Institutions who offer online classes to students who live out of state must have those students' home state's authorization to do so. Additionally, institutions must publicly post the student complaint process and contact information on its accreditor and government body that authorizes the institution. Each state has its own agency, rules, procedures, application process, fees, and timelines for state authorization. Some states have a one-time application requirement while others require annual or per-course applications. While the U. S. Department of Education decided not to enforce this regulation, state authorization remains valid at the state level. Regional and national groups are developing reciprocity agreements to facilitate compliance. Institutions have until July 1, 2014, to demonstrate compliance.

Distance versus Correspondence Education: Online classes must have regular and substantive contact between faculty and students for institutions to maintain eligible to receive federal student financial aid. In contrast, correspondence courses do not require regular and substantive contact between faculty and students. If more than 50% of an institution's online courses are deemed by federal auditors as de facto correspondence courses, then the institution could lose its eligibility for federal student financial aid. If the institution already claimed financial aid funds and were found to have more than 50% correspondence courses, that institution would be required to return the funds.

Distance Learning Program: A Report to the Board of Trustees
Prepared by Meghan Chen, Dean, Library & Learning Resources

Accessibility and Closed Captioning: All course content and materials in regular and online classes must comply with federal regulations on accessibility and closed captioning. This includes all materials posted on web pages, portals, learning management systems, and videos/video clips.

The Distance Learning Committee will work on a distance learning plan in fall 2012, which will include professional development on best practices for online teaching and regulatory compliance. Online Learning Support Center and Information Technology teams will continue to support the Moodlerooms transition.

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

DATE: August 22, 2012

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 ending 06/30/12**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 40,681
2000 Classified/Other Nonacademic Salaries	13,064
6000 Capital Outlay	1,124
7950 Unassigned Fund Balance	<u>42,591</u>
Total	\$ 97,460

Prepared by: Rosa Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #1

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 22, 2012

To:

<u>Budget Classification</u>	<u>Amount</u>
3000 Employee Benefits	\$ 960
4000 Supplies/Materials	216
5000 Other Operating Expenses/Services	64,222
7000 Other Outgo	32,062
Total	\$ 97,460

Restricted General Fund - 17

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 64,207
5000 Other Operating Expenses/Services	102,826
6000 Capital Outlay	3,415
Total	\$ 170,448

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 101,579
3000 Employee Benefits	46,173
4000 Supplies/Materials	13,997
7000 Other Outgo	8,699
Total	\$ 170,448

Child Development Fund - 33

From:

<u>Budget Classification</u>	<u>Amount</u>
3000 Employee Benefits	\$ 16,688
4000 Supplies/Materials	852
5000 Other Operating Expenses/Services	12,224
Total	\$ 29,764

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 29,764
Total	\$ 29,764

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 22, 2012

Health Services Fund - 39

From:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 60
Total	\$ 60

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 60
Total	\$ 60

Capital Outlay Projects Fund - 41

From:

<u>Budget Classification</u>	<u>Amount</u>
7950 Unassigned Fund Balance	\$ 9,094
Total	\$ 9,094

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 9,094
Total	\$ 9,094

BAN Construction Fund - 44

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 409,620
7920 Restricted Fund Balance	190,380
Total	\$ 600,000

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 600,000
Total	\$ 600,000

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 210
Total	\$ 210

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 22, 2012

To:			
	<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$	210
Total		\$	210

Other Trust Funds - 79

From:			
	<u>Budget Classification</u>		<u>Amount</u>
7940	Assigned Fund Balance	\$	10,918
Total		\$	10,918

To:			
	<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	340
4000	Supplies/Materials		850
5000	Other Operating Expenses/Services		9,728
Total		\$	10,918

BUDGET REVISIONS
For the period ending 06/30/12

Unrestricted General Fund - 11 and 13

Revenue:			
	<u>Budget Classification</u>		<u>Amount</u>
812002	2011-12 Federal Workstudy Administrative Allowance	\$	34,751
861100	2011-12 Apportionment Adjustment		(2,936,306)
861902	2011-12 Part-time Faculty Office Hours		1,251
867200	2011-12 Apportionment Adjustment - Homeowner's Property Tax Relief		(373)
867900	2011-12 Apportionment Adjustment - Other State Tax Subventions		7
868501	2011-12 Lottery		95,754
868502	2010-11 Lottery		85,615
883900	Wildlife Sanctuary		1,470
884007	Planetarium-Sales		15,809
884008	Box Office		10,000
885000	Campus Facility Rentals		6,552
887700	Writing Center-Printing Fees		2,106
887730	Animation-Paper Fees		10

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 22, 2012

887730	Arts-Print Making Fees	\$	144
887730	Business-Color Copy/Laser Fees		437
887730	Ceramics-Clay Fees		240
887730	Commercial Art-Print Fees		170
887730	Interior Design/Fashion-Print Fees		45
887730	Photographics-Production Fees		360
888010	2011-12 Nonresident Tuition		435,784
888107	Parking-Facility Rental		2,704
881100	2011-12 Apportionment Adjustment - Tax Allocation, Secured Roll		143,887
881200	2011-12 Apportionment Adjustment - Tax Allocation, Supplemental Roll		(20,533)
881300	2011-12 Apportionment Adjustment - Tax Allocation, Unsecured Roll		(37,708)
881600	2011-12 Apportionment Adjustment - Prior Years Taxes		64,999
881700	2011-12 Apportionment Adjustment - ERAF		(267,050)
881900	2011-12 Apportionment Adjustment - Redevelopment Agency Funds, Residual		348,857
887410	2011-12 Apportionment Adjustment - Enrollment Current Year		(1,867,582)
888500	Bursar's Office, Duplicate ID Fees-Non Credit Students		5,070
888545	Nursing-HESI Test Fees		260
888545	Air Conditioning-EPA Test Fees		50
888545	Welding Certification		800
889000	Development Education Study Team		25
889000	Human Resources-Fingerprinting Fees		1,323
889000	Printing Services		5,396
889000	Self-Insured Retention Trust		1,126
889000	Technology and Health Division		50
889000	City of Industry Settlement		5,000,000
Total		\$	1,135,500

Expenditures:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 6,552
4000	Supplies/Materials	12,657
5000	Other Operating Expenses/Services	22,135
6000	Capital Outlay	16,720

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 22, 2012

7940	Assigned Fund Balance	\$	5,000,000
7950	Unassigned Fund Balance		<u>(3,922,564)</u>
Total		\$	1,135,500

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
882000	Aid Success Project	\$	27,000
868502	2011-12 Lottery		95,754
868502	2010-11 Lottery		<u>88,708</u>
Total		\$	211,462

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	22,168
3000	Employee Benefits		4,227
4000	Supplies/Materials		184,799
5000	Other Operating Expenses/Services		<u>268</u>
Total		\$	211,462

Child Development Fund - 33

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
812000	Child Development Center-Parent in School Program	\$	487
Total		\$	487

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	<u>487</u>
Total		\$	487

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
886000	Revenue Lease Bonds Interest	\$	<u>47</u>
Total		\$	47

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 22, 2012

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 47
Total	\$ 47

Capital Outlay Projects/Redevelopment Fund - 43

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
889000 Redevelopment Agencies - Various	\$ 44,860
Total	\$ 44,860

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 44,860
Total	\$ 44,860

Student Financial Aid Trust - 74

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
815000 2011-12 Direct Loan Parent Plus Program	\$ 22,653
898001 2011-12 FSEOG Program	38,331
Total	\$ 60,984

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ 60,984
Total	\$ 60,984

Scholarship and Loan Trust Fund - 75

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882000 2011-12 Scholarships	\$ 17,293
Total	\$ 17,293

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ 17,293
Total	\$ 17,293

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 22, 2012

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$97,460), Restricted General Fund (\$170,448), Child Development Fund (\$29,764), Health Services Fund (\$60), Capital Outlay Projects Fund (\$9,094), BAN Construction Fund (\$600,000), Associated Students Trust Fund (\$210), and Other Trust Funds (\$10,918) pursuant to the California Code of Regulations, Title 5, Section 58307.

Further authorization is requested to approve the budget revisions and allow expenditures within the Unrestricted General Fund (\$1,135,500), Restricted General Fund (\$211,462), Child Development Fund (\$487), Capital Outlay Projects Fund (\$47), Capital Outlay Projects/Redevelopment Fund (\$44,860), Student Financial Aid Trust Fund (\$60,984), and Scholarship and Loan Trust Fund (\$17,293) pursuant to the California Code of Regulations, Title 5, Section 58308.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE: <u>August 22, 2012</u>	CONSENT	
SUBJECT: <u>Independent Contractors</u>		

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Adam Alvarado dba Ace Productions	Instruction – Regional Information Systems Security Center Grant	Development, design, and maintenance of the RISSC website	7/1/12- 9/30/12	\$6,300
Maria Claver	Instruction – Family and Consumer Science Discipline/Industry Collaborative Grant	Write nine Gerontology articles for FCS website	8/15/12- 5/30/13	\$1,890
Patti Dilko	Instruction – Family and Consumer Science Discipline/Industry Collaborative Grant	Write nine Child Development articles for FCS website	8/15/12- 5/30/13	\$1,890
Sheila Dufresne	Instruction – CyberWatch West Grant	Develop marketing materials, plan events, and prepare reports	10/1/12- 9/30/13	\$53,000
Sheila Dufresne	Instruction – Family and Consumer Science Discipline/Industry Collaborative Grant	Distribute FCS Flash!, create marketing materials, and post articles and information on FCS website	8/15/12- 6/30/13	\$35,000

Prepared by: Rosa Royce Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #2

SUBJECT: Independent Contractors**DATE:** August 22, 2012

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Zoe Engstrom	Instruction – Family and Consumer Science Discipline/Industry Collaborative Grant	Write five Consumer Studies articles for FCS website	8/15/12-5/30/13	\$1,050
Maria Franco	Student Services – Student Life/LEAD Program	Presenter, “Leading and Managing a Diverse Group”	10/1/12-10/30/12	\$75.00
Roger Gerard	Instruction – Family and Consumer Science Discipline/Industry Collaborative Grant	Write nine Hospitality articles for FCS website	8/15/12-5/30/13	\$1,890
Roger Gerard	Instruction – Family and Consumer Science Discipline/Industry Collaborative Grant	Plan and implement Hospitality Professional Development Symposium	8/15/12-5/30/13	\$750
Melanie Horn-Mallers	Instruction – Family and Consumer Science Discipline/Industry Collaborative Grant	Write nine Family Studies articles for FCS website	8/15/12-5/30/13	\$1,890
Kari Irwin	Instruction – Family and Consumer Science Discipline/Industry Collaborative Grant	Plan and implement three “Big Idea” Entrepreneur student events	8/15/12-5/30/13	\$5,000
Elizabeth Jones	Instruction – Family and Consumer Science Discipline/Industry Collaborative Grant	Write nine Fashion articles for FCS website	8/15/12-5/30/13	\$1,890
Steve Kasmar	Instruction – Family and Consumer Science Discipline/Industry Collaborative Grant	Plan and implement Culinary Arts professional development event	8/15/12-5/30/13	\$1,500
Steve Kasmar	Instruction – Family and Consumer Science Discipline/Industry Collaborative Grant	Plan and implement Culinary Arts student event	8/15/12-5/30/13	\$5,000

SUBJECT: Independent Contractors**DATE:** August 22, 2012

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Christi Kolisnyk	Instruction – Family and Consumer Science Discipline/Industry Collaborative Grant	Plan and implement Fashion Symposium	8/15/12-5/30/13	\$5,000
Carol Lamkins	Instruction – Family and Consumer Science Discipline/Industry Collaborative Grant	Write nine Interior Design articles for FCS website	8/15/12-5/30/13	\$1,890
Dora Lee	Student Services – Student Life/LEAD Program	Presenter, “Power and Privilege”	10/1/12-10/30/12	\$75
Chris Pitchess dba Making Connections	Instruction – Family and Consumer Science Discipline/Industry Collaborative Grant	Write 18 issues of FCS Flash!	8/15/12-5/30/13	\$33,000
Wendy Reibolt	Instruction – Family and Consumer Science Discipline/Industry Collaborative Grant	Write eight Research articles for FCS website	8/15/12-5/30/13	\$1,680
Patricia Robinson	Instruction – Family and Consumer Science Discipline/Industry Collaborative Grant	Plan and implement a Gerontology professional development event	8/15/12-5/30/13	\$2,000
Michael Ryan	Instruction – U. S. Department of Labor Building Automation Grant	Conduct multiple Occupational Safety and Health Administration (OSHA) training sessions	8/15/12-6/30/13	\$4,000
John Sener dba Sener Knowledge, LLC	Instruction – CyberWatch West Grant	External Evaluator	10/1/12-9/30/13	\$24,000
Alice Southwell	Instruction – Family and Consumer Science Discipline/Industry Collaborative Grant	Plan and implement Hospitality professional development symposium	8/15/12-5/30/13	\$750

SUBJECT: Independent Contractors**DATE:** August 22, 2012

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Elizabeth Wallner	Instruction – Perkins Grant	Presenter, Joint Special Populations Advisory Committee for CTE/Perkins faculty	9/7/12	\$1,500
Dana Wassmer	Instruction – Family and Consumer Science Discipline/Industry Collaborative Grant	Write nine Nutrition articles for FCS website	8/15/12-5/30/13	\$1,890
Vera Zdravkovich	Instruction – CyberWatch West Grant	Senior Advisory to regional center	7/1/12-9/30/13	\$11,000

Funding Sources

- Restricted General Fund – Instruction - Family and Consumer Science Discipline/Industry Collaborative Grant, CyberWatch West Grant, Perkins Grant, and Regional Information Systems Security Center Grant.
- Unrestricted General Fund – Student Services – Student Life/LEAD Program.

RECOMMENDATION

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

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

DATE: August 22, 2012

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 June 30, 2012:

County of Los Angeles, Cash in County Treasury	\$62,094,636	.86%
Citizens Business Bank, District Clearing Account	4,864	.10%
Citizens Business Bank, Revolving Fund	81,507	.10%
Citizens Business Bank, Community Education Clearing Account	9,923	.00%*
Citizens Business Bank, Web Registration Credit Cards	97,043	.10%
Citizens Business Bank, Parking Services Credit Cards	1,004	.10%
Citizens Business Bank, Performing Arts Center	10,000	.00%
Cash with Trustee, Revenue Lease Bonds (COPS)	351,123	.04%

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

Prepared by: Rosa Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

SUBJECT: Quarterly Investment Report

DATE: August 22, 2012

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the June 30, 2012, Quarterly Investment Report, as presented.

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

DATE: August 22, 2012

CONSENT

SUBJECT: Quarterly Financial Status Report

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following report for the period ending June 30, 2012, should be reviewed and approved by the Board of Trustees. Once this report has been approved, it will be forwarded to the Chancellor's Office. This report includes revenues, expenditures, and fund balance for the Unrestricted General Fund only and gives the Board a condensed overview of the fiscal status of the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews and approves the Quarterly Financial Status Report for the period ending June 30, 2012, as presented.

Prepared by: Rosa Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2011-2012

District: (850) MT. SAN ANTONIO

Quarter Ended: (Q4)

Jun 30, 2012

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	139,034,856
A.2	Other Financing Sources (Object 8900)	112,129	13,887	37,323	45,798
A.3	Total Unrestricted Revenue (A.1 + A.2)	149,162,275	143,648,186	145,190,199	139,080,654
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	144,082,373	137,369,441	139,693,635	141,686,959
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,640,508	3,169,740	1,953,909	873,132
B.3	Total Unrestricted Expenditures (B.1 + B.2)	148,722,881	140,539,181	141,647,544	142,560,091
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	439,394	3,109,005	3,542,655	-3,479,437
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	30,333,634
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	18.3%	21.5%	23.9%	21.3%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	32,685	31,048	31,203	28,702
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	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		17,225,413	16,919,184	2,964,837
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	22,444,040	17,225,413	16,919,184	2,964,837

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	137,061,740	139,405,115	139,034,856	99.7%
I.2	Other Financing Sources (Object 8900)	0	58,479	45,798	78.3%
I.3	Total Unrestricted Revenue (I.1 + I.2)	137,061,740	139,463,594	139,080,654	99.7%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	144,698,427	147,115,219	141,686,959	96.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	826,054	873,133	873,132	100%

J.3	Total Unrestricted Expenditures (J.1 + J.2)	145,524,481	147,988,352	142,560,091	96.3%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-8,462,741	-8,524,758	-3,479,437	
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	25,288,313	30,333,634	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	17.4%	17.1%		

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

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	%*	Permanent		Temporary		Total Cost Increase	%
			Total Cost Increase	%*	Total Cost Increase	%*		
a. SALARIES:								
Year 1: 2011-12	185,132	2%					42,535	2%
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1: 2011-12	53,469						17,517	
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 an ongoing salary increase of two percent effective July 1, 2011 plus \$302 annual increase in employee health benefits effective April 2, 2012 for Managers, Supervisors and Confidential employees. This increase will be 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.)? YES

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.) The Board of Trustees approved the issuance of \$29.9 million Refunding Bonds for Measure R. This refunding will provide savings to the taxpayers.

