



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 13, 2014

**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 - Pending Litigation (one case)**
- **Conference with Legal Counsel - Potential Litigation (one case)**
- **Public Employee Performance Evaluation**
President & CEO

The Board reserves the right to modify the order of business in the manner it deems appropriate. Closed session shall not extend past the designated time; but, should the business considered in closed session require additional time, the Board shall reserve time after the public meeting to continue discussion.

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

REPORTING OF ACTION TAKEN IN CLOSED SESSION

INTRODUCTIONS AND RECOGNITION

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

Classified Employees (Newly Appointed)

- **Edwin Anonuevo**, Computer Facilities Assistant (Information Technology)
- **Nimrod DelaCruz**, Computer Facilities Assistant (Information Technology)
- **Hector Garcia**, Training and Applications Specialist (Information Technology)
- **Brandi Melton**, Student Services Program Specialist (DSP&S)

Management Employees (Newly Appointed)

- **Guadalupe Hernandez**, Assistant Director (Child Development)
- **Uyen Mai**, Director, Marketing and Communication (Marketing and Communication)

- **Recognition:**

- Award a Certificate of Service to the following retiring staff members:
 - **Tonya Bennitt**, Early Child Development Specialist, Child Development Center, 26 years of service
 - **Karen Pilling**, Benefits Specialist, Human Resources, 13 years of service
- Resignation: **Terri Long**, Dean, Instructional Services, effective July 31, 2014

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of July 23, 2014. (See backup packet Pages 1 through 7.)

PUBLIC COMMUNICATION

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

REPORTS

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

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

BOARD COMMUNICATION

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

9. President's Report – Bill Scroggins, President & CEO
10. Informational Report – Distance Learning, prepared by Meghan Chen, Dean, Library and Learning Resources. (See backup packet Pages 8 and 9.)

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 10 through 15.)
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 Page 16.)
3. Consideration of approval of the Quarterly Investment Report ending June 30, 2014. (See backup packet Page 17.)
4. Consideration of approval of pre-payment of charges for video streaming services to Livestream for the 2014-15 fiscal year. (See backup packet Pages 18 and 19.)
5. Consideration of approval of the expenses for the 2014 Foot Locker, Inc. National Cross Country Championships. (See backup packet Page 20.)
6. Consideration of approval of an agreement with T-Mobile for reimbursement of Division of State Architect inspection costs. (See backup packet Page 21.)
7. Consideration of approval of the purchase of three 40' x 60' modular buildings from American Modular Systems, Inc. (See backup packet Page 22.)
8. Consideration of approval of pre-construction and construction services using the Lease/Leaseback Construction Delivery Method for the Student Success Center. (See backup packet Page 23.)
9. Consideration of approval of agreements to provide professional design and consulting services with Cambridge West Partnership, LLC for the Facility Master Plan, and the 5-Year Construction Plan and Space Inventory; Helix for Construction Support; HMC Architects for Facilities Master Planning Graphics; and with Psomas for the Student Success Center, and the Major Grading, Site Improvements, and Temporary Parking projects. (See backup packet Pages 24 and 25.)

10. Consideration of approval of the following Contract Amendments. (See backup packet Pages 26 and 27.)
 - Contract Construction Support – Helix Environmental - Amendment No. 3.
 - Contract Business and Computer Technology Center – Hill Partnership, Inc. - Amendment No. 1.
 - Contract Parking Structure – Hill Partnership, Inc. – Amendment No. 1.
11. Consideration of approval of the following Proposed Gifts and Donations to the College:
 - James W. Thomas (Merlin Associates) – 1974 Seaplane/Amphibian, Lake SN633 Airframe. Valued by donor at \$98,700; engines and airframe will be used in the Aviation Maintenance Program as a teaching demonstration.
 - Graphic Tech – Two 40' x 80' shelter covers with steel frames. Valued by donor at \$22,500, to be used as shelter for the animals or feed in the Agriculture Sciences Program.
 - Solutions Unlimited – One 40' x 80' shelter cover with steel frame. Valued by donor at \$11,000, to be used as shelter for the animals or feed in the Agriculture Sciences Program.

HUMAN RESOURCES

12. Consideration of approval of Personnel Transactions. (See backup packet Pages 28 through 46.)

INSTRUCTION

13. Consideration of approval of Fermata Nowhere performance at the University of Alaska, Anchorage. (See backup packet Page 47.)
14. Consideration of approval of an affiliation agreement with Alinea Medical Imaging. (See backup packet Page 48.)
15. Consideration of approval of additions and changes for the Continuing Education Division. (See backup packet Pages 49 through 51.)
16. Consideration of modified courses, effective with the 2013-14 and 2014-15 academic years. (See backup packet Page 52.)
17. Consideration of acceptance of the Advanced Technological Education Grant funds and approval of the purchases, as defined. (See backup packet Page 53.)
18. Consideration of approval of the Athletic Special Events expenditures and contracts for 2014-15. (See backup packet Pages 54 and 55.)

ACTION ITEMS

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

1. Consideration of approval of Year-One-of-Three Negotiation Agreement Between CSEA, Chapter 651 and the District for 2014-17. (See backup packet Pages 56 through 61.)
2. Consideration of approval of Year-One-of-Three Negotiation Agreement Between CSEA, Chapter 262 and the District for 2014-17. (See backup packet Pages 62 through 66.)
3. Consideration of approval of Year-One-of-Three Negotiation Agreement Between the Faculty Association and the District for 2014-17. (See backup packet Pages 67 through 78.)
4. Consideration of approval of a Meet-and-Confer Agreement Between the Confidential and Supervisory Employees and the District for 2014-15. (See backup packet Pages 79 and 80.)
5. Consideration of approval of a Meet-and-Confer Agreement Between the Management Employees and the District for 2014-15. (See backup packet Pages 81 and 82.)

DISCUSSION ITEM

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

1. Receive for first reading and discussion proposed revisions to Board Policy 3410 – Nondiscrimination. (See backup packet Pages 83 and 84.)

INFORMATION ITEMS

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

1. Receive new Administrative Procedure 3810 – Claims Against the District. (See backup packet Pages 85 and 86.)
2. Receive revisions to Administrative Procedure 4021, At-Risk Programs and Program Discontinuance. (See backup packet Pages 87 through 92.)
3. Receive revisions to Administrative Procedure 6340 – Bids and Contracts. (See backup packet Pages 93 through 97.)

ADJOURNMENT

Future Board Meetings

September 10, 2014
October 8, 2014
November 12, 2014

Upcoming Events

- August 8, 2014 **Telescope Night**, 9:00 p.m., Building 60
- August 13, 2014 **Board of Trustees Meeting**, 6:30 p.m., Founders Hall
- August 15, 2014 **One World, One Sky: Big Bird's Adventure**, 4:30 p.m., Planetarium
Tales of the Maya Skies, 6:00 and 7:30 p.m., Planetarium
- August 16, 2014 **Secret of the Cardboard Rocket**, 4:30 p.m., Planetarium
Astronaut, 6:00 and 7:30 p.m., Planetarium
- August 22, 2014 **Faculty Convocation/Flex Day**, 8:00 a.m., Design Technology
Center Auditorium
- August 25, 2014 **Fall 2014 Semester Begins**
- September 1, 2014 **Labor Day – Campus Closed**
- September 2-4, 2014 **Associated Students Visibility Day**, 10:00 a.m.-2:00 p.m. and 5:30-
6:30 p.m., Student Life Building
- September 3-4, 2014 **Associated Students Blood Drive**, 9:00 a.m.-7:00 p.m., Student Life
Building

Upcoming Sports Events

- August 23, 2014 **Mt. SAC Football Pancake Breakfast followed by Inter-Squad
Scrimmage**, 7:30 a.m.-noon, Hilmer Lodge Stadium
- August 29, 2014 **Men's Soccer (Azteca Soccer Tournament) vs. West Valley
College**, 7:00 p.m., Soccer Field
- August 31, 2014 **Men's Soccer (Azteca Soccer Tournament) vs. TBA**, 11:00 a.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**

August 13, 2014





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 23, 2014

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Chyr at 6:05 p.m. on Wednesday, July 23, 2014. Trustees Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos, and Student Trustee Mendoza were present.

STAFF PRESENT

Bill Scroggins, President/CEO; James Czaja, Vice President, Human Resources; Mike Gregoryk, Vice President, Administrative Services; Irene Malmgren, Vice President, Instruction; and Audrey Yamagata-Noji, Vice President, Student Services, were present.

1. PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

2. CLOSED SESSION

The Board adjourned to Closed Session at 6:06 p.m. to discuss the following items:

- **Conference with Legal Counsel - Pending Litigation** (one case)
- **Conference with Legal Counsel - Potential Litigation** (two cases)
- **Conference with Labor Negotiators Terri Long, Dean, Instructional Services; and James Czaja, 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

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.

3. PUBLIC SESSION

The public meeting reconvened at 6:43 p.m., and the Pledge of Allegiance was led by Lance Heard, President, Faculty Association.

4. STUDENT TRUSTEE OATH OF OFFICE

President Scroggins administered the Oath of Office to **Paola Mendoza** and welcomed her to the Board as the Student Trustee.

5. REPORTING OF ACTION TAKEN IN CLOSED SESSION

The Board voted unanimously, 7 to 0, to approve a settlement with Continental Plumbing, Inc., in the amount of \$16,031.00.

6. INTRODUCTIONS

The following newly appointed and promoted employees were introduced:

Classified Employees (Newly Appointed)

- **Jacob Avila**, Custodian (Custodial Services) (absent)
- **Meng Lail**, Test Administration Clerk (Assessment and Matriculation) (present)
- **Selene Lopez**, Foods Laboratory Technician (Business Division) (absent)
- **Brandi Melton**, Student Services Program Specialist (DSP&S) (absent)
- **Matthew Naas**, Laboratory Technician (Natural Sciences) (present)
- **Yvette Suarez**, Test Administration Clerk (Assessment and Matriculation) (present)

Classified Employee (Promotion)

- **Jack Tayag**, Lead Custodian (Custodial Services) (absent)

Management Employees (Newly Appointed)

- **Francisco Dorame**, Associate Dean, Counseling (Counseling) (present)

Management Employee (Promotion)

- **Matthew Judd**, Dean, Natural Sciences (Natural Sciences) (present)

7. RECOGNITION

The following Classified retiree was recognized and will attend the August Board meeting to accept her Certificate of Service:

- **Karen Pilling**, Benefits Specialist, Human Resources, 13 years of service

8. APPROVAL OF MINUTES

It was moved by Trustee Chen Haggerty, seconded by Trustee Hall, and passed to approve the minutes of the regular meeting of June 25, 2014. Student Trustee concurred.