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.) The College reduced 2011-12 course offerings by 1609 and an additional 415 FTES for the winter and spring 2012. The "trigger" cuts for the fiscal year 2011-12 were enacted in December. Revenues have been reduced by \$682,766 for Tier One (one-time) and by \$1,838,111 for Tier Two (ongoing). Revenues have also been reduced by \$2,239,554 for enrollment fee and property tax deficits. Based on Governor's 2012-13 budget projections, Mt. SAC may have ongoing revenues reduced by \$8.6 million if the Governor's tax initiative is not approved by the voters on the November 2012 ballot. Mt. San Antonio College ended the fiscal year 2011-12 with a \$30.3 million fund balance as a result of a one-time \$5 million legal settlement received from the City of Industry.

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

DATE: August 22, 2012

CONSENT

SUBJECT: Chancellor's Office Tax Offset Program (COTOP) 2013

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

For the last fourteen years, COTOP has succeeded in offsetting and returning over \$16.1 million directly to participating districts. In recovering those funds, a total of 249,150 offsets were made. In the first six months of 2012, \$2.8 million has already been collected and returned to districts. COTOP collections have continued to grow in each succeeding year. During the 2011-12 fiscal year, \$66,415 was collected on behalf of Mt. SAC.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the 2013 contract for the Chancellor's Office Tax Offset Program (COTOP).

Prepared by: Rosa Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

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

DATE: August 22, 2012

CONSENT

SUBJECT: Memorandum of Understanding with the City of Walnut for Parking
Meters on the South Side of Temple Avenue

BACKGROUND

The City of Walnut and Mt. San Antonio College have had a joint Memorandum of Understanding (MOU) since 1988 to operate and share the revenue for the parking meters along the north side of Temple Avenue. The City of Walnut recently resurfaced and modified the lane markings on Temple Avenue, making room for 42 additional parking spaces and parking meters on the south side of the street. The College needs to amend the existing MOU with the City of Walnut to cover the purchase, installation, operation, and revenue sharing for the new meters that the College and the City of Walnut will install on the south side of Temple Avenue between Mt. SAC Way and Bonita Avenue.

ANALYSIS AND FISCAL IMPACT

As a small measure of relief for the continuing shortage of parking space on campus, the College has worked with the City of Walnut to add 42 parking spaces on the south side of Temple Avenue as part of the recent roadway improvement project. To facilitate the purchase, installation, and operation of the parking meters for this stretch of roadway, the City of Walnut wishes to amend the MOU with Mt. San Antonio College to share the new revenue produced on a 50-50 basis. The MOU details how the cost of purchase, installation, and ongoing operational costs will be shared on that same 50-50 basis. Specifically, the MOU addresses the following:

1. Mt. SAC will purchase 42 parking meters on 21 poles to be installed on the south side of Temple Avenue. Estimated cost for the meters is \$40,702.78 for 42 meter mechanisms (to be installed by Mt. SAC Public Safety staff) and 21 meter poles (to be installed by an outside vendor).
2. Mt. SAC retains 100% of the citation revenue. Enforcement of parking violations is conducted in the same manner as the parking meters on the north side of Temple Avenue.
3. The meter revenue is estimated to be \$14,000 to \$16,000 per year with 100% of the meter revenue going toward the cost of purchasing and installing the meters until the costs have been fully recovered.

Prepared by: Mark DiMaggio/Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

SUBJECT: Memorandum of Understanding with the City of Walnut for Parking
Meters on the South Side of Temple Avenue

DATE: August 22, 2012

4. Thereafter, the meter revenue, less the costs of operation, will be shared equally by the College and the City of Walnut.

The new parking meters include the capability to accept credit and debit card payments and will be set up to charge the same \$1.00/hour rate as is used for the existing parking meters along Temple Avenue.

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the Vice President, Administrative Services, to sign, on behalf of the District, the following Memorandum of Understanding with the City of Walnut for parking meters on the south side of Temple Avenue, as presented.

SUBJECT: Memorandum of Understanding with the City of Walnut for Parking
Meters on the South Side of Temple Avenue

DATE: August 22, 2012

TEMPLE AVENUE PARKING METER AGREEMENT ADDENDUM

THIS AGREEMENT is made and entered into this 22nd day of August 2012, by and between the CITY OF WALNUT, a municipal corporation (hereinafter "City"), and MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT (hereinafter "College").

R E C I T A L S

WHEREAS, parking and traffic congestion are a continuing problem on and around College; and

WHEREAS, City and College wish to alleviate this problem by the creation of a parking meter zone on the southerly side of Temple Avenue from Grand Avenue to 3,300 feet easterly.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. College shall purchase and install 42 parking meters on the south side of Temple Avenue. Such parking meters shall be 21 Duncan 90 Duplex Housing meters or equivalent. The placement and installation of the meters shall be in accordance with the directions and requirements of the Walnut City Engineer, and in accordance with all State laws and local ordinances.
2. College shall provide all necessary personnel, equipment, and supplies for the collection of parking meter fees, maintenance of the parking meters, and the issuance of parking meter violation citations, all at no cost to the City.
3. College shall use citation books or citation devices for the issuance of parking meter violations which have been approved by City and the Los Angeles County Sheriff's Department, Walnut Station. The personnel designated by College to issue parking meter violation citations shall be designated as Parking Enforcement Personnel, and shall wear a distinctive uniform and possess identification stating that they are authorized by the City of Walnut to issue such parking meter violation citations.
4. City shall install and maintain all necessary pavement and curb markings and all necessary and appropriate signage on Temple Avenue, as approved by the City Engineer, for the establishment and maintenance of the parking meter zone on Temple Avenue at no cost to the College.

SUBJECT: Memorandum of Understanding with the City of Walnut for Parking
Meters on the South Side of Temple Avenue

DATE: August 22, 2012

5. Gross revenues, less all applicable credit card expenses, from parking meter fees shall be distributed as follows:
 - a. During the initial three-year term until August 22, 2015, 100% of gross revenue, less credit card expenses, from parking meter fees will be retained by College until the shared cost of the parking meters is paid in full. Thereafter, 50% of gross revenues, less credit card expenses, from parking meter fees will be retained by College, and 50% will be paid by College to City on a monthly basis.
 - b. College shall provide to City an annual accounting of all parking meter fees collected, credit card expenses paid, and net revenues distributed. The City may require an audit of the records of College for the collection and distribution of parking meter fees, but not more often than every six months.
6. College shall retain 100% of all revenues from parking meter violation citations.
7. The initial rate for parking meter fees shall be one dollar (\$1.00) per hour. The rate of parking shall be set by resolution of the City Council and may be changed by resolution of the City Council.
8. This agreement shall be for an initial term of three years from the date the parking meters first become operative. During the first three years, neither party may terminate this agreement without good cause. Notice of such termination for good cause must be given to the other party in writing, ninety days before termination. After the initial three years, this agreement shall automatically be renewed for successive periods of one year unless a party to this agreement gives written notice to the other party at least six months prior to the annual termination date that it desires to terminate this agreement. The parties may, by mutual agreement, at any time, terminate this agreement.
9. It is agreed that neither College nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by City under or in connection with any work, authority, or jurisdiction delegated to City by this agreement. Pursuant to Government Code Section 895.4, City shall fully indemnify, defend, and hold College harmless from any liability imposed for injury as defined in Section 810.8 of the Government Code occurring by reason of anything done or omitted to be done by City under or in connection with any work, authority, or jurisdiction delegated to City under this agreement.

SUBJECT: Memorandum of Understanding with the City of Walnut for Parking
Meters on the South Side of Temple Avenue

DATE: August 22, 2012

10. It is further agreed that neither City nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by College under or in connection with any work, authority, or jurisdiction delegated to College by this agreement. Pursuant to Government Code Section 895.4, College shall fully indemnify, defend, and hold City harmless from any liability imposed for injury as defined in Section 810.8 of the Government Code occurring by reason of anything done or omitted to be done by College under or in connection with any work, authority, or jurisdiction delegated to College under this agreement.

DATED: _____

CITY OF WALNUT

By _____
Mary Su
Mayor

DATED: _____

MT. SAN ANTONIO COMMUNITY
COLLEGE DISTRICT

By _____
Michael D. Gregoryk
Vice President,
Administrative Services

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 22, 2012</u>	CONSENT
SUBJECT:	<u>Lease of Printing Equipment – Xerox Corporation</u>	

BACKGROUND

Printing Services supports the vast majority of Mt San Antonio College's copy and print needs. Printing Services has had a long-standing relationship with Xerox Corporation, the recognized leader in the production-print environment. Printing is done utilizing one Xerox medium production unit and four high production units, all of which are five to thirteen years old. The units have reached or exceeded their normal life expectancy. The College's current five-year lease agreement with Xerox is approaching expiration. In light of the current economic situation, it seemed prudent to thoroughly explore all options before renewing the Xerox agreement for an additional five years.

ANALYSIS AND FISCAL IMPACT

Printing Services staff performed extensive research on all the other manufacturers' brands of production-print equipment and also made several site visits to verify that the machines in actual operation met the written specifications. Mt. SAC's requirements were carefully documented, and quotes were solicited from known manufacturers of high production equipment. The results of the Requests for Quote were as follows:

<u>Company Name/Option(s) Proposed</u>	<u>Annual Bid Amount</u>	<u>Annual Savings vs. Current</u>
Xerox Option 1 (all new equipment)	\$209,460	\$ 30,000
Xerox Option 2 (some existing, some new)	\$173,772	\$ 60,000
Xerox Option 3 (all used, most existing, replace two with used)	\$118,200	\$120,000
Canon/Oce' (new, similar to current equipment)	\$131,016	\$108,000
Konica Minolta (new equipment)	\$134,964	\$102,000
Ricoh/Kodak (new equipment)	\$221,232	\$ 18,000
Oce' (new, same as proposed by Canon/Oce')	\$158,772	\$ 78,000

After detailed analysis, and in consideration of our current economic climate, it was determined that Xerox's Option 3 would provide maximum savings to the College. By selecting this option, Xerox will replace/upgrade two pieces of equipment with pre-owned, significantly upgraded machines, and provide flexible contract terms.

Additionally, Xerox will upgrade the web submission software to the latest version. Xerox's proposal decreases the College's required base copy amount, paying for actual print copies rather than copies projected.

Prepared by: <u>Thomas G. Meikle/ Dale Vickers</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #7</u>

SUBJECT: Lease of Printing Equipment – Xerox Corporation

DATE: August 22, 2012

The cost of leasing the printing equipment includes delivery and installation of all hardware and software, training, full-service maintenance, and all consumable supplies excluding paper and staples. The lease term would be for an initial two years with three 12-month options to renew, subject to timely and sufficient State funding appropriations, and includes an option for the District to purchase the equipment at the end of the term, at fair market value. The estimated cost for the lease term, excluding significant overages, is \$236,400 and would yield a savings to the College of \$120,000 annually from current expenditures.

In summary, the high-production printing equipment offered by Xerox meets the District's technical needs, is cost-effective, and has a proven quality track record at Mt. SAC.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the awarding of a contract to Xerox Corporation, as presented by Option 3, for the lease of printing equipment for an initial two-year term with three 12-month options to renew.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 22, 2012</u>	CONSENT
SUBJECT: <u>Child Development Center (Change Order)</u>	

BACKGROUND

Child Development Center (Change Order).

As of July 1, 2012, Change Orders for the Child Development Center project totaled \$171,323.94, or 0.73% of all contracts. Changes totaling 0.09% was to address unforeseen conditions, and 0.64% was 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.	2827	Contractor:	Doja, Inc. (Grading Contractor)	CO No.	3
Item	Change and Justification:		Amount	Time	
1	Provide additional concrete and enlarge the existing footings to reinforce the existing retaining wall, per the owner's request. <i>As directed by DSA.</i>		\$30,625.79	0 days	
2	Install slab on grade and concrete equipment pad for Unit Substation. <i>Owner-directed change-added scope.</i>		\$10,506.91	0 days	
	Total		\$41,132.70	0 days	
	Original Contract Amount			\$1,626,000.00	
	Net Change by Previous Change Orders			\$91,732.50	
	Net Sum Prior to This Change Order			\$1,717,732.50	
	Amount of Change Order No. 3			\$41,132.70	
	New Contract Sum			\$1,758,865.20	
	Percentage of Change to Contract, to Date			8.17%	

Prepared by: Gary L. Nellesen Reviewed by: Thomas G. Meikle/Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #8

SUBJECT: Child Development Center (Change Order)

DATE: August 22, 2012

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

Child Development Center	Date	Amount	%	Bid No. 2827 Doja Inc. (Grading Contractor)
Contract Amount		\$1,626,000.00		
C. O. No. 1	March 2011	\$82,717.50	5.09%	Site retaining wall and water-proofing.
C. O. No. 2	July 2011	\$9,015.00	5.64%	Provide 2,000-gallon water truck for campus-wide water shutdown; Perform over excavation at fire utility buildings.

Funding Sources

Measure RR Bond Anticipation Note.

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 22, 2012</u>	CONSENT
SUBJECT: <u>Agricultural Sciences Building Landscape (Change Order)</u>	

BACKGROUND

Agricultural Sciences Building Landscape (Change Order).

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. For Items 1 and 2, existing utilities were found to be in the way of the new work. For Item 3, the soil underneath the seat wall contained too much moisture to achieve the necessary compaction.

Bid No.	2897	Contractor: Harry H. Joh Construction, Inc. (General Contractor)	CO No.	1
Item	Change and Justification:		Amount	Time
1	Investigate and identify existing underground utilities that were not indicated on the as-built drawings, per the College's request. <i>Owner-directed change-added scope.</i>		\$1,487.04	1 day
2	Remove four existing, abandoned chilled water lines that were not indicated on the drawings. <i>Owner-directed change-added scope.</i>		\$2,008.38	2 days
3	Provide geotextile fabric bridge at the bottom of the seat wall excavation to achieve the necessary compaction. <i>Owner-directed change-added scope.</i>		\$5,299.51	3 days
4	Completion bond fee for the above three items:		\$87.95	0 days
	Total		\$8,882.88	6 days
	Original Contract Amount		\$423,250.00	
	Net Change by Previous Change Orders		\$0.00	
	Net Sum Prior to This Change Order		\$423,250.00	
	Amount of Change Order No. 1		\$8,882.88	
	New Contract Sum		\$432,132.88	
Percentage of Change to Contract, to Date			2.10%	

Prepared by: Gary L. Nellesen Reviewed by: Thomas G. Meikle/Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #8

SUBJECT: Agricultural Sciences South Slope (Change Order)

DATE: August 22, 2012

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 22, 2012</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services (Contract Amendment)</u>	

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:	Integrated Design Services, Inc.	No.	2
	Project:	Astronomy Dome		
Item	Change and Justification:		Amount	
	Additional structural engineering services.		\$9,854.36	
	Total		\$9,854.36	
	Original Contract Amount		\$8,000.00	
	Net Change by Previous Amendments		\$3,000.00	
	Net Sum Prior to This Amendment		\$11,000.00	
	Amount of Amendment No. 2		\$9,854.36	
	New Contract Sum		\$20,854.36	

Funding Source

Measure RR Bond Anticipation Note.

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 #9

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 22, 2012</u>	CONSENT
SUBJECT:	<u>Street and Traffic Improvements for Bonita and Temple Avenues and Bonita Avenue and Walnut Drive (Bid No. 2909) (Contract Amendment)</u>	

BACKGROUND

On May 23, 2012, the Board of Trustees approved a contract with PALP, Inc. dba Excel Paving Company to widen and improve the street access to Bonita Avenue from Temple Avenue and to install traffic signals at both the intersections of Bonita and Temple Avenues and Bonita Avenue and Walnut Drive. For roadway projects such as this, it is customary to include an allowance for unforeseen conditions. Such conditions typically occur in the soils below the roadway for which pre-construction investigation is costly and impractical. No allowance was included in this project due to an oversight. In order to complete the project without undue delay and safety impacts, the contract must be amended to include an appropriate allowance for unforeseen conditions.

ANALYSIS AND FISCAL IMPACT

Construction began in July 2012 on the Bonita and Temple Avenues and Bonita Avenue and Walnut Drive project. At that time, it was noted that an allowance for unforeseen conditions had not been included in the project bid. Soon after the project began, it became clear that such an allowance would be necessary to address the soils conditions below grade in the area south of Temple Avenue along Bonita Avenue. It was discovered that significant moisture problems along with expansive soils were present in the project area. In order to complete the project in a timely manner, an allowance for unforeseen conditions estimated at \$90,000 is requested. Adequate funds are available in the project budget. The work necessary to remediate the soils condition will be billed against the allowance at a time-and-materials rate, to be verified by the Engineer of Record, RKA Engineering, and approved by the College project manager and Director of Facilities Planning and Management.

Prepared by:	<u>Gary L. Nellesen</u>	Reviewed by:	<u>Thomas G. Meikle/Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #9</u>

SUBJECT: Street and Traffic Improvements for Bonita and Temple Avenues and
Bonita Avenue and Walnut Drive (Bid No. 2909) (Contract Amendment)

DATE: August 22, 2012

Amendment No.1 will increase the total contract amount as follows:

- Original Contract Amount \$489,775.00
- Amendment No.1 \$ 90,000.00
- Total Contract Amount \$579,775.00

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

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

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

DATE: August 22, 2012

CONSENT

SUBJECT Personnel Transactions

CLASSIFIED EMPLOYMENT

Permanent New Hire

Name: Kim, Jung
 Position: Admissions & Registration Clerk
 Department: ESL
 Range/Step: A-45, Step 1
 Job FTE: 0.475/12 months
 Effective: 8/23/12
 New: No
 Salary: \$1,266.02/month

Promotion

Name: Aguirre, Glenda Melissa
 Position: Clerical Specialist
 Department: Human Resources
 Range/Step: A-69, Step 1
 Job FTE: 1.00/12 months
 Effective: 8/23/12
 Prior Position: Clerical Assistant
 New: No
 Salary: \$3,384.25/month

Promotion - Correction to Salary

Name: Valenzuela, Emma
 Position: Coordinator, Budget & Accounting
 Department: Fiscal Services
 Range/Step: A-105, Step 5
 Job FTE: 1.00/12 months
 Effective: 6/28/12
 Remarks: Change from Step 6
 New: Yes
 Salary: \$5,885.62/month

Prepared by: Human Resources Staff

Reviewed by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #11

SUBJECT: Personnel Transactions

DATE: August 22, 2012

Temporary Out-of-Class Assignments

Name: Hong, Krystal
From: ESL Instructional Support Assistant
To: Office Supervisor, ESL
Department: ESL
Range/Step: A-79, Step 1 Salary: \$1,828.98/month
Effective: 7/1/12
End Date: 12/31/12

Name: Lundgren, Linda
From: Graphics Technician
To: Graphics Designer
Department: Marketing
Range/Step: A-98, Step 4 Salary: \$5,228.21/month
Effective: 7/1/12
End Date: 12/31/12

Name: MacDonald, Greg
From: Graphics Technician
To: Graphics Designer
Department: Marketing
Range/Step: A-98, Step 4 Salary: \$5,228.21/month
Effective: 7/1/12
End Date: 12/31/12

Name: Vargas, Jazmin
From: Clerical Assistant
To: Scholarship Program Specialist
Department: Financial Aid
Range/Step: A-88, Step 1 Salary: \$4,088.56/month
Effective: 8/1/12
End Date: 12/31/12

Resignations/Terminations

Lanny Arifin, Coordinator, Payroll, Payroll Office, effective 9/30/12
Jacqueline Carmona, Scholarship Program Specialist, Financial Aid, effective 7/31/12
Daniel Heneise, Computer Facilities Assistant, Information Technology, effective 7/12/12
Laura Jurkosky, Library Technician I, Library/Learning Resources Division, effective 7/31/12
Guillermo Miranda-Castrejon, Office Assistant, Financial Aid, effective 8/3/12
Lelaine Palos, Student Services Outreach Specialist, High School Outreach, effective 8/15/12
Jason Torres, Laboratory Technician, Business & Computer Information Systems, Business effective 8/22/12

SUBJECT: Personnel Transactions

DATE: August 22, 2012

Retirement

John Alvarez, Financial Aid Systems Programmer, Financial Aid Office, effective 8/14/12

TEMPORARY EMPLOYMENT

Substitute Employees

Per employment list (see Page 15).

Hourly Non-Academic Employees

Per employment list (see Page 15).

Professional Experts Employees

Per employment list (see Pages 16 through 19).

New rates and titles effective 8/23/12

House Manager I, II \$10.75, 12.75/hour

Recruiting Coordinator \$25.00/hour

Student Employees

Per employment list (see Pages 19 through 22).

ACADEMIC EMPLOYMENT

New Hires

Name:	Clements, Todd		
Position:	Professor, Chemistry	New:	Yes
Department:	Chemistry		
Column/Step:	III-1	Salary:	\$63,312.00/annual
Job FTE:	1.00/10 months		
Effective:	8/27/12		

Name:	McLeod, Paul		
Position:	Professor, Journalism & Mountaineer Advisor	New:	No
Department:	English, Literature, Journalism		
Column/Step:	I-1	Salary:	\$55,417.00/annual
Job FTE:	1.00/10 months		
Effective:	8/27/12-6/16/13 (One Year Temporary)		

SUBJECT: Personnel Transactions**DATE:** August 22, 2012**Initial Salary Placement Adjustments**

Name: Kokorowski, Heather
 Position: Professor, Earth Science & Astronomy
 Department: Earth Sciences & Astronomy
 Column/Step: III-5 Salary: \$75,929.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/27/12
 Remarks: Initially placed at Column II, Step 9

Name: Maloney, Clark
 Position: Professor/Head Coach-Men's Basketball
 Department: Kinesiology & Athletics
 Column/Step: I-9 Salary: \$80,550.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/27/12
 Remarks: Initially placed at Column I, Step 1

Name: Ott, Serena
 Position: Professor, Italian
 Department: Foreign Languages
 Column/Step: III-4 Salary: \$72,726.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/27/12
 Remarks: Initially placed at Column I, Step 1

Name: Pilato, Nikk
 Position: Professor, Music & Band Director
 Department: Music
 Column/Step: III-9 Salary: \$88,526.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/27/12
 Remarks: Initially placed at Column I, Step 1

Name: Roche, William
 Position: Professor, Computer Information Systems
 Department: Computer Information Systems
 Column/Step: I-5 Salary: \$68,004.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/27/12
 Remarks: Initially placed at Column I, Step 1

SUBJECT: Personnel Transactions

DATE: August 22, 2012

Initial Salary Placement Adjustments (continued)

Name: Rowley, Dianne
 Position: Professor, Learning Assistance
 Department: Learning Assistance
 Column/Step: III-9 Salary: \$88,526.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/27/12
 Remarks: Initially placed at Column I, Step 1

Name: Thay, Cecelia
 Position: Professor, Child Development
 Department: Child Development
 Column/Step: I-9 Salary: \$80,550.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/27/12
 Remarks: Initially placed at Column I, Step 1

Salary Advancements for Full-time Faculty Column Crossover – 2012-13

Coursework and/or Degree earned

Name: Frahs, Paul
 Position: Professor, English
 Department: English, Literature, Journalism
 Column/Step: Column III, Step 12 Salary: \$97,920.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/27/12
 Remarks: Column crossover from Column II, Step 11

Name: Miller, Kenneth
 Position: Professor, Electronics
 Department: Electronics & Computer Technology
 Column/Step: Column III, Step 9 Salary: \$88,526.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/27/12
 Remarks: Column crossover from Column I, Step 8

Name: Sanchez, Lizbeth
 Position: Professor, Spanish
 Department: Foreign Languages
 Column/Step: Column III, Step 11 Salary: \$94,789.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/27/12
 Remarks: Column crossover from Column II, Step 10

SUBJECT: Personnel Transactions**DATE:** August 22, 2012**Salary Advancements for Full-time Faculty Column Crossover – 2012-13**

Coursework and/or Degree earned

Name: Vo, Tuan
 Position: Professor, Computer Science
 Department: Mathematics, Computer Science
 Column/Step: Column III, Step 12 Salary: \$97,920.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/27/12
 Remarks: Column crossover from Column II, Step 11

Salary Advancement for Part-time Faculty Column Crossover – 2012-13

Coursework and/or Degree earned

Name: Mather, Nicolas
 Position: Professor, Philosophy
 Department: Sociology, Philosophy
 Salary/Range: Column III, Step 1 Salary: \$73.36/hour
 Effective: 8/27/12
 Remarks: Column crossover from Column I

Approval of Payment for Work Experience Instructor/Coordinator – Spring 2012

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>
Shum, Mee	6	\$2,376.84

Approval of Payment for Work Experience Instructor/Coordinator – Summer 2012

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>
West, Alice	24	\$3,169.15

Professional Growth Increment - 2012-13

\$318.00/month for faculty after serving three or more years at the initial service increment and after completing six semester units of course work.

<u>Name</u>	<u>Department</u>	<u>Effective</u>
Jagodka, Ralph	Accounting & Management	8/27/12

SUBJECT: Personnel Transactions

DATE: August 22, 2012

Banking Leave of Absence with Pay

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Rillorta, Linda	Sociology, Philosophy	3	Spring 2013

Unpaid Leave of Absence

Albertson, Toni, Professor, English, Literature & Journalism, effective 8/27/12 – 6/16/13

Fall 2012

Credit Hourly Instructors/Substitutes

<u>NAME</u>	<u>NAME</u>	<u>NAME</u>
Abate, Amy Marie	Badre, Albert F	Bohigian, Christopher W
Abbott, James Christopher	Bain, Brooke C	Borton, Robert Leroy
Abdel-Rahman, Ahmad	Baker, Jeffery A	Bouse, Robin Marie
Abuzalaf, Laura Rose	Baler, Pablo Fabian	Bower Jr, James Edward
Acuff, Mark Christian	Bark, Andrew J	Brandler, Marcielle Y
Adele, David Scott	Barnes, George R	Brooks, Alan
Agustin, Sherly Fechalín	Barron, Sergio	Brown, Bruce
Alexander, Eldon	Barry, Jay A	Brown, Dennis Paul
Al-Faris, Khalid A	Barton, Laurel Ann	Brown, Michael M
Altmire, Matthew Dean	Bartz, Virginia Jo Ann	Brown, Yuka Goto
Alvarado, Alexandra	Batcheller, Keith Howard	Bruther, Thomas Joseph
Alvarado, Noel M	Bava, Jose	Buckalew, James Kenneth
Alvarez, Veronica Iris	Bayle, M Dolores	Buckwalter, Michael Thomas
Alverson, David John	Becker, Teresa M	Bustos, Francisco
Alwash, Suzanne	Beckman, Richard C	Butler, Kathleen M
Anastasia, Stephen J	Benner Davis, Cherie A	Buzby, Linda M
Anderson, Dennis William	Berbiar, Edward M	Byce, Joann M
Anderson, Lida L	Berenji, Nima Saljooghi	Cahow, Matthew J
Anello, Andrea	Bernard, Steven Anthony	Cahueque, David Anthony
Anglin, Marie M	Berry, Theresa M	Cailipan, Adelaine V
Arakaki, Christine Maryann	Bhojani, Shehzad S	Caldwell, Ellen C
Arellano, Jesus	Bjorck, Sharon-Rose	Calverley, Russell Norman
Ashbran, Richard Eugene	Bladh, Eric M	Cameron, John E
Atalla, Seema V	Blake, Martha Days	Cammayo, Christina Gloria
Aviles, Gregory	Bloomer, Darrell Dean	Campbell, Faye Daines
Azucar, Martha Alicia	Boerem, R M	Cardenas, John Glenn
Azul, Amy Rebekah	Boada, Miriam Magdalena	Carletello, Valerie Anne

SUBJECT: Personnel Transactions**DATE:** August 22, 2012**Fall 2012****Credit Hourly Instructors/Substitutes****NAME**

Carlson, Gina A
 Carr, John P
 Carroll, Don R
 Carter, Brian C
 Casale, Kimie Hiasa
 Cascella, Henry H
 Casian, Elizabeth
 Cassaro, Christina Marie
 Castello Jr, Anthony Ernest
 Cavina, Kristan
 Cenicerroz, Jonathan R
 Cermak, John Charles
 Chaffin, Deborah M
 Chan, Franny Wai
 Chan, Linda Anne
 Chance, Patricia B
 Chandler, Gregory A
 Chang, Chiu Chin
 Chang, Derek Kong
 Chang, Hsiao-Ying
 Charbonneau, David
 Chau, Evelyn Nhu
 Chavarria, Gabriela
 Chen, Daniel L
 Chen, Rae-Shae W
 Cherng, Pein Lee
 Cheung, Kwun Hung
 Chevalier, Angelis
 Chien, Gwendoline S
 Childress, Scot
 Chou, Kathy Jame Chu
 Chow, Cheryl Hiu Tung
 Chua-Suminski, Kristine
 Cienik, Margaret A
 Clapp, Daniel Lee
 Cook, David J

NAME

Couch, Anna J
 Cox, Steven Boyd
 Crandall, William Reese
 Crane, Barbara N
 Creed, Rick
 Crespo, Beverly B
 Crocker, Chris E
 Crugnale, Timothy John
 Cruz, Jennifer Rapacon
 Cushing, William P
 Dabirian, Shahabedin
 Daigre, Victorine Elizabeth
 Daley, Wendy Lynn
 Dallal, Veronica
 Damansouz, Firouzeh
 Damico, Anthony P
 Dang, Han N
 Darke, Tammy
 Davis Jr, Charles M
 Davis, Victor B
 Day, Charmaine Laura
 Day, Damon P
 De Benedetto, Maria
 De La Rosa, Daniel
 Deas, Grady Anthony
 Del Castillo, Steve S
 Deng, Yu-Wen
 Dennis, Maria Vradimirovna
 Denton Jr, John Phillip
 Dinkel Ybarra, Brenda
 Domingues, Cameron
 Dominguez, Robert
 Dominick, Samuel A
 Donahue, John M
 Dong, Meijuan
 Doonan, Shelley K

NAME

Dorgan, Catherine Marie
 Doshi, Dhaval Praful Chandra
 Drakou-Sarantopoulos, Helen
 Dubiel, John Alexander
 Dunipace, Taber D
 Durfield, Timothy Richard
 Duron, Sally Christine
 Dutreaux, Renee Louise
 Dutz, Kay Michelle
 Edmond, David Anthony
 Edwards, Charles Webley
 Efron, Alan Jerome
 Elkoussy, Kamilia Mohamed
 Ellis, Richard Harold
 Emadi, Makan
 Engle, Diedre Elizabeth
 Entus, Robert M
 Erbe, Cynthia Ann
 Erickson, Eric Luther
 Erskine, N Jeanne
 Erturk, Florence Jeanne
 Espy, Sheila Y
 Estrada, Victor Hugo
 Estu, Michael Peter
 Evanshine, Sharon Kay
 Falzone, Michael J
 Fang, Elizabeth Eagleton
 Fang, Elizabeth Eagleton
 Fang, Lisa
 Faradineh, Rahim Alavi
 Farnum, Martin F
 Farris, Bob L
 Farschman, Kurt Van
 Fell, Devon Rachelle
 Felten, Angelique M
 Fernandez, Mark Antonio