9. PUBLIC COMMUNICATION

- Rondell Schroeder and Mark Fernandez spoke on behalf of CSEA, Chapter 262, regarding their concerns about negotiation conduct by the District's lead negotiator during the CSEA 262 Year-One-of-Three Agreement.

10. REPORTS

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

- **Dan Smith**, President, Academic Senate
- **John Lewallen**, President, Classified Senate
- **Lance Heard**, President, Faculty Association
- **Bill Rawlings**, Acting President, CSEA 262
- **Johnny Jauregui**, President, CSEA 651 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

11. BOARD COMMUNICATION

A. Trustee Baca read the following reminder: "At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members."

B. All Board members shared the following comments:

- They welcomed new and promoted employees Jacob Avila, Meng Lail, Selene Lopez, Brandi Melton, Matthew Naas, Yvette Suarez, Jack Tayag, Francisco Dorame, and Matthew Judd.
- They welcomed John Lewallen as the new Classified Senate President.
- They welcomed Paola Mendoza as the new Student Trustee.

C. Trustee Chen Haggerty reported the following:

- She rode in the July 4 parade with Trustees Baca and Chyr.
- On July 17 she, Dr. Scroggins, Joumana McGowan, Jennifer Galbraith, and Carol Impara attended a luncheon meeting with Heartland Market, in Walnut, a nonprofit organization promoting organic food.

D. Trustee Santos reported the following:

- She attended the Pomona Economic Opportunity Center fund-raiser.
- She attended the San Gabriel Valley Economic Partnership Energy Workshop.
- She attended a picnic hosted by Hilda Solis.
- She attended a Metropolitan hearing on Active Transportation, where she mentioned Mt. SAC's parking challenges.

E. Trustee Hidalgo reported the following:

- He plans to attend Friday's Foundation Quakes event.

F. Trustee Bader reported the following:

- She rode in the July 4 parade in La Verne.
- She plans to attend tomorrow night's San Gabriel Valley Civic Alliance dinner at Mt. SAC.

G. Trustee Baca reported the following:

- He rode in the July 4 parade with Trustees Chen Haggerty and Chyr.
- He plans to attend Friday's Foundation Quakes event.
- He congratulated Dr. Audrey Yamagata-Noji for being awarded the John Rice Diversity Award.

H. Trustee Hall reported the following:

- He attended the San Gabriel Valley Regional Chamber of Commerce retreat over the weekend, where it was decided to change the name of the "Jack Newe Farmers' Market" to "Farmers' Market at Mt. SAC."
- He and Larry Redinger, retired Dean of Natural Sciences, are involved in the development of a Summer Science Camp for 7-11 graders.
- He's hosting tomorrow night's San Gabriel Valley Civic Alliance dinner at Mt. SAC and invited everyone to attend.
- He invited everyone to attend the IMC Human Resource breakfast on Friday, July 25, at Pacific Palms, where Representative Curt Hagman will be the speaker.

I. Student Trustee Mendoza reported the following:

- She had nothing to report.

J. Trustee Chyr reported the following:

- He rode in the July 4 parade and thanked Trustee Hall for always providing cars for parades, since it's much nicer to ride than to walk.

12. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed new and promoted employees Jacob Avila, Meng Lail, Selene Lopez, Brandi Melton, Matthew Naas, Yvette Suarez, Jack Tayag, Francisco Dorame, and Matthew Judd
- He welcomed Paola Mendoza
- He thanked the unit negotiation teams for their cooperation during the most recent negotiations.
- He thanked everyone for staying involved with the community regarding upcoming construction projects.

13. **Chau Dao**, Director, Financial Aid/Title V Grant, and **Manuel Cerda**, Assistant Director, presented a report on Financial Aid, Scholarships, and Veterans. **Tom Mauch**, Dean of Counseling, explained the probation levels.

Trustee Chyr commended them for taking on 50% more work with less staff than in the past.

Ms. Dao's and Mr. Cerda's report is posted on the College website with these minutes.

14. **CONSENT CALENDAR**

The following correction was made to the Consent Calendar:

- Pull Consent #8 – Completion Notice.
- Consent #9 (Page 30) – Personnel Transactions – Under Permanent New Hires, the last name on the page should read “**Abby Wood**.”

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

ADMINISTRATIVE SERVICES

1. Approval of the Appropriation Transfers and Budget Revisions Summary.
2. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
3. Approval to re-issue stale-dated warrants, per Education Code 85270.
4. Approval to increase the liability limit to \$700,000 for the College's Fine Arts Insurance Coverage with Huntington T. Block Insurance Agency, for an upcoming exhibition and for the period August 1, 2014, through October 31, 2014.
5. Approval of an agreement to provide professional design and consulting services with P2S Engineering, Inc. for professional engineering consulting services for the Agricultural Sciences Complex Close-Out.
6. Approval of the following Bid:
 - Bid No. 2975 Digital Networked Radio Broadcast Consoles
7. Approval of the following Contract Amendments:
 - Contract Annual Fire Sprinkler Inspection – First Fire Systems - Amendment No. 1
 - Contract Construction Support – Helix Environmental - Amendment No. 2
8. This item was pulled from the Consent Calendar.

HUMAN RESOURCES

9. Approval of Personnel Transactions.

INSTRUCTION

10. Approval of acceptance of Carl D. Perkins Grant funds and Career and Technical Education activities for the 2014-15 academic year.
11. Approval of Basic Skills Grant funds and activities for the 2014-15 academic year.
12. Approval of a contract with the California Department of Education, Child Development Division, for Child Development Center activities and acceptance of funds for the 2014-15 academic year.
13. Approval of additions and changes for the Continuing Education Division.
14. Approval of Mt. SAC Workforce Training Center activities for the 2014-15 academic year.
15. Approval of Workforce Training Center offerings for the 2014-15 academic year.
16. This item was pulled and discussed separately (see Paragraph No. 15).
17. Approval of a contract agreement with Pacific Palms Hotel and Conference Center and authorization of advance payment.
18. Approval of travel for two faculty members and 19 members of the Men's Water Polo team to attend a tournament at the Naval Academy in Annapolis, Maryland.
19. Approval of a physician contract for health screenings and required attendance at football games for academic year 2014-15.
20. Approval of an ambulance contract for the Mt. SAC 2014 football season.
21. Approval of contract agreement with ArbiterSports RefPay for 2014-15.
22. Approval for the attendance of faculty and the Pep Squad team to travel to Nevada for training camp.
23. Approval of the accreditation training expenditures for the 2014-15 academic year.

PRESIDENT'S OFFICE

24. Approval of a license agreement renewal with CLARUS Corporation to produce e-brochures.

STUDENT SERVICES

25. Approval to accept funds and approve purchases and expenditures for the Student Support Services Grant.
26. Approval of a contract with Student Insurance to provide the opportunity for international students to purchase health insurance.

Motion unanimously carried. Student Trustee concurred.

15. CONSENT #16 – KINESIOLOGY, ATHLETICS, AND DANCE DIVISION EXPENDITURE FUNDING FOR THE 2014-15 ACADEMIC YEAR

Dr. Scroggins said that many of the units at the College hold special events that include food, etc. and that, many years ago, the Board of Trustees wanted to see those kinds of items for approval. This is an amount requested, not for a specific event. Travel of over 150 miles will continue to be brought to the Board for approval, per Board policy. Dr. Scroggins asked if it was necessary that these kinds of items come to the Board for approval, going forward. Trustee Hall said he would like to see an accounting report of what's being expended for each program. Rosa Royce explained that a yearly report will be very helpful for Fiscal Services, and Trustee Bader agreed that it would be helpful, as well. Ms. Royce said that she will have a report at the September Board of Trustees meeting.

16. ACTION ITEM #1 – YEAR-ONE-OF-THREE NEGOTIATED AGREEMENT BETWEEN THE DISTRICT AND CSEA, CHAPTER 262 FOR 2014-17

This item was pulled and will be brought back to the Board in August.

17. ACTION ITEM #2 – YEAR-ONE-OF-THREE NEGOTIATED AGREEMENT BETWEEN THE DISTRICT AND CSEA, CHAPTER 651 FOR 2014-17

This item was pulled and will be brought back to the Board in August.

18. ACTION ITEM #3 – YEAR-ONE-OF-THREE NEGOTIATED AGREEMENT BETWEEN THE DISTRICT AND THE FACULTY ASSOCIATION FOR 2014-17

This item was pulled and will be brought back to the Board in August.

19. ADJOURNMENT

The meeting adjourned at 8:30 p.m.

WTS:dl

Distance Learning Program: A Report to the Board of Trustees
Prepared by Meghan Chen, Dean, Library & Learning Resources
August 13, 2014

Mt. SAC's Distance Learning Program allows students to earn two degrees, earn seven certificates, and complete more than 50% of credits in general education through Distance Learning (DL). Additionally, 17 certificates are available 100% online. The College offered **90** more sections of online classes than last year. Compared to 2012-13, enrollment in online classes *increased* by 17.94%, while hybrid classes *decreased* by 11%, as illustrated below:

	2012-13		2013-14		# Increase/Decrease from 2012-13		% Increase/Decrease from 2012-13	
	Type	Sections	Enrollment	Sections	Enrollment	Sections	Enrollment	Sections
Online	185	6,194	275	7,305	90	1,111	48.65%	17.94%
Hybrid	273	7,990	234	7,111	-39	-879	-14.29%	-11%
Total	458	14,184	509	14,416	51	232	11.14%	1.64%

Student Success in Distance Learning Classes:

Success rates average for 2013-14 compared to 2012-13: 64.41% in hybrid classes, a 2.11% **increase**; and 59.64% in online classes, a 1.14% **increase**. Retention rates average for 2013-14 are also trending upwards, 2% increase in hybrid classes and declining by 0.04% in online classes compared to last year.

Student Access to Easier-to-Find Information about Distance Learning:

A student survey was conducted to identify topics on which students want information. The 1,200 responses revealed the following informational needs in four categories:

1. Before registration – to inform their decision on whether to take distance learning classes
2. About registration – to facilitate their registration process
3. After registration – to guide them on how to succeed in online classes
4. Other resources – to get them to support services

Student responses are guiding the distance learning webpage improvement. The first phase will be launched in time to support students just as they begin their online classes in Fall 2014. Informing them early in the semester about the many support services Mt. SAC offers may increase student usage of services and may promote early success.