SUBJECT: Personnel Transactions

DATE: August 22, 2012

Fall 2012

Credit Hourly Instructors/Substitutes

NAME

Fields, Gale Anthony
 Fleming, Judith Ann
 Flores, Caleb
 Flores, Cynthia Alicia
 Forest, Roger Dean
 Francev, Peter K
 Freeland, Edward William
 Freeman, Criss A
 Fuentes, Antonio
 Fuentes, Wilma Luceros
 Fukushima, Norikazu Jun
 Fuller, Maria Luisa
 Galloway, Kent William
 Garcia Dena, Jose Manuel
 Garcia, Victor M
 Garland, Jeffery Buddy
 Geagley, Bradley Keith
 Geary, Kim
 Genovese, Maria
 Genovese, Richard S
 Gentry, Lavon L
 Giles, Naomi Ruth
 Gilliam, Mike L
 Golden, Nancy S
 Gomez-Lecaro, Maria
 Graham Martinez, Valerie
 Green, Beverly Sue
 Green, Michael G
 Greenberg, Herschel
 Grey, Gene
 Grubb, Barbara Jo
 Guerrero, Lisa M
 Habayeb, Olga N
 Hackmann, Debra Jeanne
 Haddock, Lynette Gay
 Hagerman, Yvonne M

NAME

Hagerman, Yvonne M
 Hahn, Nancy Lynette
 Haines, Ashley J
 Haines, Janice Jacqueline
 Hall, Kathryn S
 Hall, Sandra Marie
 Hallsted, Christopher
 Hamby, Bobbi Page
 Hancock, Joy Elizabeth
 Haney, Randy G
 Harirchi, Madjid
 Harsany, Stephen C
 Hartmann, Corinne Marie
 Hastings, Nancy E
 Hattar, Michael M
 Haven II, Michael Paul
 Heimann, Thomas Albert
 Heinicke, David Ross
 Hemphill, Kathi L
 Hendrix, Jeffrey Glenn
 Heney, Hugh William
 Henry, Darryl
 Hernandez Jr, Guillermo
 Hernandez, Lisa Steele
 Herrick, Dinah R
 Heyrat, Mahmood
 High, Kathleen Elizabeth
 Hight, Deana Marie
 Hight, Jeremy J
 Hight, Lisa Ann Midori
 Ho, Yi-Shin
 Hoard, Kasumi Christine
 Hoekstra, Thomas Richard
 Holden, Jeffrey B
 Holinsworth, Julie Lee
 Holland, Daniel Patrick

NAME

Hollenshead, Marcia G
 Holloway, Brian
 Hooper, Jaime C
 Horwitz, Ellen Sandra
 Howey, Dawn Marie
 Howland, Tina Marie
 Hruby, Shauna T
 Huffman, David Leon
 Hughes, Richard O
 Hulett, Philip C
 Humaciu, Matthew Frank
 Hunter-Buffington, Carri Marie
 Ildefonso, Nelson J
 Impert, Walter William
 Irvine, Cynthia D
 Isaacs, Gary Allen
 Ishihara, Chie
 Ives, Frank W
 Jackson, Lucy Mutindi
 Jackson, Robert L
 Jacobs, Gail D
 Jacobs, Reuben E
 Jaimes, Franciella Marie
 Jannati, Elmira
 Jaramillo, Fermin
 Jayachandran, Sanjay
 Jenkins, Tina S
 Jensen, Karen L
 Jensen, Sherene E
 Jensvold, Angela S
 Johnpeer, Gary D
 Johnson, Eric Garrison
 Johnson, Kent James
 Johnson, Susan M
 Jollevet Jr, Felix
 Joneja, Kamal Preet

SUBJECT: Personnel Transactions**DATE:** August 22, 2012**Fall 2012****Credit Hourly Instructors/Substitutes****NAME**

Jones, Jeffery
 Jones, Joanna Patricia
 Jones, Lorraine A
 Jones, Vanessa Maria
 Joshua, Stacey Jae
 Kahn, Joan Deborah
 Kamiya, Kaoru
 Kang, Eun Suk
 Kantenwein, Karin E
 Karadanopoulos, Michael
 Karmiryan, Ruzanna
 Kassis, Noura I
 Kaur, Raminder
 Kay, Gary L
 Kelly, Donna R
 Kelly, Sean P
 Ketcham, Charles Austin
 Key Ketter, Leah Marie
 Khattar, Fayez Fouad
 Kiang, Grace Hwei-Ching L
 Kilanski, Paul J
 Kim, Myong-Sook
 King, Carroll H
 Kinnes, Scott S
 Kinoshita, Kenneth Masaru
 Klassen, Masako Okamura
 Kneedy Cayem, Kara
 Kogat, Lisa Elaine
 Kordich, Jason
 Kostiuk, Erik
 Kowalski, Francis S
 Kozich, Jeffrey Stuart
 Kremer, Amelia E
 Kuroki, Hirohito
 Kuykendall, Carolyn
 La Russo, Nathan Samuel

NAME

Labrit, Guillermo
 Lahey, Michael John
 Lahham, Lina
 Lahr-Dolgovin, Roberta
 Lam, Albert
 Lam, Wood C
 Lambright, Kenneth
 Lampert, Karen Michelle
 Lamphier, Peg Ann
 Lanaro, Giovanni A
 Landas, Michael John
 Landeros, Teresa Alonso
 Lane, John Stanton
 Lannom, David L
 Lape, Eric Scott
 Laronga, Barbara
 Larson, Sandon Scott
 Lastrapes, Martin L
 Laub, Kathleen Ann
 Lawson, Katherine A
 Lawton, Judith M
 Lazar, Edward R
 Lebeau-Walsh, Laurie
 Lee, Bianca Aquilla
 Lee, Brian Herbert
 Lee, Chongui Keith
 Lee, Monica Jean
 Lefler, Patricia S
 Lepp, Jodi Lynn
 Leung, Sing Lit
 Levelle, Peter Anthony
 Lewis, Nicole Beth
 Li, Ling
 Likens, John D
 Lim, Camilla O
 Little, David A

NAME

Liu, Melanie Sensen
 Lloyd, Anthony Frazier
 Lo Piccolo, Joseph Townsend
 Long, Terri Smith
 Lopez, Robert M
 Lord, Harry Chester
 Louis, Iris Guerra
 Loupe, Leleua L
 Lowe, Josephine N
 Loy Jr, James R
 Loya, Robert E
 Lubman, Marie Dorothy
 Lukenbill, Casey Maureen
 Luther, Mihoko Terada
 Ly, Hoa Thi
 Lynch, Charlotte L
 Lynch-Thompson, Candace C
 Lyon, Natalia Zorairovna
 Lyons, Arlette Angele
 Madani, Behrang
 Magrann, Tracey Marie
 Mahmood, Saman
 Mahpar, Steven Kameron
 Mallard, Julie Ann
 Manarino, Michele M
 Marella, Danilo C
 Martin JR, George T
 Martin, Margot
 Martinez, Elizabeth Angela
 Martinez, Gerardo A
 Martino, Leanora
 Mason, Clair S
 Mather, Nicholas S
 Mattoon, Mark D
 Mattoon, Michelle Heather
 Mayfield, Ronald William

SUBJECT: Personnel Transactions

DATE: August 22, 2012

Fall 2012

Credit Hourly Instructors/Substitutes

NAME	NAME	NAME
Mazhar, Wajeeha	Mushik, Martin P	Parish, Justine L
Mc Cabe, Dale C	Myers-Mc Kenzie, Laurel	Park, Jinsun
Mc Cready, Lynne Ann	Nafzgar, Sara Ann	Parks, Yumi Catalina
Mc Kennon, Anna L	Nahabedian, Steven	Paul, Christopher R
McGuthry, Katheryn	Nandi, Swapna	Pawlak, Mark Walter
McIntyre Fitzgerald, Claudine	Negrete, Charlotte	Paz, Ross Louie Coria
Medina, Moises	Nelson, Donald Francis	Pedroja, Joy
Megowan, John Gregory	Nelson, Mark Stephen	Peng, Grace C
Melo, Filipe A	Nemeth, Stanley Harvey	Penido, John L
Mendenhall, Laurence	Neves, Douglas Scott	Perea, Chaz
Menon, Kaushiki	Newell, Allan Wayne	Perez Gonzalez, Jose
Mercier Jr, Paul G	Ngo, Michael Smith	Perez, Jason T
Meredith, Donald D	Nguyen, Cynthia N	Petrilla, Ginny L
Merrill, James D	Nguyen, Hoang-Quyen	Petry, Petra
Merward III, Charles	Nguyen, Kelvin Phi	Pewthers, Van C
Miller, Michael L	Nguyen, Marguerite	Phelps, Scott Miller
Millward, William R	Nguyen, Tracy	Phillips, Kimberly M
Miranda, Carlos R	Nichol, Michael L	Pietsch, Erik Shannon
Misanchuk, Rose M L	Nightwine-Robinson, Diana	Pinto, Rachel C
Mittler, William W	Nikkhoo, Kristine Suzanne	Pivonka-Jones, Jamie Ann
Moden, Lisa Marie	Njoo, Shuxian Fu	Poehner, William John
Molina, Lorena	Null, Nicholas E	Pollock, Dorothy Ann
Montero, Sasha	Ogden, Beckette Anne	Ponce, Heather R
Moon, Ginny H	Olague, Jose Luis	Potter, Donald Eugene
Moore, Barbara J	Ong, Hai Tuan	Poulter, Clint H
Morales Beasley, Stacey A	Oropeza, Raymond A	Powell, Chara N
Morris, Naluce Manuela Ito	Ortiz, Janet L	Prehn, Richard Wayne
Moskovitz, David F	Ortiz, Jose Giovanni	Provenzano, Maureen L
Mouissa, Hatim	Osendorf, Daniel Robert	Pyle, Lynn Rene
Moxley, David Earl	Padua, Sonia H	Quach, Christina Sueran
Mulick, Brian Robert	Pai, Ronald	Quandt, Timothy D
Mullane, Douglas M	Pai, Terri Hsing Chiao	Queen, Kathryn Townsend
Muniz, Edgar	Pak, Joseph Y	Quintana, Velia E
Murrey, Brittney Elizabeth	Panosian, Alis	Quintero, Henry Albert
Musaitif, Linda M	Pappas SR, Gus T	Rachele, Sharon Jean
Musallet, Omar A	Parise, Alejandra	Rahman, Mustafizur

SUBJECT: Personnel Transactions**DATE:** August 22, 2012**Fall 2012****Credit Hourly Instructors/Substitutes****NAME**

Ramal, Randy
 Ramirez Jr., Raymundo
 Ramirez, Ana L
 Ramirez, Benito Delgado
 Ramirez, Jesus Olivares
 Ramos, Christopher
 Rasmussen, Keith
 Reagan, Evette Flores
 Redinger, Larry L
 Regenfuss, Annalisa
 Reyes, Angelito R
 Rhee, Joseph Hakjin
 Rieben, Michael J
 Rietveld, Liza Anne
 Riggs, Alison Mary
 Ripley, Denise Bigelow
 Rivas, Mario E
 Rivas, Michael Rodney
 Rivera, David
 Roberts III, Charles Lewis
 Roberts, Janet Elena
 Roberts, Rhonda K
 Robles, Dolores D
 Robles, Donice Kaye
 Roderick, Evans H
 Rodriguez, Carmen B
 Rohlander, Nathan P
 Rojas, Rubilena
 Romero, Alicia
 Romero, Edward Perez
 Rowley, Dianne L
 Rubio, Sara Veronica
 Ruh, Lani S
 Ruiz, Catherine L
 Runyen, Amy R
 Saito, Saeko N

NAME

Saleh, Marian Baha
 Salvador, So-Young Han
 Sanchez, Cynthia
 Sandhu, Sandeep K
 Santillan, Richard Anthony
 Santostefano, Michela
 Saul, Julie Marie
 Schafer, Carl William
 Schenck, Steven L
 Scheys, Rene J
 Scoggins, Harold Dewey
 Scott, Leticia Guzman
 Serbia, Elizabeth
 Sergio, Louis Anthony
 Sharp, Diane R
 Sharrett, Zachary T
 Shea, Nan Lee
 Shear, Michelle J
 Shew, Roger C
 Shiff, Jason A
 Shipman, Heather Lynn
 Shirinyan, Ara A
 Shum, Mee W
 Smith III, William Cason
 Smith, Elaine A
 Smith, Gary Michael
 Smith, Kirk Douglas
 Smith, Randy L
 Sokol, Alexia Joan
 Solorzano, Diana Barajas
 Sorcabal, Charles John
 Spanu, Luisa
 Spitzer, Jessica H
 Spradlin, Sandra
 Srulevitch, David D
 Stack, Kenneth Brian

NAME

Staley, Garrett H
 Staylor, Daniel Sean
 Stefan, John Andrew
 Stephan, Richard Raymond
 Stephenson, Carol L
 Stepp Bolling, Eric R
 Stevens, Kathleen A
 Stevenson III, James E
 Stier, Gregory Wade
 Stinson, Grace M
 Stovall Dennis, Kathryn Ann
 Straw, Ellen Katrina
 Stubbe, Robert G
 Stubbs, Thomas Edward
 Stuntz, Lori A
 Sweet, William Robert
 Sweetman, Susan E
 Syiem, Josephine June
 Syiem, Paul R
 Tan, Daisy Carmen
 Tanner, William T
 Tapia, Raul
 Tarman, Shana Levette
 Tauchi, Saori
 Tay, Sophia Shiz Yin
 Taylor, Star Tennille
 Tedja Kusuma, Frans
 Terrasi, Shayna Kye-Hee
 Thankamushy, Sreekanth
 Thomas Jr., John Gilbert
 Thomas, Noah S
 Todd, David James
 Todd, Janet L
 Tolano-Leveque, Maryann
 Torres, Andrea R
 Tracey, Michael S

SUBJECT: Personnel Transactions**DATE:** August 22, 2012**Fall 2012****Credit Hourly Instructors/Substitutes**

NAME

Tram, Vui K
 Trokkos, Mireille Touma
 Tsai, Chiungling
 Turcios, Ana Silvia
 Ugas-Abreus, Buenaventura
 Uriarte, Robert Gabriel
 Utter, Robert S
 Valdez, John D
 Valenzuela, Mei B
 Vance, Debra S
 VanderVis, Melinda K
 Vargas, Albert Thomas
 Vasquez, Joseph H
 Vazquez Celaya, Sandra
 Vega, Maria C
 Vidales, Monique D
 Vincent, Nedra Ann
 Vo, Chuong H
 Voda, Mircea R

NAME

Vogel, Esther
 Vy, Virginia H
 Wagner, Alexander Corby
 Walter, Kenneth
 Warner, Angela S
 Watanabe, Larry
 Watkins, Priscilla Gayle
 Watson, Dawn Marie
 Weatherly, Michael J
 Webster, Carol Ann
 Wei, Bor-Ji
 Welch, Rosanne M
 White, Raymond Arthur
 Whitlow, Lane M
 Wilder, Dana Marie
 Wiley, Kevin Bruce
 Williams, Stephen A
 Willingham, Leticia
 Wills, Laura M

NAME

Wong, Jack Yim-Yin
 Wong, Rich
 Worsley, Margaret H
 Wright, Sheila L
 Wu, David Qixing
 Yee, Howard Wah
 Yoon, Aimee Jean
 Yoshioka, Georgina Alice
 Young, Keening
 Young, Richard Gordon
 Zajack, Gregory Francis
 Zamel, Mary Ann
 Zawahri, Louis
 Zeidel, Scott Wayne
 Zelaya, Gina B
 Zhou, Elaine Q
 Zumaeta, Haydee A