Instructional and Academic Support for Online Learning:

A. Library electronic resources usage by online and traditional classes

- The ProQuest multidisciplinary database bundle (over 15 major databases) saw **over 990,000** searches and downloads of **99,000+** full text articles in 2013-14. Students have access to 7,000 e-books.
- 25 LibGuides available online 24/7 to help students do research on their topics.
- Library information science courses LIBR 1 and 1A have been offered online.
- The Library will be piloting QuestionPoint in Fall 2014, a 24/7 reference services available to all Mt. SAC students. This will expand reference services beyond 72 public hours per week.
- The Library implemented an online study room scheduling tool, eliminating long lines at the front desk.

- B. Online Tutoring: Added Accounting and Elementary Statistics to Math, Chemistry, and Physics
Usage jumped **five** times from Fall 2012, with 274 sessions (synchronous and asynchronous) in Fall 2013 alone. That's more than *double* the online tutoring activities in academic year 2012-13.

Substantive Change Proposal Approved by ACCJC in November 2013:

In addition to A.A. and A.S. degrees, for which 50% or more of the general education requirements are available online, the College now offers 17 certificate programs fully online and 10 certificates 50% or more online.

17 Certificates Available Fully Online	10 Certificates Available 50% or More Online
CIS Professional Certificate in Networking	Business: Retail Management – Level II
CIS Professional Certificate in Telecommunications	Business: Escrow Management
Information and Operating Systems Security	Business: Marketing Management
CIS Professional Certificate in Database Management – Microcomputers	CIS Professional Certificate in Network Security
CIS Professional Certificate in SQL Server	Hospitality: Catering
CIS Professional Certificate in C++ Programming	Hospitality: Restaurant Management – Level II
CIS Professional Certificate in Java Programming	Microcomputer Productivity Software
CIS Professional Certificate in Visual Basic Programming	Nutrition Program Assistant – Level I
CIS Professional Certificate in Object-Oriented Design & Programming	CIS Professional Certificate in Excel and Access
Programming in C++	CIS Professional Certificate in LINUX
Programming in Visual Basic	
CIS Professional Certificate in Windows Operating System Administration	
CIS Professional Certificate in Web Programming	
Hospitality: Hospitality Management – Level I	
Hospitality: Hospitality Management – Level II	
Hospitality: Restaurant Management – Level I	
Introduction to Computer Information Technology	

Mock Accreditation of DL Courses and Gap Analysis:

Sponsored by the Distance Learning Committee, in Spring 2014, a cadre of 17 faculty voluntarily participated in a mock accreditation review in which their courses were reviewed by external volunteer reviewers and two of our own faculty leaders. The process provided a non-evaluative opportunity for faculty to get feedback on strengths and areas for improvement, well before the College's self-study. The results show that our College has been on the right track, that our courses are strong, and that there is room for improvement in areas of accessibility, authentication, and demonstrability of regular and effective contact between the faculty and students.

Future Development:

The Distance Learning Plan (approved June 2013) will continue to be implemented; it reflects the College's strong commitment to student success, support for students, and support for faculty development. Specific interventions to improve student success rates across demographic groups will be developed and implemented to address any disproportionate impact on particular groups. These ongoing efforts at increasing student success will require broad participation and support from across the campus.

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

DATE: August 13, 2014 **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 6/21/14 - 6/30/14**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 19,204
7000 Other Outgo	2,986
7950 Unassigned Fund Balance	49,682
Total	\$ 71,872

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 2,277
2000 Classified/Other Nonacademic Salaries	16,626
3000 Employee Benefits	147

Prepared by: Rosa M. Royce Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #1

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 13, 2014

4000	Supplies/Materials	\$	8,180
5000	Other Operating Expenses/Services		44,642
Total		\$	71,872

Restricted General Fund - 17

From:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	10,905
5000	Other Operating Expenses/Services		25,257
6000	Capital Outlay		132,418
Total		\$	168,580

To:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	6,997
2000	Classified/Other Nonacademic Salaries		49,866
3000	Employee Benefits		92,947
7000	Other Outgo		18,770
Total		\$	168,580

Child Development Fund - 33

From:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	9,773
7940	Assigned Fund Balance		167
Total		\$	9,940

To:

<u>Budget Classification</u>			<u>Amount</u>
3000	Employee Benefits	\$	7,337
5000	Other Operating Expenses/Services		2,436
7920	Restricted Fund Balance		167
Total		\$	9,940

Health Services Fund - 39

From:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	110
Total		\$	110

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 13, 2014

To:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	110
Total		\$	110

Associated Students Trust Fund - 71

From:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	2,365
Total		\$	2,365

To:			
	<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$	2,161
6000	Capital Outlay		204
Total		\$	2,365

Other Trust Funds - 79

From:			
	<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	4,075
3000	Employee Benefits		293
5000	Other Operating Expenses/Services		1,704
Total		\$	6,072

To:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	6,072
Total		\$	6,072

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 13, 2014

BUDGET REVISIONS
For the period 6/21/14 - 6/30/14

Unrestricted General Fund - 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
883900 Video Production	\$ 14,250
883900 Wildlife Sanctuary	1,382
884006 Student Life - Commencement	1,361
884007 Planetarium - Sales	11,958
885000 College Improvements	72
885000 Campus Facility Rentals	40,632
887200 CPR Training Center	1,526
887200 Wellness Center Membership	1,315
887700 Writing Center, Printing Fees	509
887730 Ceramics, Clay Fees	645
887730 Business, Color Copy/Laser Fees	564
887730 Architecture/Design, Production Fees	1,780
887730 Arts, Material Fees	15
887730 Photographics, Production Fees	800
887730 Commercial Art, Print Fees	110
887730 Arts, Print Making Fees	558
887730 Interior Design/Fashion, Print Fees	380
887730 First Aid and CPR Fees	1,140
887730 Industrial Design Technology, Production Fees	70
887900 Expedited Transcript Fees	22,297
888107 Parking - Facility Rental	7,787
888500 Bursar's Office, Duplicate ID Fees - Non-Credit Students	6,980
888545 Air Conditioning, EPA Test Fees	125
888545 Respiratory Therapy Test Fees	1
888545 Welding Certification	3,002
889000 Custodial - Recycling	280
889000 Printing Services	3,138
889000 Loss Control Assistance Fund	4,936
889000 Self-Insured Retention Trust	2,623
898001 Energy Projects - District	152,987

**Former Auxiliary Trust Accounts, transactions from June 10, 2014
to June 30, 2014**

882000 Continuing Education Division Programs	164
882001 Agricultural Club Council	43

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 13, 2014

883900	Continuing Education Division Programs	\$	600
884000	Young Farmers		229
884001	Music - Choral Singers Program		18
884006	Library Division		3,945
884020	Championship Event		5,442
884024	Mountaineer Advertising		2,300
888500	Pep Squad Program		3,553
888500	Flight Training Program		17,931
888500	Music - Instrumental Program		15
889004	Chemistry Program		690
889005	Aquatics Program		2,900
889005	American Readers Theater Program		1,755
889005	Track and Field Program		450
889005	Championship Event		9,532
Total		\$	332,790

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	54,009
3000	Employee Benefits		3,600
4000	Supplies/Materials		36,617
5000	Other Operating Expenses/Services		197,868
6000	Capital Outlay		30,066
7950	Unassigned Fund Balance		10,630
Total		\$	332,790

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
862908	2013-14 Basic Skills	\$	(197,735)
Total		\$	(197,735)

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	(43,512)
3000	Employee Benefits		(16,695)
5000	Other Operating Expenses/Services		(137,528)
Total		\$	(197,735)

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 13, 2014

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
889000 Remodel Food Services, Building 16A	\$ 15,000
Total	\$ 15,000

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 15,000
Total	\$ 15,000

Other Trust Funds - 79

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
898001 2013-14 Mt. SAC Relays	\$ 6,038
Total	\$ 6,038

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7940 Assigned Fund Balance	\$ 6,038
Total	\$ 6,038

RECOMMENDATION

It is recommended that the Board of Trustees approve the appropriation transfers within the Unrestricted General Fund (\$71,872), Restricted General Fund (\$168,580), Child Development Fund (\$9,940), Health Services Fund (\$110), Associated Students Trust Fund (\$2,365) and Other Trust Funds (\$6,072) 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 (\$332,790), Restricted General Fund (\$-197,735), Capital Outlay Projects Fund (\$15,000) and Other Trust Funds (\$6,038) pursuant to the California Code of Regulations, Title 5, Section 58308.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 13, 2014</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
Gilkey, John	Instruction – Music	Tune and repair all pianos	8/14/14– 6/19/15	\$7,000
Volken, Fred W.	Administrative Services – Technical Services	Prepare legal documentation for KSAK antenna relocation	7/1/14– 6/30/15	\$2,000

Funding Source

Unrestricted General Fund – Instruction – Music, Administrative Services – Technical Services.

RECOMMENDATION

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

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

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

DATE: August 13, 2014

CONSENT

SUBJECT: Quarterly Investment Report

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio Community College District was approved for fiscal independence status effective July 1, 2012. As a result, cash and checks are deposited on a daily basis with the Los Angeles County Treasurer's Office. The College maintains 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, 2014:

County of Los Angeles, Cash in County Treasury	\$183,739,411	.64%
Citizens Business Bank, District Clearing Account	4,160	.10%
Citizens Business Bank, Revolving Fund	61,539	.10%
Citizens Business Bank, Community Education Clearing Account	46,181	.00%*
Citizens Business Bank, Web Registration Credit Cards	113,262	.10%
Citizens Business Bank, Parking Services Credit Cards	963	.10%
Citizens Business Bank, Performing Arts Center	456	.00%
City National Bank, Federal Perkins Loans	15,983	.00%
Cash with Trustee, Revenue Lease Bonds (COPS)	221,704	.03%

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the June 30, 2014, Quarterly Investment Report, as presented.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 13, 2014</u>	CONSENT
SUBJECT:	<u>Livestream Video Streaming Services</u>	

BACKGROUND

The Technical Services Department has previously used the Livestream video streaming services for the provision of premium internet live video streaming services with a discount for annual pre-payment of services.

Because of the utility-like nature of internet streaming services, vendors providing this service require pre-payment of monthly service fees, with payment in arrears for any bandwidth overage fees. This is similar to the payment structure for telephone services, cable television services, and cell phone services. By pre-paying for these services on an annual basis, the College will receive 13 months of service for the price of 12. Like most providers, Livestream only provides service on a pre-paid basis.

ANALYSIS AND FISCAL IMPACT

Livestream is an internet service company that provides large amounts of bandwidth on-demand for video streaming services. The Technical Services Department uses the services of Livestream to provide bandwidth on-demand for live internet video streaming without compromising the integrity or accessibility of the campus network.