Fall 2012**Non-Credit Hourly Instructors/Substitutes**

NAME

Aghyarian, Meray M
 Allen, Yvonne Chen
 Azpeitia, Maria Elena
 Baker, Nathalie Willemze
 Carmelli, Orna
 Casian, Elizabeth
 Chang, Linda Gale
 Cheng, Anny Ho-Ting
 Chou, Kathy Jame Chu
 Conte, Kelly Okura
 Cooke IV, David G
 Cridland, Patricia Lea
 Dapello Jr, Alfred
 De Franco, Xinhua Li

NAME

Barreto, Norma Carvalho
 Barry, Angela
 Beightol, Donna Marie
 Beizai, Robin F
 Kim, Han Song
 Klein, Gabriella Lobasov
 Kletzien, Kristi Pederson
 Kolta, Shirley G
 Laffey, Mary
 Ledezma, Erica Yolanda
 Lundblade, Shirley Mae
 Mc Farlin-Stagg, Zina
 Messori, James L
 Middleton, Michael Joseph

NAME

Belblidia, Abdelillah
 Bhowmick, Nivedita
 Brink, Janna Kathryn
 Caranci, Dayna Lee
 Ryan, Rebecca A
 Rzonca, Shelly Kristin
 Sanetrick, Michael Peter
 Silva, Sandra Jane
 Smith, Heather J
 Stringfellow, Susan Joy
 Stump, Celeste S
 Sunnaa, Andrea J
 Szok, Kenneth Francis
 Tamburro, Melody Lynn

SUBJECT: Personnel Transactions**DATE:** August 22, 2012**Fall 2012****Non-Credit Hourly Instructors/Substitutes (continued)**

NAME	NAME	NAME
Devi, Maya P	Miho, Yoshiko Dana	Toloui, Mitra
Drewry-Van Ommen, Woltertje	Ngo, Michael Smith	Tom, Aaron Patrick
Edwards, Augusta Jo Ann	Nixon, Lorrie M	Torres, Marcel C
Eldred, Stacy Lynn	Ortega, Sonia E	Trimble, Jill Ann
Evans, Douglas Mc Call	Paphatsarang, Bounyou	Tucker, Raymond Michael
Fong, Tom	Ponce, Heather R	Vandepas, Deborah J
Fowler, Mina	Prasad, Gayatri K	Vanegas, Yazmin
Friedman, Karena	Prehn, Marilu A	Velarde, Margaret G
Gyurindak, Katalin	Rafter, John Michael	Walden, Carl Eugene
Hannon, Laura Ann	Ramalingam, Leah Rae	Walter, Kenneth
Hayes, Mihaela	Ray, Jamie M	Warner, Benjamin L
Henry, Pamela L	Reynolds, Martha Esta	White, Shelby Lynn
Herbst, Mark A	Rios, Amparo Isabel	Williams, Anne Ross
Im, Anne Kwang B	Rodriguez, Linda M	Williams, Stephen Odeal
James, Darrell	Rogers, Rosalind Rochelle	Winner, Nacira
Kao, Brenda	Rohrenbacher, Jennifer J	Yang, Kaishung Min-Li
Kim, Grace Unkyong	Rosen, Paul M	Yanuarua, Christina M

Additional Assignments

Provider	Area/Department	Service/Agreement	Dates	Amount
Rios-Rietveld, Liza	Student Services/ Student Life/ LEAD Program	Three presentations for the LEAD program on "Effective Communication Skills" and "Public Speaking"	7/1/12 – 6/30/13	Not to exceed \$225

MANAGEMENT EMPLOYMENT**Promotion**

Name:	Royce, Rosa	New:	No
Position:	Associate Vice President, Fiscal Services	Salary:	\$12,439.00/month
Department:	Fiscal Services		
Range/Step:	M-23, Step 1		
Job FTE:	1.00/12 months		
Effective:	8/23/12		

SUBJECT: Personnel Transactions**DATE:** August 22, 2012**TEMPORARY EMPLOYMENT****Substitute Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Homs, Jamil	Refuse & Recyclable Coll.	Grounds	19.17	07/01/12-04/30/13
Jimenez, Amy	Clerical Specialist	Technology & Health Div.	19.14	07/01/12-12/31/12
Kellogg, Ronald	Skilled Trade Crafts Wkr.	Facilities Plng. & Mgmt.	24.08	07/02/12-12/31/12
Lopez-Sanchez, Lisbet	Executive Assistant I	Fiscal Services	27.58	07/01/12-10/31/12
Perez, Donna	Clerical Assistant	Adult Basic Education	16.49	08/23/12-10/23/12
Quinlan, Beth	Secretary	Administrative Services	21.57	07/04/12-12/31/12
Rohrenbacher, Jennifer	Exer. Science/Health Sup.	Wellness Center	29.36	05/29/12-06/15/12

Hourly Non-Academic Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Chen, Tzupu	Tutor II	Tutorial Services	9.25	08/27/12-06/30/13
Collier, Tomeral	Study Skills Assistant II	The Writing Center	11.32	08/27/12-06/30/13
deStefano, Michael	Study Skills Assistant II	The Writing Center	11.32	08/27/12-06/30/13
Doo, Ammar	Study Skills Assistant I	Tutorial Services	10.27	08/27/12-06/30/13
Gomez, Luis	Study Skills Assistant I	The Writing Center	10.27	07/02/12-02/14/13
Irianto, Igor	Study Skills Assistant I	Tutorial Services	10.27	08/27/12-06/30/13
Kladouris, Jolene	Study Skills Assistant III	Learning Assistance Ctr.	12.48	08/27/12-06/30/13
Mages, Jonathan	Study Skills Assistant III	The Writing Center	12.48	08/24/12-06/30/13
Nazaroff, Jonathon	Study Skills Assistant III	The Writing Center	12.48	08/24/12-06/30/13
Pantoja, Eric	Study Skills Assistant I	Tutorial Services	10.27	08/27/12-06/30/13
Quintero, Catalina	Study Skills Assistant II	Learning Assistance Ctr.	11.32	08/27/12-02/17/13
Rai, Lakshimi	Accounting Technician I	Fiscal Services	23.15	08/23/12-06/30/13
Rivera, Maria	Study Skills Assistant II	Tutorial Services	11.32	08/23/12-02/24/13
Silvestre, Sarah	Study Skills Assistant I	Tutorial Services	10.27	08/23/12-02/24/13
Sit, Ngai	Study Skills Assistant III	Tutorial Services	12.48	08/23/12-02/24/13
Spease, Maria	Laboratory Asst.-HCRC	Health Careers Res. Ctr.	13.27	07/02/12-06/30/13
Stevens, Shari	Learning Assistant	Learning Assistance Ctr.	13.00	08/23/12-06/30/13
Taylor, Angela	Laboratory Asst.-HCRC	Health Careers Res. Ctr.	13.27	07/02/12-06/30/13
Thomas, Valerie	Learning Assistant	Learning Assistance Ctr.	13.00	08/23/12-06/30/13

Professional Expert Employees – New Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Darwin, Katherine	Interpreter II	DSPS	22.00	08/27/12-06/30/13
Dominguez, Julia	Interpreter Trainee	DSPS	13.00	08/27/12-06/30/13
Garcia, Jessica	Interpreter I	DSPS	18.00	08/27/12-06/30/13
Hoyos, Eliza	Project Expert/Specialist	Upward Bound	25.00	09/01/12-10/31/12

SUBJECT: Personnel Transactions**DATE:** August 22, 2012**Professional Expert Employees – Extended Assignments**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aguilera, David	Sports Publicist	Kinesiology & Athletics	16.00	07/01/12-06/30/13
Alatorre, Frank	Interpreter V	DSPS	45.00	07/02/12-06/30/13
Ameral, Marne	Interpreter II	DSPS	22.00	07/02/12-06/30/13
Andrewin, Melissa	Project Expert/Specialist	Facilities Plng. & Mgmt.	25.00	08/06/12-06/30/13
Arriola, Rowel	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	07/01/12-06/30/13
Austin, Alex	EMS Licensing Exam. III	Medical Services	25.00	07/02/12-06/30/13
Austin, Alex	Paramedic Specialist	Medical Services	15.60	07/02/12-06/30/13
Azul, Amy	Not-For-Credit Instructor II	The Writing Center	45.00	07/01/12-06/30/13
Bjorck, Sharon-Rose	Not-For-Credit Instructor II	AMLA	45.00	07/18/12-08/02/12
Blake, Nicholas	Teaching Aide	Adult Basic Education	13.27	07/01/12-06/30/13
Bollier, James	Sports Publicist	Kinesiology & Athletics	16.00	07/01/12-06/30/13
Bollinger, Cindy	Adv. Grp. Exer. Instr.I	Wellness Center	23.61	07/01/12-06/30/13
Brady, Betty	Adv. Grp. Exer. Instr. II	Wellness Center	30.00	07/01/12-06/30/13
Brunsdon, Camille	Aq Sum Swim Prog Asst Crd	Kinesiology & Athletics	22.50	07/01/12-09/01/12
Brunzell, Brook	Lecturer	Wellness Center	19.76	07/01/12-06/30/13
Cantrell, Jaimie	Video Jib Operator	Technical Services	60.00	08/01/12-06/30/13
Carlton, Kimberly	Aquatics Assistant IV	Kinesiology & Athletics	13.00	07/01/12-09/01/12
Cass, Aaron	EMS Licensing Exam. III	Medical Services	25.00	07/01/12-06/30/13
Cass, Aaron	Paramedic Specialist	Medical Services	15.60	07/01/12-06/30/13
Castro Jr., Jorge	EMS Licensing Exam. III	Medical Services	25.00	07/01/12-06/30/13
Castro Jr., Jorge	Paramedic Specialist	Medical Services	15.60	07/01/12-06/30/13
Castro, Candice	Program Supervisor II	Adult Basic Education	16.64	07/01/12-08/30/12
Cavanaugh, Sean	EMS Licensing Exam. III	Medical Services	25.00	07/01/12-06/30/13
Cavanaugh, Sean	Paramedic Specialist	Medical Services	15.60	07/01/12-06/30/13
Chan, Phoebe	Lic. Clinical Social Worker	Student Health Services	41.53	07/01/12-06/30/13
Chapman, Lisa	Interpreter III	DSPS	30.00	07/02/12-06/30/13
Chapman, Lisa	Interpreter III	Continuing Education	30.00	07/10/12-06/30/13
Chapman, Mark	Technical Rigger II	Technical Services	16.50	08/01/12-06/30/13
Chavira, Debra	Lecturer	Wellness Center	19.76	07/01/12-06/30/13
Covarrubias, Humberto	Paramedic Specialist	Medical Services	15.60	07/02/12-06/30/13
Cox, Douglas	EMS Licensing Exam. III	Medical Services	25.00	07/01/12-06/30/13
Cox, Douglas	Paramedic Specialist	Medical Services	15.60	07/01/12-06/30/13
Cox, Kioko	EMS Licensing Exam. III	Medical Services	25.00	07/01/12-06/30/13
Cox, Kioko	Paramedic Specialist	Medical Services	15.60	07/01/12-06/30/13
Daniel, Ja'nice	Event Supervisor I	Child Development Ctr.	11.75	07/01/12-06/30/13
Darwin, Katherine	Instrument Simulator Inst.	Continuing Education	30.00	07/01/12-06/30/13
Diaz, James	EMS Licensing Exam. III	Medical Services	25.00	07/01/12-06/30/13
Diaz, James	Paramedic Specialist	Medical Services	15.60	07/01/12-06/30/13
Diaz, Lauren	Project Expert/Specialist	Technology & Health	25.00	07/01/12-06/30/13
Driggers, Joann	Project Manager	FCS Grant	55.00	07/01/12-06/30/13
Estrada, Victor	Technical Expert I	Kinesiology & Athletics	35.00	07/01/12-06/30/13
Flores, Sherard	Paramedic Specialist	Medical Services	15.60	07/01/12-06/30/13
Gallegos, Zakiel	Project Expert/Specialist	Facilities Plng. & Mgmt	25.00	08/16/12-06/30/13
Harrington, Maria	Technical Expert II	Nursing	45.00	08/01/12-06/30/13

SUBJECT: Personnel Transactions**DATE:** August 22, 2012**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Heaston, Sheri	Lecturer	Wellness Center	19.76	07/01/12-06/30/13
Hom, Brianna	Aquatics Assistant I	Kinesiology & Athletics	10.00	07/01/12-09/01/12
Hurter, Michele	Lecturer	Wellness Center	19.76	07/01/12-06/30/13
Kilmurray, Kevin	Paramedic Specialist	Medical Services	15.60	07/03/12-06/30/13
Kilmurray, Kevin	Proctor, EMT	Medical Services	12.48	07/03/12-06/30/13
Kirkland, Robert	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	07/01/12-06/28/13
Kraft, Camille	Technical Expert II	Adult Basic Education	45.00	07/05/12-08/30/12
La Curan, Dana	Proctor, EMT	Medical Services	12.48	07/01/12-06/30/13
Landas, Michael	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	07/01/12-06/30/13
Larson, Laura	Interpreter II	DSPS	22.00	07/02/12-06/30/13
Ledeboer, Lisa	Technical Expert I	Family & Cons. Science	35.00	07/01/12-06/30/13
Lee, Christopher	Aquatics Assistant III	Kinesiology & Athletics	12.00	07/01/12-06/28/13
Lee, David	Project Expert/Specialist	Upward Bound	25.00	07/01/12-08/31/12
Lepp, Jodi	Program Coord./Aquatics	Kinesiology & Athletics	24.00	07/01/12-09/01/12
Lerma, Francisco	EMS Licensing Exam. III	Medical Services	25.00	07/01/12-06/30/13
Lerma, Francisco	Paramedic Specialist	Medical Services	15.60	07/01/12-06/30/13
Li, Jinbai	Tutorial Specialist IV	Tutorial Services	23.22	07/01/12-06/30/13
Littlefield, David	EMS Licensing Exam. III	Medical Services	25.00	07/01/12-06/30/13
Littlefield, David	Paramedic Specialist	Medical Services	15.60	07/01/12-06/30/13
Liu, Lu	Project Coordinator	Research & Inst. Effect.	35.00	07/01/12-06/30/13
Llevares, Rex	Project Expert/Specialist	Respiratory	25.00	07/09/12-06/30/13
Lontok, Chris	Proctor, EMT	Medical Services	12.48	07/01/12-06/30/13
Lopez, Carolina	Project Expert/Specialist	Student Health Services	25.00	07/01/12-06/30/13
Macedonio, Jeniece	Teaching Aide	Adult Basic Education	13.27	07/01/12-06/30/13
Mahler, Ryan	Interpreter I	DSPS	18.00	07/02/12-06/30/13
Martinez, Eleanor	Real Time Captioner V	DSPS	40.00	07/02/12-06/30/13
Mc Laughlin, Bonny	Project Expert/Specialist	Instruction Office	25.00	07/02/12-12/31/12
McDonald, Russell	Teaching Aide	Adult Basic Education	13.27	07/01/12-06/30/13
McIntosh, David	Program Supervisor II	Fine Arts	16.64	07/23/12-06/28/13
McNall, Marilyn	Technical Expert II	Adult Basic Education	45.00	07/01/12-06/30/13
Mendez, Gloria	CDC Teacher III	Child Development Ctr.	9.75	07/01/12-06/30/13
Mendoza, Christopher	Event Supervisor II	Technical Services	13.75	07/01/12-06/30/13
Miho, Yoshioko	Project Coordinator	ESL	35.00	07/01/12-06/30/13
Miovac, Christopher	Head Prod. Audio Eng.	Technical Services	50.00	07/24/12-06/30/13
Miranda, Raul	Theatrical Rigger II	Theater	16.50	07/02/12-06/28/13
Mocias, Janet	Lecturer	Wellness Center	19.76	07/01/12-06/30/13
Moden, Lisa	EMS Licensing Exam. III	Medical Services	25.00	07/01/12-06/30/13
Moden, Lisa	Paramedic Specialist	Medical Services	15.60	07/01/12-06/30/13
Momayez, Saba	Tutorial Specialist I	Tutorial Services	17.00	07/01/12-06/30/13
Moncada, Rudy	Interpreter IV	Continuing Education	38.00	07/01/12-06/30/13
Moncada, Rudy	Interpreter IV	DSPS	38.00	07/02/12-06/30/13
Moreno, Yvonne	Interpreter IV	DSPS	38.00	07/02/12-06/30/13
Moskowitz, Kelly	Interpreter V	DSPS	45.00	07/02/12-06/30/13
Muniz, Edward	Project Expert/Specialist	Upward Bound	25.00	07/01/12-08/31/12
Nelson, Twyla	Real Time Captioner V	DSPS	40.00	07/02/12-06/30/13