Live internet video streaming is used to provide public access to major College events such as Commencement, the Cross Country Invitational, and the Mt. SAC Relays as well as to provide coverage of smaller events and meetings on campus.

By pre-paying for these services on an annual basis, the District realizes a substantial discount in the monthly service rate for internet bandwidth. On months where an exceptionally large amount of bandwidth is required for an event with a large public audience, the agreement will be temporarily advanced from the Premium Plan to the Network Plan at an additional pre-paid cost.

The 13-month cost of this service on a pre-paid basis is \$3,000. Pre-payment for service level increases throughout the year will not exceed an additional \$5,000. The pre-paid cost per month to increase service from the Premium Plan to the Network Plan averages \$1,020, which includes 15,000 hours of internet viewing. Hours over 15,000 are billed at \$.17 per hour.

Prepared by:	<u>William Eastham</u>	Reviewed by:	<u>Mike Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #4</u>

SUBJECT: Livestream Video Streaming Services

DATE: August 13, 2014

In measuring network bandwidth consumption for live video streaming, a viewer hour is measured as one computer viewing the webcast for one hour; a typical large college webcast could have as many as 5,000 people watching for several hours.

Although there are numerous service providers for this type of streaming service, Livestream has a five-year history with the College, during which their performance on live event streaming has been faultless. Because of our long history with Livestream, we have invested in expensive hardware and software specific to feeding their service, and this investment would be lost if we switched service providers. Additionally, the cost of the Livestream Premium Service is very competitive when compared with the cost of other premium, ad-free service providers.

Funding Source

Unrestricted General Fund – Revenue-Generated Accounts - Video Production.

RECOMMENDATION

It is recommended that the Board of Trustees approves the pre-payment of charges for video streaming services to Livestream for the 2014-15 and subsequent fiscal years.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 13, 2014</u>	CONSENT
SUBJECT:	<u>Approval of Expenditures: 2014 Foot Locker, Inc. National Cross Country Championships in San Diego, CA</u>	

BACKGROUND

Since December 2004, the Technical Services department has been contracted by Foot Locker, Inc. to provide broadcast and webcast coverage of the Foot Locker National Cross Country Championships in San Diego, California. This contract is an outgrowth of production activities at the Foot Locker Regional Championships held at the College. Board approval is required for expenditure of travel funds for the 2014 event, taking place on December 13, 2014.

As part of the production activities, authorization is requested to:

- provide advance payment of deposits and expenses for hotel accommodations and parking for College employees, professional experts, and independent contractors (not to exceed \$4,400);
- provide out-of-town per-diem payment to all individuals working on the event (not to exceed \$2,500); and
- provide refreshments and light snacks for all individuals working on the event (not to exceed \$500).

ANALYSIS AND FISCAL IMPACT

The contract with Foot Locker will cover all housing costs, per-diem, and refreshment costs, as detailed above. The contract will also cover all labor expenses for College employees, professional experts, and independent contractors as well as fuel costs and any necessary supplies or repairs.

Activities will be carried out with contract-generated funds. The project will not impact the College budget.

Funding Source

Contract with Foot Locker, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approves the expenses for the Foot Locker National Cross Country Championships, as presented.

Prepared by: <u>William Eastham</u>	Reviewed by: <u>Michael Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #5</u>

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

DATE: August 13, 2014

CONSENT

SUBJECT: Agreement with T-Mobile West LLC for Division of State Architect
Inspection Costs

BACKGROUND

The District currently has agreements with T-Mobile to provide communications facilities on the roof of two buildings: Art Center Building 1A; and Technology and Health Division Building 28A-B. The facility located on the Arts Center Building requires Division of State Architect (DSA) inspection services in order to provide T-Mobile with final close-out of the existing site. In addition, T-Mobile wishes to install new cabinet equipment, replace existing antennas, and remove and replace seven tower-mounted amplifiers, which will also require DSA inspection services.

ANALYSIS AND FISCAL IMPACT

T-Mobile has agreed to reimburse the College for the costs associated with DSA inspection services for these projects in the amount of \$3,000 for the Arts Building and \$20,000 for the Technology and Health Building. At the end of each project, the College will send a final invoice to T-Mobile detailing all costs. Any remaining balance of the retainer fee will be returned to T-Mobile within 30 days of the completion of the project and final sign-off by DSA. In the event the costs exceed the retainer amount during the course of the project, the College will invoice T-Mobile for those additional costs.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with T-Mobile for reimbursement of DSA inspection costs, as presented.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 13, 2014</u>	CONSENT
SUBJECT:	<u>Purchase of Three Modular Buildings from American Modular Systems, Inc.</u>	

BACKGROUND

Instruction requires additional teaching spaces and faculty offices in order to meet current student demands. In addition to this, the College’s nursing program requires one large lecture classroom space. The space requirement is tied to the program receiving accreditation.

Facilities has accumulated an extensive archive of building project data, an as-built document library, product samples, warranties, and operations and maintenance manuals. This archive is crucial to Facilities’ ability to service the day-to-day needs of the campus.

To meet these needs, the Board's approval is sought to purchase three large modular buildings.