SUBJECT: Personnel Transactions**DATE:** August 22, 2012**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Osea, Mark	Tutorial Specialist IV	Tutorial Services	23.22	07/01/12-06/30/13
Ov, Stacy	Project Expert/Specialist	Respiratory	25.00	07/09/12-06/30/13
Padilla, E. Horacio	Interpreter IV	DSPS	38.00	07/02/12-06/30/13
Palais, David	Project Manager	Information Technology	55.00	07/09/12-06/28/13
Pasillas, Marissa	Proctor, EMT	Medical Services	12.48	07/09/12-08/24/12
Pellom, Carrie	Interpreter V	DSPS	45.00	07/02/12-06/30/13
Peralta, Sean	Comp. Svcs. Trng. Spec.	ESL	14.56	07/01/12-06/30/13
Perez, Maria	CDC Teacher III	Child Development Ctr.	9.75	07/01/12-06/30/13
Perez, Maria	CDC Teacher I	Child Development Ctr.	8.75	07/01/12-08/31/12
Perez, Stephanie	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	07/01/12-06/28/13
Petersen, Craig	Program Supervisor II	Continuing Education	16.64	07/01/12-06/30/13
Phan, Nicole	Aquatics Assistant I	Continuing Education	10.00	07/09/12-08/30/12
Price, Kimberli	Real Time Captioner III	DSPS	27.00	07/02/12-06/30/13
Quintana, Sergio	Interpreter II	DSPS	22.00	07/02/12-06/30/13
Quiroz, Melissa	Interpreter I	DSPS	18.00	07/02/12-06/30/13
Qureshi, Maryann	Event Supervisor I	Technical Services	11.75	07/01/12-06/30/13
Ramirez, Mirssa	Proctor, EMT	Medical Services	12.48	07/03/12-06/30/13
Rasmussen, Steven	Interpreter III	DSPS	30.00	07/02/12-06/30/13
Rice, Whitney	Interpreter III	DSPS	30.00	07/02/12-06/30/13
Rincon, Priscilla	Proctor, EMT	Medical Services	12.48	07/01/12-06/30/13
Ritchie, Kenneth	Project Administrator	Adult Basic Education	60.00	07/01/12-06/30/13
Robinson, Franklin	Teaching Aide	Adult Basic Education	13.27	07/01/12-06/30/13
Robles, Dolores	Technical Expert I	Family & Cons. Science	35.00	07/01/12-06/30/13
Rohrenbacher, Jennifer	Fitness Assess. Tech..I	Wellness Center	15.00	07/01/12-06/30/13
Rohrenbacher, Jennifer	Lecturer	Wellness Center	19.76	07/01/12-06/30/13
Schiller, James	EMS Licensing Exam. III	Wellness Center	25.00	07/02/12-06/30/13
Schiller, James	Paramedic Specialist	Wellness Center	15.60	07/02/12-06/30/13
Schreiner, Sarah	Interpreter II	DSPS	22.00	07/02/12-06/30/13
Shaffer, Rachel	Interpreter III	DSPS	30.00	07/02/12-06/30/13
Shelton, Megan	Interpreter II	DSPS	22.00	07/02/12-06/30/13
Sherman, Robert	Fitness Trainer I	Wellness Center	12.48	07/01/12-06/30/13
Shih, Tom	Tutorial Specialist IV	Tutorial Services	23.22	07/01/12-06/30/13
Shull, Gregory	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Sierra, Patrick	Fitness Trainer I	Wellness Center	12.48	07/01/12-06/30/13
Smith, Dallas	EMS Licensing Exam. III	Medical Services	25.00	07/01/12-06/30/13
Smith, Dallas	Paramedic Specialist	Medical Services	15.60	07/01/12-06/30/13
Solis, Rafael	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Staylor, Daniel	Tutorial Specialist IV	Tutorial Services	23.22	07/02/12-06/30/13
Stephenson, Jennifer	Interpreter V	DSPS	45.00	07/02/12-06/30/13
Stuard, Elizabeth	Interpreter III	DSPS	30.00	07/02/12-06/30/13
Sweatt, Ania	Teaching Aide	ESL	13.27	07/01/12-06/30/13

SUBJECT: Personnel Transactions**DATE:** August 22, 2012**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Taylor, Jory	Interpreter I	DSPS	18.00	07/02/12-06/30/13
Temple, Laura	Interpreter IV	DSPS	38.00	07/02/12-06/30/13
Todd, Janet	Project Coordinator	Kinesiology & Athletics	35.00	07/15/12-06/30/13
Topete, Octavio	Fitness Trainer I	Wellness Center	12.48	07/01/12-06/30/13
Tromble, Emily	Interpreter I	DSPS	18.00	07/02/12-06/30/13
Tsay, Jeffrey	Proctor, EMT	Medical Services	12.48	07/01/12-06/30/13
Unzueta, Jason	Proctor, EMT	Medical Services	12.48	07/02/12-06/30/13
Valdez, John	Not-For-Credit Instructor	AMLA	35.00	07/02/12-08/01/12
Vasquez, Byron	Interpreter I	Continuing Education	18.00	07/10/12-06/30/13
Vega, Gilbert	Fitness Trainer I	Wellness Center	12.48	07/01/12-06/30/13
Villa, Alfonso	Program Supervisor II	Adult Basic Education	16.64	07/01/12-06/30/13
Walter, Kenneth	Technical Expert I	Kinesiology & Athletics	35.00	05/25/12-06/30/12
Walter, Kenneth	Lecturer-Fire Technology	Kinesiology & Athletics	37.26	07/01/12-06/30/13
Walter, Kenneth	Sports Publicist	Kinesiology & Athletics	16.00	07/01/12-06/30/13
Walter, Kenneth	Technical Expert I	Kinesiology & Athletics	35.00	07/01/12-06/30/13
Williams, Gloria	Interpreter I	DSPS	18.00	07/02/12-06/30/13
Wilson, Kelly	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	07/01/12-06/28/13
Wilson, Maria	Fitness Trainer I	Wellness Center	12.48	07/01/12-06/30/13
Wong, Martin	Program Supervisor II	Adult Basic Education	16.64	07/01/12-06/30/13
Wright, Cody	Proctor, EMT	Medical Services	12.48	07/01/12-06/30/13
Yu, Christopher	Proctor, EMT	Medical Services	12.48	07/01/12-06/30/13
Yu, Christopher	EMS Licensing Exam. III	Medical Services	25.00	07/02/12-06/30/13
Yu, Christopher	Paramedic Specialist	Medical Services	15.60	07/02/12-06/30/13

Student Trustee

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Marin, Elisa	Student Trustee	President's Office	*400.00	07/01/12-06/30/13

*On a monthly basis

Student Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aceves, Teresa	Student Assistant V	Agricultural Sciences	12.50	07/01/12-08/27/12
Acosta, Gabriella	Student Assistant III	Agricultural Sciences	10.00	07/01/12-08/27/12
Andrzejewski, Britnee	Student Assistant II	Agricultural Sciences	8.75	07/01/12-08/27/12
Angulo-Torres, Karina	Student Assistant I	DSPS	8.00	07/24/12-08/03/12
Antillon, Brandon	Student Assistant III	Architecture & Design	10.00	08/01/12-08/26/12
Arias, Eduardo	Student Assistant II	Technical Services	8.75	08/27/12-02/24/13
Baca, Kyle	Student Assistant II	Technical Services	8.75	07/01/12-08/26/12
Baca, Kyle	Student Assistant II	Technical Services	8.75	08/27/12-02/24/13
Bailey, Alan	Student Assistant V	Business	12.50	07/03/12-08/30/12

SUBJECT: Personnel Transactions**DATE:** August 22, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Baker, Keith	Student Assistant II	Agricultural Sciences	8.75	07/01/12-08/27/12
Balsiger, Joel	Student Assistant II	Agricultural Sciences	8.75	07/01/12-08/27/12
Brunson, Naomi	Student Assistant I	Agricultural Sciences	8.00	07/01/12-08/27/12
Cardona, Leonard	Student Assistant IV	Information Technology	11.25	08/27/12-02/28/13
Castaneda, Edward	Student Assistant III	Agricultural Sciences	10.00	07/01/12-08/27/12
Chang, Jamie	Student Assistant I	Technical Services	8.00	08/27/12-02/24/13
Chang, Joan	Student Assistant I	ESL	8.00	07/16/12-08/26/12
Cole, Shaun	Student Assistant V	Technical Services	12.50	08/27/12-02/24/13
Co-Untian, Eyrine	Student Assistant I	DSPS	8.00	07/24/12-08/03/12
De Luna, Maxine	Student Assistant I	DSPS	8.00	07/24/12-08/03/12
Delacruz, Nimrod	Student Assistant IV	Animation	11.25	07/09/12-08/05/12
Deskin, Shannon	Student Assistant III	Agricultural Sciences	10.00	07/01/12-08/27/12
Eccles, Samantha	Student Assistant III	Agricultural Sciences	10.00	07/01/12-08/27/12
Fox, Lecia	Student Assistant I	DSPS	8.00	07/24/12-08/03/12
Garcia, Aaron	Student Assistant III	Information Technology	10.00	08/27/12-08/28/12
Garcia, Adrian	Student Assistant III	Agricultural Sciences	10.00	07/01/12-08/27/12
Garcia, Mary	Student Assistant III	Natural Sciences Div.	10.00	07/01/12-08/24/12
Garcia, Mary	Student Assistant III	Natural Sciences Div.	10.00	08/27/12-02/22/13
Garcia-Del Valle, Monica	Student Assistant I	DSPS	8.00	07/24/12-08/03/12
Gutierrez, Vanessa	Student Assistant IV	Child Development Ctr.	11.25	07/01/12-08/24/12
Hernandez, Hugo	Student Assistant III	EDT	10.00	07/09/12-08/05/12
Hernandez, Kimberly	Student Assistant II	Admissions & Records	8.75	07/01/12-08/26/12
Hill, Alexandria	Student Assistant II	Technical Services	8.75	07/01/12-08/26/12
Hillman, Michael	Student Assistant I	Earth Sciences	8.00	08/27/12-02/22/13
Houston, Terrance	Student Assistant III	Counseling	10.00	07/02/12-06/30/13
Huerta, Anthony	Student Assistant V	Agricultural Sciences	12.50	07/01/12-08/27/12
Hyatt, Amber	Student Assistant III	Child Development Ctr.	10.00	07/01/12-08/24/12
Jasinski, Barbara	Student Assistant III	Technical Services	10.00	07/01/12-08/26/12
Jimerson, Landon	Student Assistant I	Continuing Education	8.00	07/09/12-08/15/12
Johnson, Duane	Student Assistant III	Agricultural Sciences	10.00	07/01/12-08/27/12
Jones, Jonathan	Student Assistant III	Architecture & Design	10.00	08/01/12-08/26/12
Jordan, Joshua	Student Assistant III	Agricultural Sciences	10.00	07/01/12-08/27/12
Jordan, Pamela	Student Assistant III	Agricultural Sciences	10.00	07/01/12-08/27/12
Juarez, Yesenia	Student Assistant II	Child Development Ctr.	8.75	07/01/12-08/24/12
Karr, Aimee	Student Assistant IV	Technical Services	11.25	07/01/12-08/26/12
Karr, Aimee	Student Assistant IV	Technical Services	11.25	08/27/12-02/24/13
Koehler, Breanna	Student Assistant I	DSPS	8.00	07/24/12-08/03/12

SUBJECT: Personnel Transactions**DATE:** August 22, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Lew, Toni	Student Assistant I	Agricultural Sciences	8.00	07/01/12-08/26/12
Leyva, Alicia	Student Assistant III	Agricultural Sciences	10.00	07/01/12-08/26/12
Liu, Fay	Student Assistant II	Child Development Ctr.	8.75	07/01/12-08/24/12
Lopez, Blanca	Student Assistant I	Agricultural Sciences	8.00	07/01/12-08/26/12
Lopez, Jasmin	Student Assistant II	Child Development Ctr.	8.75	07/01/12-08/24/12
Lopez, Steven	Student Assistant III	Technical Services	10.00	07/01/12-08/26/12
Machuca, Patty	Student Assistant II	Agricultural Sciences	8.75	07/01/12-08/26/12
Maher, James	Student Assistant I	DSPS	8.00	07/24/12-08/03/12
Mancilla, Cassie	Student Assistant I	DSPS	8.00	07/24/12-08/03/12
Marquez, Andrea	Student Assistant I	Earth Sciences	8.00	07/01/12-08/24/12
Marquez, Maria	Student Assistant I	DSPS	8.00	07/24/12-08/03/12
Martinez, Santana	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Meraz, Stephen	Student Assistant III	Agricultural Sciences	10.00	07/01/12-08/26/12
Miranda, Jaimie Lynn	Student Assistant III	Agricultural Sciences	10.00	07/01/12-08/26/12
Miranda, Jaimie Lynn	Student Assistant III	Continuing Education	10.00	07/19/12-08/26/12
Moore, Casey	Student Assistant II	Agricultural Sciences	8.75	07/01/12-08/26/12
Moore, Casey	Student Assistant III	Continuing Education	10.00	07/17/12-08/26/12
Murillo, Giovanna	Student Assistant I	DSPS	8.00	07/24/12-08/03/12
Ochoa, Orlando	Student Assistant I	Agricultural Sciences	8.00	07/01/12-08/26/12
Orantes, Erik	Student Assistant III	Technical Services	10.00	07/01/12-08/26/12
Orozco, Rita	Student Assistant I	DSPS	8.00	07/24/12-08/03/12
Paredes, Terry	Student Assistant V	Medical Services	12.50	06/25/12-06/30/12
Paredes, Terry	Student Assistant V	Medical Services	12.50	07/01/12-08/05/12
Parry, Edward	Student Assistant III	Parking Services	10.00	07/01/12-08/24/12
Porras, Victoria	Student Assistant III	Agricultural Sciences	10.00	07/01/12-08/26/12
Quiroz, Vanessa	Student Assistant II	Child Development Ctr.	8.75	07/01/12-08/24/12
Ramirez, Rocio	Student Assistant II	Natural Sciences Div.	8.75	07/01/12-08/24/12
Randall, Nicole	Student Assistant I	Earth Sciences	8.00	07/01/12-08/26/12
Rios Castro, Tany	Student Assistant I	DSPS	8.00	07/24/12-08/03/12
Rodriguez, Regina	Student Assistant II	Child Development Ctr.	8.75	07/01/12-08/24/12
Ruiz Briana	Student Assistant III	Natural Sciences Div.	10.00	07/01/12-08/24/12
Saldana, Diane	Student Assistant I	DSPS	8.00	07/24/12-08/03/12
Shelton, Rachel	Student Assistant I	DSPS	8.00	07/24/12-08/03/12
Stocker, Michael	Student Assistant I	Agricultural Sciences	8.00	07/01/12-08/26/12
Stockhausen, Lloyd	Student Assistant III	Financial Aid	10.00	07/01/12-08/26/12
Sumaran, Liliann	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12

SUBJECT: Personnel Transactions**DATE:** August 22, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Tamillo, Blanca	Student Assistant III	Agricultural Sciences	10.00	07/01/12-08/26/12
Tochez, Christina	Student Assistant I	DSPS	8.00	07/24/12-08/03/12
Todd, Kaitlyn	Student Assistant II	Technical Services	8.75	07/02/12-08/26/12
Toscano, Nancy	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Valenzuela, Andrea	Student Assistant II	Math, Computer Science	8.75	07/02/12-08/24/12
Vega, Loren	Student Assistant I	DSPS	8.00	07/24/12-08/03/12
Voltz, Donald	Student Assistant III	Agricultural Sciences	10.00	07/01/12-08/26/12
Weber, Jessica	Student Assistant III	Agricultural Sciences	10.00	07/01/12-08/26/12
Weeks, James	Student Assistant III	Agricultural Sciences	10.00	07/01/12-08/26/12
Williamson, Sean	Student Assistant III	Counseling	10.00	07/02/12-08/26/12
Winslow, Geoff	Student Assistant III	Agricultural Sciences	10.00	07/01/12-08/26/12
Wooster, Melissa	Student Assistant I	DSPS	8.00	07/24/12-08/03/12
Zaldivar, Leo	Student Assistant III	Technical Services	10.00	07/01/12-08/26/12
Zayas, Samantha	Student Assistant II	Biological Sciences	8.75	07/01/12-07/31/12

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

DATE: August 22, 2012

CONSENT

SUBJECT Contract to Provide Temporary Staffing Services – Robert Half
International, Inc.

BACKGROUND

The College seeks to contract with a firm that can provide temporary staffing services on an as-needed basis in support of its operational needs.

ANALYSIS AND FISCAL IMPACT

California Education Code §88033 (b)(7), "...allows for personal services contracting when the services needed are of such urgent, temporary, or occasional nature that the delay incumbent in their implementation under community college district's regular or ordinary hiring process would frustrate their very purpose." As a result of two staff members being placed on a temporary out-of-class assignment, the Human Resources department has an urgent temporary need to supplement its staffing to respond to the demands within the next months. One of the world's largest specialized firms in Human Resources Management, Robert Half International, Inc., has been identified as qualified to provide temporary staffing services on an as-needed basis. This firm serves well known reputable schools and non-profit organizations such as University of La Verne, Claremont Graduate School, California State University, City of Hope, and Kaiser Permanente.

The term for this contract would be for up to five years, as allowed under Education Code §17596, renewable annually at the College's option. The hourly billing rate for such positions is in the range of \$23 to \$33 per hour. These are reasonable rates, within current market conditions, and comparable to in-house salary schedules.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the awarding of a contract to Robert Half International, Inc. to provide temporary staffing services on an as-needed basis in support of Human Resources operations.

Prepared by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #12

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 22, 2012</u>	CONSENT
SUBJECT:	<u>CyberWatch West Grant (Contract Amendments)</u>	

BACKGROUND

Mt. San Antonio College currently has 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 California State Polytechnic University, Pomona; California State University (CSU), Dominguez Hills; CSU San Bernardino; and Whatcom Community College – is to strengthen and build an information security workforce and produce a greater number of highly qualified information assurance professionals in the Western United States. 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 amend previously approved contracts with Cal Poly Pomona, CSU Dominguez Hills, CSU San Bernardino, and Whatcom Community College.

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio College will amend an existing subcontract with Cal Poly Pomona to oversee the grant’s student development activities including student organizations, professional organizations, internships, and competitions. The amendment adds \$121,537 to the existing contract for a new total of \$252,092. The amended subcontract period is October 1, 2012, through September 30, 2013.

Mt. San Antonio College will amend an existing subcontract with CSU Dominguez Hills to oversee the grant’s curriculum activities including skill-building, articulation, course development, and assessment/mapping. The amendment adds \$89,036 to the existing contract for a new total of \$183,072. The amended subcontract period is October 1, 2012, through September 30, 2013.

Prepared by: <u>Adrienne J. Price</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #13</u>

SUBJECT: CyberWatch West Grant (Contract Amendments)

DATE: August 22, 2012

Mt. San Antonio College will amend an existing subcontract with 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 amendment adds \$93,002 to the existing contract for a new total of \$181,572. The amended subcontract period is October 1, 2012, through September 30, 2013.

Mt. San Antonio College will amend an existing subcontract with Whatcom Community College to collaborate on all grant activities and conduct outreach to high schools, community colleges, and universities in the Pacific Northwest. The amendment adds \$83,833 to the existing contract for a new total of \$167,114. The amended subcontract period is October 1, 2012, through September 30, 2013.

Funding Source

National Science Foundation.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 22, 2012</u>	CONSENT
SUBJECT:	<u>Asian American and Native American Pacific Islander-Serving Institutions Grant - Acceptance of Funds and Approval of Purchases</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

This grant award is for Year Two funding (\$400,000) of a five-year award. Continued grant funding is contingent upon annual performance reviews. The total grant award is projected to be \$2,000,000.

The Year Two performance period is October 1, 2012, through September 30, 2013. The performance period for the grant is October 1, 2011, through September 30, 2016.

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

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

Funding Source

U. S. Department of Education.

RECOMMENDATION

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

Prepared by: <u>Adrienne J. Price</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #14</u>

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

DATE: August 22, 2012

CONSENT

SUBJECT: Child Development Workforce Initiative Grant - Acceptance of Funds
and Approval of Activities

BACKGROUND

Mt. San Antonio College received an award notification for a grant titled "Child Development Workforce Initiative," funded by the Los Angeles Universal Preschool. The purpose of the grant is to meet significant challenges that the early child care and education field has faced in attracting and maintaining a workforce that is adequately skilled, well prepared, and culturally and linguistically reflective of the children and families being served. The project will include a three-tier process that includes recruitment from high school, completion of Mt. SAC Child Development certificates and degrees, and transfer to a four-year university to complete a BA in Child Development or Early Childhood Education.

This grant will support students' completion of Child Development permits, certificates, and transfer and degree requirements through dedicated advisement, workshops, coursework, and stipends for core members.

As part of the grant activities, permission is requested to purchase food and promotional materials for grant-related activities, pay for student stipends, and other student-related costs related to the grant.

ANALYSIS AND FISCAL IMPACT

The grant award is \$241,484. The period of performance is July 1, 2012, through June 30, 2013.

The funding agency has approved the expenditure of grant funds to support the following: faculty reassigned time and/or overload to develop and implement grant activities; non-instructional salaries for a project director, project coordinator, educational advisor, data entry, and related support; employee benefits; instructional and non-instructional supplies and materials; travel/conference for participants including students and non-Mt. SAC employees; financial support for participants including reimbursements, stipends, skills training, CPR training, and Live Scan; professional development and outreach; publication/duplication costs; and food services/catering.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #15

SUBJECT: Child Development Workforce Initiative Grant - Acceptance of Funds and Approval of Activities

DATE: August 22, 2012

Permission is requested for the following, as specified in the grant budget:

- Purchase food and/or catering services for professional development, outreach and workshops, and other grant-related meetings, not to exceed \$2,000.
- Purchase promotional items for outreach, not to exceed \$5,000.
- Pay for student support costs, stipends, skills training, and Live Scan screening.

Funding Source

Los Angeles Universal Preschool.

RECOMMENDATION

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

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

DATE: August 22, 2012

CONSENT

SUBJECT: Family and Consumer Sciences Discipline/Industry Collaborative Grant -
Approval of Contract and 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 for the following to enter into contract with California State University, Long Beach; and reimburse non-Mt. SAC employees for the purchase of supplies related to the implementation of grant events and activities.

ANALYSIS AND FISCAL IMPACT

The grant will sponsor the California Consumer Affairs Association's Annual Conference, which will be held at California State University, Long Beach, October 29-30, 2012. This professional development event will cover consumer affairs topics such as scams targeting military personnel, consumer privacy, homeownership, free legal aid, debt collection, immigration fraud, student debt, health care, affinity crimes, and legislative briefings. Permission is requested to enter into contract with California State University, Long Beach, for facilities and audiovisual equipment, in an amount not to exceed \$4,000.

Throughout the year, the grant will sponsor a variety of events coordinated by partners and contractors throughout the state. These events will require the purchase of miscellaneous materials and supplies. Permission is requested to reimburse non-Mt. SAC employees for these expenses.

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

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees approves the activities and the contract with California State University, Long Beach, as defined above.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #16

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 22, 2012</u>	CONSENT
SUBJECT: <u>Center of Excellence - Acceptance of Funds and Approval of Activities</u>	

BACKGROUND

The Center of Excellence is funded by the California Community Colleges Economic and Workforce Development Program to conduct environmental scanning. In partnership with business and industry, the Center researches, analyzes, and presents information on regional economic and workforce needs, customized for community colleges.

ANALYSIS AND FISCAL IMPACT

The Center of Excellence grant is renewed each year by the Chancellor’s Office. The grant award is \$205,000 for the period July 1, 2012, through June 30, 2013.

The match requirement of \$102,500 is met and exceeded through the award of the CTE Hub to the Center of Excellence (\$150,000 per year) and other in-kind match.

Funding Source

California Community Colleges Chancellor’s Office, Economic and Workforce Development Division.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the funds and approves the activities for the Center of Excellence.

Prepared by: Joumana McGowan/Audrey Reille Reviewed by: Virginia R. Burley
Recommended by: Bill Scroggins Agenda Item: Consent #17

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

DATE: August 22, 2012

CONSENT

SUBJECT: Bringing Theory to Practice Grant - Acceptance of Funds and Approval
of Activities

BACKGROUND

Mt. San Antonio College has been awarded a grant titled "Bringing Theory to Practice," funded by the Bringing Theory to Practice Project (an independent organization working in partnership with the American Association of Colleges & Universities (AAC&U) and supported by the S. Engelhard Center and the Christian A. Johnson Endeavor Foundation). The purpose of the grant is to plan and conduct a seminar that brings together diverse members of the campus community for a dialogue on political issues impacting students of color. An estimated 120 students will participate in the seminar.

As part of the grant activities, permission is requested to:

- purchase food for the event (not to exceed \$700); and
- purchase promotional items for the event (not to exceed \$200)

ANALYSIS AND FISCAL IMPACT

The funding agency has approved the expenditure of grant funds (\$1,000) to support the following: non-instructional supplies and promotional materials, publicity (advertisements and invitations), printing/publication, speaker fees, and meals/refreshments for participants.

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

Funding Source

Bringing Theory to Practice, an independent organization with AAC&U and funded by the S. Charles Engelhard Center and the Christian A. Johnson Endeavor Foundation.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the funds from the Bringing Theory to Practice grant and approves the activities, as defined above.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #18

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 22, 2012</u>	CONSENT
SUBJECT: <u>Affiliation Agreements for Students in the Histotechnology Program</u>	

BACKGROUND

Students enrolled in the Histotechnology program require use of clinical facilities for training. Students are required to complete 240 hours of work experience in a clinical affiliate site. Advanced Skincare Histology Services, Fullerton, and University of California, Irvine Medical Center, will provide Mt. SAC students with the necessary training opportunities.

ANALYSIS AND FISCAL IMPACT

The affiliation agreements between Mt. San Antonio College, Histotechnology Program, and the above sites are the standard agreements used by the Natural Sciences Division. They will become effective August 27, 2012.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the affiliation agreements with Advanced Skincare Histology Services, Fullerton, and University of California, Irvine Medical Center.

Prepared by: Larry Redinger Reviewed by: Virginia R. Burley
Recommended by: Bill Scroggins Agenda Item: Consent #19

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

DATE: August 22, 2012

CONSENT

SUBJECT: Continuing Education Division Additions and Changes

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

1. Community Services: Additional Classes for Fall 2012

Course Title/Program	Presenter	Remuneration	Fee
Group Violin Classes	Hymel, Margy	50%	\$212
Ladder Orientation and Terminology	Various	Hourly or no pay	\$48
Exercise Science/Wellness Center Testing:	Various	Hourly	
V02 Maximum Test			
Hydrostatic Weighing			\$65
3-Site Skin Fold Measurement			\$30
V02 Maximum & Hydrostatic Weighing			\$15
Resting Metabolic Rate			\$85
V02 Maximum, Hydrostatic Weighing and			\$35
Resting Metabolic Rate			\$115
Baseline Fitness Assessment			\$65

Community Services - Program Changes

Course Title/Program	From	To
Kick Boxing and Brazilian Jiu Jitsu	Wilson, Lipon	Wilson, Liron
Zumba	Fee: \$35	Fee: \$27-\$37

2. Changes to Existing Contract

Agency (Description of Services)	From	To
Pomona Unified School District Contract #1213-001	Instruction: Staff: 118 hrs. Not to exceed \$8,400	Faradineh, Rahim 59 hrs. @ \$73.36/hr Staff: 59 hours

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #20

SUBJECT: Continuing Education Division Additions and Changes

DATE: August 22, 2012

Funding Sources

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

RECOMMENDATION

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

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

DATE: August 22, 2012

CONSENT

SUBJECT: Continuing Education Division – Wellness Center Offerings

BACKGROUND

For many years the Continuing Education Division has offered fee-based Wellness Center memberships to students, staff, and the community. Membership revenues have not been adequate to cover related expenses, and Wellness Center memberships were discontinued on June 30, 2012. A survey of Wellness Center members was conducted during the summer. The offerings listed below will provide access to Wellness Center facilities on a fee-based, per-class basis, thus enabling the College to assure costs are covered on a class basis and to make adjustments accordingly. Minimum paid enrollment numbers will be required per class.

ANALYSIS AND FISCAL IMPACT

Community Services: Additional Classes for Fall 2012

<u>Course Title/Program</u>	<u>Presenter</u>	<u>Remuneration</u>	<u>Fee</u>
Yoga 1	Bollinger, Cindy	Hourly	\$40
Yoga 2	Brady, June	Hourly	\$45
Body Contouring	Brunzell, Brook	Hourly	\$35
Zumba	Chavira, Debra	Hourly	\$35
Cardio Hoop	Heaston, Sheri	Hourly	\$35
Cardio Kickbox	Heaston, Sheri	Hourly	\$35
Combo	Mocias, Janet	Hourly	\$35
Cardio Dance	Hurter, Shell	Hourly	\$35
Cardio – Circuit Training	Various	Hourly	
5-day (morning class)			\$45
4-day (afternoon class)			\$40
1-day (Saturday class)			\$20

Funding Source

Community Services class registration fees.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Continuing Education Division – Wellness Center offering additions, as presented.

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #21

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 22, 2012</u>	CONSENT
SUBJECT: <u>Biennial Review of the College's Conflict of Interest Code</u>	

BACKGROUND

The Political Reform Act of 1974 requires each agency to conduct a biennial review of its Conflict of Interest and Disclosure Code. The purpose of the code is to provide reasonable assurance that potential areas of conflict of interest of public officials be disclosed and prevented. Under the Political Reform Act of 1974, every state and local government agency is required to adopt a conflict of interest code.

ANALYSIS AND FISCAL IMPACT

The College is recommending that no changes be made to the current adopted code.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews and approves the following Conflict of Interest Code.

Chapter 2 - Board of Trustees

AP 2712 Conflict of Interest Code

References:

Title 2 Section 18730; Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503

(Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference)

The Political Reform Act (Government Code Section 81000, et seq.) requires State and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Exhibits designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head or his or her designee. The agency shall make and retain a copy of all statements filed by its Governing Board Members, Alternate Board Members, as appropriate, and its agency head, and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide, or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclose category.

CATEGORY 6

Individuals who perform under contract the duties of any designated position shall be required to file Statement of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation, or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
1. Board Members	1,2,3
2. College President/CEO	1,2,3
3. Vice President, Administrative Services	1,2,3
4. Vice President, Instruction	2,3
6. Vice President, Student Services	4
7. Vice President, Human Resources	4
8. Chief Technology Officer	4
9. Director, Facilities Planning & Management	4
10. Associate Vice President, Fiscal Services	4
11. Purchasing Manager	4
12. Director of Development and the Mt. SAC Foundation	4
13. Consultant	6

Revised March 2009

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

DATE: August 22, 2012

CONSENT

SUBJECT: Destruction of Records

BACKGROUND

Per State regulation, the destruction of Admissions and Records Office instructor roll books (attendance and grades records) is requested to be destroyed. Roll books including Grade Response Sheets, College Applications, No-Show Sheets, Roll Verifications, Late Adds, Reinstatement to Class, Section/Level Transfer, and Grade Option changes have been placed on an imaging system, and hard copies no longer need to be retained.

ANALYSIS AND FISCAL IMPACT

California Administrative Code, Title 5, Division 10, Chapter 2.5, Articles 2 and 3, commencing with Section 59023 through Section 59029, delineate the period of retention and the methods of destruction of records. Section 59027 (b) states, "The Chief Administrative Officer shall submit to the Governing Board a list of records recommended for destruction and shall certify that no records are included in the list in conflict with these regulations."

The following list of Class 1 – Permanent Records have all been imaged in accordance with California Administrative Code, Title 5, Section 59022 (e). It is appropriate for them to now be securely destroyed.

College Admissions Applications 1999–2007, Instructor Roll Books, Grade Response Sheets,
No-Show Sheets, Roll Verifications, Late Adds, Reinstatement to Class,
Section/Level Transfer Forms, Grade Option Change Forms
associated with the following time periods:
fall 2001, spring 2002, summer 2002,
fall 2002, winter 2002, spring 2003

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the destruction of instructor roll books and other associated class records that have been imaged, for the above terms.

Prepared by: George Bradshaw

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #23

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 22, 2012</u>	CONSENT
SUBJECT:	<u>Contract with UCLA Conference Center in Lake Arrowhead for the Annual Associated Students Fall Leadership Conference</u>	

BACKGROUND

The Associated Students is requesting approval of a contract with the UCLA Conference Center in Lake Arrowhead for its annual leadership conference to be held October 26-28, 2012. Associated Students has hosted a Fall Leadership Conference for more than 45 years. Its purpose is to recruit potential student leaders while encouraging leadership involvement in all areas of the Mt. San Antonio College community. The initial deposit was paid out of the 2011-12 Associated Students budget. Approval is needed to pay the balance due (\$12,000) on the 2012 contract.

ANALYSIS AND FISCAL IMPACT

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

- Total contract fee: \$22,000
- Deposit: \$10,000
- Remaining balance: \$12,000

Funding Source

Associated Students budget.

RECOMMENDATION

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

Prepared by: <u>Maryann Tolano-Leveque</u>	Reviewed by: <u>Audrey Yamagata-Noji</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #24</u>

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

DATE: August 22, 2012

ACTION

SUBJECT: Purchase of Sound Reinforcement Equipment (Bid No. 2922)
[PLACEHOLDER]

BACKGROUND

In the Winter 2012 intersession, the College will occupy the new Design Technology Building Assembly Space. This facility will be equipped with a state-of-the-art digital sound reinforcement system that will enhance a wide variety of performances and presentations in the new area. During previous installations of systems of this type, it was determined that the most efficient and cost-effective model for procuring this equipment is for the College to make necessary purchases directly from suppliers. The College will then supervise the installation of the equipment by contractors and College staff. This allows the College to avoid contractor markup on the equipment and provides tight control over equipment specifications and installation procedures.

Since all of these items are essentially commodity purchases; each item will be awarded individually to the qualified vendor with the lowest price on that item.

ANALYSIS AND FISCAL IMPACT

Due to time constraints in meeting the submittal deadline to the Board of Trustees, a recommendation and the bid summary backup will be presented to the Board of Trustees at its regular meeting on August 22, 2012.

Funding Sources

Measure R Bond, Measure RR Bond Anticipation Note, and State Capital Outlay.

RECOMMENDATION

A recommendation will be presented to the Board of Trustees at its regular meeting on August 22, 2012.

Prepared by: Thomas G. Meikle/William S. Eastham

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #1

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 22, 2012</u>	ACTION
SUBJECT:	<u>Proposed New Board Policy 3440 – Individuals with Disabilities</u>	

BACKGROUND

The College is legally mandated to provide reasonable accommodations for students, employees and visitors of the College, whereas Board Policy 5140 establishes reasonable accommodations, or academic adjustments, for students with disabilities. Board Policy 3440 - Individuals with Disabilities, defines the College’s commitment to all individuals with disabilities. It establishes the Human Resources Office as the primary service provider for employees and visitors with disabilities.

ANALYSIS AND FISCAL IMPACT

Board Policy 3440 has gone through the governance process of the College and is currently approved by various governance committees including the Academic Senate, President’s Advisory Council, President’s Cabinet, and Student Preparation and Success Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves proposed Board Policy 3440 – Individuals with Disabilities.

Prepared by: _____	Grace Hanson	Reviewed by: _____	Audrey Yamagata-Noji
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Action #2

SUBJECT: Proposed New Board Policy 3440 – Individuals with Disabilities

DATE: August 22, 2012

Chapter 3 – General Institution

BP 3440 Individuals with Disabilities

References:

Education Code Sections 67302, 67310, 84850; Title 5, Sections 56000 et seq.; 29 U.S.C Section 794d; 42 U.S.C. Section 12101; 34CFR Sections 104.3 and 104.44; 36CFR Section 11135; 36CFR, part 1194, BP 3410, BP 3420

Under federal and state laws, the College is required to ensure that academic requirements and practices, facilities, electronic information technology, printed and audiovisual materials, and College services and activities are reasonably accessible to individuals with disabilities. The College will make modifications and adjustments as necessary in order to provide equal access.

The Disabled Student Programs & Services (DSPS) Office shall be the primary provider for support programs and services that facilitate equal educational opportunities for students with disabilities who can benefit from instruction as required by federal and State laws. (Refer to Board Policy 5140 for more specific information relating to students with disabilities.)

The College's assigned ADA/504 Compliance Officer will be the contact point for visitors, employees, and students with professionally verified disabilities not participating in DSPS who need reasonable accommodations in order to equally participate in programs and activities at the College.

The College President/CEO in consultation with the Vice President of Human Resources shall assure that the College conforms to all requirements established by relevant laws and regulations.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 22, 2012</u>	ACTION
SUBJECT:	<u>Proposed Revisions to Board Policy 4260 – Prerequisites, Corequisites, And Advisories</u>	

BACKGROUND

Mt. San Antonio College (Mt. SAC) is continuing the process of updating and aligning the College’s Board Policies with the recommended policies developed through the College’s legal counsel, Liebert Cassidy Whitmore, in conjunction with the Community College League of California (CCLC). Mt. SAC is a member of the Board Policy and Administrative Regulation Subscription Service coordinated by the CCLC. The College has utilized the shared governance process to review the proposed revision to Board Policy 4260. The review includes input from President’s Cabinet, Academic Mutual Agreement Council, and the Academic Senate.

ANALYSIS AND FISCAL IMPACT

The goal is to continue to review the current Mt. SAC Policies and align them with the policies recommended by our legal counsel and the CCLC. This policy has been reviewed by the President’s Cabinet as well as shared with the President’s Advisory Council. The proposed revisions were received by the Board for first reading and discussion in July 2012. At that time, no other changes were recommended.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves revisions to Board Policy 4260 – Prerequisites, Corequisites, and Advisories.

Prepared by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Action #3

SUBJECT: Proposed Revisions to Board Policy 4260 – Prerequisites, Corequisites, and Advisories

DATE: August 22, 2012

Chapter 4 – Academic Affairs

BP 4260 Prerequisites, ~~Co-requisites~~ Corequisites, and Advisories

References:

Education Code Section 78016, Title 5, Section 55000, and 55003, Board Policy 3255

Information in the Catalog and Schedule of Classes

The College shall provide the following explanations both in the College catalog and in the schedule of classes:

1. Definitions of prerequisites, ~~co-requisites~~ corequisites, and limitations on enrollment including the differences among them and the specific prerequisites —~~co-requisites~~ corequisites, and limitations on enrollment that have been established.
2. A procedure for a student to challenge prerequisites, ~~co-requisites~~ corequisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge.
3. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.

Challenge Process

The College shall establish a process by which any student that does not meet a prerequisite or ~~co-requisite~~ corequisite or who is not permitted to enroll due to a limitation on enrollment may seek entry into a class.

Curriculum Review Process

The College certifies that:

1. The Educational Design Committee has been established by mutual agreement of the administration and the Academic Senate.
2. The Educational Design Committee shall establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment pursuant to Title 5. ~~and the California Community College Chancellor's Model District Policy.~~

SUBJECT: Proposed Revisions to Board Policy 4260 – Prerequisites, Corequisites, and Advisories

DATE: August 22, 2012

3. The Educational Design Committee shall verify and provide documentation that prerequisites and ~~co-requisites~~ **corequisites** meet the scrutiny specified in Title 5. ~~and the California Community College Chancellor's Model District Policy.~~

Program Review

As a regular part of the **non-Career and Technical Education (CTE)** program review process, or at least every six years, the College shall review each prerequisite, ~~co-requisite~~ **corequisite**, advisory, and limitation on enrollment to establish that each is still supported by the faculty in the discipline or department and by the Educational Design Committee and is still in compliance with all other provisions of this policy and with the law.

As a regular part of the CTE program review process, or at least every two years, the College shall review each prerequisite, corequisite, advisory, and limitation on enrollment to establish that each is still supported by the faculty in the discipline or department and by the Educational Design Committee and is still in compliance with all other provisions of this policy and with the law.

Implementing and Enforcing Prerequisites, ~~Co-requisites~~ Corequisites, and Limitations on Enrollment

The implementation and enforcement of prerequisites, ~~co-requisites~~ **corequisites**, and limitations on enrollment must be done in some consistent manner and not left exclusively to the classroom instructor. Therefore, the College shall establish procedures so that every attempt shall be made to enforce all conditions that the student must meet to be enrolled in a class through the registration process so that the student is not permitted to enroll unless the student:

1. has met all the conditions;
2. has met all except those for which he or she has a pending challenge, or;
3. has met all except those for which further information is needed before final determination is possible of whether the student has met the condition.

~~Instructor's~~ **Professor's** Formal Agreement to Teach the Course as Described

The College shall establish a procedure to ensure that **each section of the prerequisite or corequisite course will be taught by qualified faculty and** ~~courses~~ will be taught in accordance with the outline of record. This applies specifically to those aspects of the course outline that serve as the basis for justifying the establishment of the prerequisite, ~~co-requisite~~ **corequisite**, or advisory.

SUBJECT: Proposed Revisions to Board Policy 4260 – Prerequisites, Corequisites, and
Advisories

DATE: August 22, 2012

Adopted May 26, 2004
Revised February 27, 2008

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 22, 2012</u>	ACTION
SUBJECT:	<u>Proposed Revisions to Board Policy 5140 – Students with Disabilities</u>	

BACKGROUND

A Policy for providing academic adjustments to eligible students with disabilities is required by Title 5 (section 56027). The College’s Board Policy 5140 - Students with Disabilities, is updated to comply with revised ADA and other laws. The primary purpose of this Policy is to establish that students with disabilities are welcomed and have rights to access any aspect of the College. The major changes to the Policy are that the provisions are tailored to students with disabilities. The Policy reinforces that The Disabled Student Programs & Services (DSPS) Office is the primary service provider for eligible students with disabilities, and Human Resources (ADA/504 Compliance Officer) is a backup.

ANALYSIS AND FISCAL IMPACT

Board Policy 5140 has gone through the governance process of the College and is currently approved by various governance committees including the Academic Senate, President’s Advisory Council, President’s Cabinet, the Academic Mutual Agreement Council, and the Student Preparation and Success Council. The proposed revisions were received by the Board for first reading and discussion in July 2012. At that time, no other changes were recommended.

A different policy is written to address the accessibility needs of visitors and employees of the College, Board Policy 3440 – Individuals with Disabilities.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves proposed revisions to Board Policy 5140 – Students with Disabilities.

Prepared by: _____	Grace Hanson	Reviewed by: _____	Audrey Yamagata-Noji
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Action #4

SUBJECT: Proposed Revisions to Board Policy 5140 – Student with Disabilities

DATE: August 22, 2012

Chapter 5 – Student Services

BP 5140 Students with Disabilities

References:

Education Code Sections 67302, 67310, 84850; Title 5, Sections 56000 et seq.; **29 U.S.C Section 794d**; 42 U.S.C. Section 12101; 34CFR Sections 104.3 and 104.44; 36CFR Section 11135; **36CFR, part 1194**

Under federal and State laws, the College is required to ensure that academic requirements and practices, facilities, electronic information technology, printed materials, and college services and activities are reasonably accessible to students with disabilities. The College will make modifications as necessary in order to provide equal access.

The Disabled Student Programs & Services (DSPS) Office shall be the primary provider for support programs and services that facilitate equal educational opportunities for students with disabilities who can benefit from instruction as required by federal and State laws.

DSPS services shall be available to students with professionally verified disabilities. The services to be provided are based on educational need and include, but are not limited to, priority registration, reasonable classroom and testing accommodations, sign language interpreters, **closed or open captioning**, printed college material in alternate formats, transportation from class to class, adaptive equipment, specialized classes and support programs, and disability and academic counseling.

The College President/CEO in consultation with the ~~Chief Student Services Officer~~ **Vice President, Student Services** shall assure that the DSPS Program conforms to all requirements established by the relevant law and regulations.

Students with disabilities have the right to receive reasonable academic adjustments in order to create an educational environment where they have equal access to instruction without fundamentally altering any course, educational program, or degree. Students with disabilities are not required to register with DSPS. The College's assigned **ADA/504 Compliance Officer** ~~Coordinator~~ **is will be** the contact point for students with professionally verified disabilities, not participating in DSPS, who need reasonable accommodations in order to equally participate in the regular educational programs at the College.

Adopted 6.23.04

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 22, 2012</u>	ACTION
SUBJECT: <u>Proposed New Board Policy 7211 – Minimum Qualifications and Equivalencies</u>	

BACKGROUND

Mt. San Antonio College (Mt. SAC) is continuing the process of updating and aligning the College’s Board Policies with the recommended policies developed through the College’s legal counsel, Liebert Cassidy Whitmore, in conjunction with the Community College League of California. (CCLC). Mt. SAC is a member of the Board Policy and Administrative Regulation Subscription Service coordinated by the CCLC. The College has utilized the shared governance process to review the proposed revision to BP 4260. The review includes input from President’s Cabinet, Academic Mutual Agreement Council, and the Academic Senate.

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves Board Policy 7211 – Minimum Qualifications and Equivalencies.

Prepared by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Action #5

SUBJECT: Proposed New Board Policy 7211 – Minimum Qualifications and
Equivalencies

DATE: August 22, 2012

Chapter 7 – Human Resources

BP 7211 Minimum Qualifications and Equivalencies

References:

Education Code Sections 70902(d), 87001, 87003, 87359, 87743.2; Title 5 Section 53400, et seq.

Faculty shall meet the minimum qualifications established by the Board of Governors as presented in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

It is the policy of the District to provide an opportunity for individuals applying for academic positions within the District to demonstrate their qualifications as presented either by the aforementioned minimum qualifications or through a locally approved equivalency.

For determining appropriate equivalencies to the State's minimum qualifications, the Board agrees to accept the recommendations of the Academic Senate as authorized by Education Code Section 70902(d). The process, criteria, and standards are by which the Academic Senate will reach its determinations are delineated in Administrative Procedure 7211, which is developed and agreed upon jointly by the Academic Senate and the College President & CEO as the Board's designee. Equivalencies may not waive or lower standards so as to accept less-qualified individuals. Equivalencies shall be determined for disciplines, not for courses or subject areas within disciplines.

The Academic Senate's Equivalency Committee is tasked with making recommendations to the Academic Senate regarding the requirements of Education Code Section 87359 and shall:

- Recommend the criteria to be used for determining equivalency;
- Evaluate the acceptability of proposed equivalencies in accordance with AP 7211;
- Recommend proposed equivalencies to the Academic Senate;
- Maintain the currency of established equivalencies; and
- Monitor the equivalency process so as to ensure that it is effective, fair, consistent, and meets legal requirements

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 22, 2012</u>	INFORMATION
SUBJECT: <u>Child Development Center Agency Annual Report</u>	

BACKGROUND

The Mt. San Antonio College Child Development Center received two contracts for the 2011-12 fiscal year from the California Department of Education, Child Development Division. These contracts, CCTR-0131 and CSPP-0238, require the submission of an Agency Annual Report to the State of California. This report is also required to be presented to the Board for informational purposes.

ANALYSIS AND FISCAL IMPACT

The Annual Report is a required component of the State contract requirements.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves this Agency Annual Report for the California Department of Education, Child Development Division. (Distributed as a separate document.)

Prepared by: Tamika Addison/Joumana McGowan Reviewed by: Virginia R. Burley
Recommended by: Bill Scroggins Agenda Item: Information #1