ANALYSIS AND FISCAL IMPACT

Public Contract Code 20652 allows the governing board of any community college district, without advertising for bids and when that Board has determined it to be in the best interest of the College, to authorize the purchase of equipment through another public agency that was awarded a contract based on a formal bid process which permitted its bid to be used ("piggybacked") by other public agencies. The Facilities Advisory Committee has reviewed the options available under the piggyback contract and concurs with this recommendation.

The College will purchase three 40' x 60' modular buildings, totaling \$432,192, from American Modular Systems, Inc., under their Piggyback Bid with Biggs Unified School District Invitation to Bid High Performance Facility Contract, effective through December 2016.

The modular buildings will provide the College with three classrooms to accommodate 150 student stations and seven offices that would accommodate nine faculty and two classified staff.

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of three 40 'x 60' modular buildings from American Modular Systems, Inc.

Prepared by: _____	Gary L. Nellesen	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #7

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 13, 2014</u>	CONSENT
SUBJECT: <u>Lease/Leaseback Construction Services</u>	

BACKGROUND

In 2012, staff conducted an open process to select the best firm to provide construction services under the Lease/Leaseback Construction Delivery Method. Tilden-Coil Constructors, Inc. was selected to provide both pre-construction consulting and construction services. The fee for pre-construction services is based on the construction budget and ranges from 0.75% to 1%. The fee for construction is a Guaranteed Maximum Price.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Contractor:	Tilden-Coil Constructors	
	Project:	Student Success Center	
Item	Description:	Amount	
	Guaranteed Maximum Price (GMP) to provide the full range of construction services necessary to build the new 22,886-square-foot, three-story Student Success Center including extensive site improvements, utility infrastructure upgrades, and improvements to the electrical distribution equipment at the adjacent Student Services Building. The cost breakdown is as follows:		
	• Subcontractor Costs:	\$11,050,926	
	• General Conditions, Overhead, Profit, Bonds, and Insurance:	\$1,872,083	
	• Allowances	\$290,000	
	• Construction Contingency	\$365,286	
	• Preconstruction Fee Adjustment	\$49,787	
	Guaranteed Maximum Price:		\$13,628,082

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

Prepared by: <u>Gary L. Nellesen</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #8</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 13, 2014</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services</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 contracts are presented for approval:

#1	Consultant:	Cambridge West Partnership, LLC	
	Project:	Master Plan	
Item	Description:	Amount	
	Provide professional consulting services as needed to update the Facility Master Plan. Services are provided at an hourly rate, as needed, up to a maximum:	\$32,000.00	
	Contract Amount:		\$32,000.00

#2	Consultant:	Cambridge West Partnership, LLC	
	Project:	5-Year Construction Plan and Space Inventory	
Item	Description:	Amount	
	Provide professional consulting services to prepare the 5-Year Construction Plan and Facility Space Inventory for the submittal to the State Chancellor's Office for 2014. Services are provided for a fixed fee.	\$39,000.00	
	Contract Amount:		\$39,000.00

#3	Consultant:	Helix	
	Project:	Construction Support	
Item	Description:	Amount	
	Provide professional biological consulting services related to the development of the northeast corner of campus. Services include the preparation of a Biological Survey and Biological Resources Technical Report. The report will include recommendations for potential California Environmental Quality Act mitigation measures for the development of this area of campus.	\$7,800.00	
	Contract Amount:		\$7,800.00

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

SUBJECT: Professional Design and Consulting Services

DATE: August 13, 2014

#4	Consultant:	HMC Architects	
	Project:	Facilities Master Planning Graphics	
Item	Description:	Amount	
	Provide professional architectural and civil engineering services for the graphics update to the existing Facility Master Plan and the 2014 Measure RR Implementation Plan.	\$47,920.00	
	Reimbursable expenses:	\$2,000.00	
	Contract Amount:		\$49,920.00

#5	Consultant:	Psomas	
	Project:	Student Success Center	
Item	Description:	Amount	
	Provide professional engineering services to provide a Storm Water Pollution Prevention Plan (SWPPP) for the new Student Success Center.	\$7,500.00	
	Provide professional engineering services to provide a Qualified Storm Water Pollution Prevention Plan Practitioner (QSP) Construction Monitoring services on an on-call basis during construction of the Student Success Center project.	\$17,000.00	
	Reimbursable expenses:	\$2,000.00	
	Contract Amount:		\$26,500.00

#6	Consultant:	Psomas	
	Project:	Major Grading, Site Improvements, and Temporary Parking	
Item	Description:	Amount	
	Provide professional engineering services to provide a Qualified Storm Water Pollution Prevention Plan Practitioner (QSP) Construction Monitoring services on an on-call basis during construction of the Major Grading, Site Improvements, and Temporary Parking project.	\$4,500.00	
	Reimbursable expenses:	\$500.00	
	Contract Amount:		\$5,000.00

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 13, 2014</u>	CONSENT
SUBJECT: <u>Professional Design and Consulting Services (Contract Amendments)</u>	

BACKGROUND

In order to commence design on construction and renovation projects, and to provide for the ongoing maintenance for college facilities, it is necessary to retain the services of qualified professionals.

ANALYSIS AND FISCAL IMPACT

The following contract amendment is presented for approval:

#1	Consultant:	Helix Environmental	No.	3
	Project:	Construction Support		
Item	Description:	Amount		
	Professional biological consulting services necessary for the development of a Wetland Mitigation Plan required for the permitting of the West Parcel.	\$8,000.00		
	Total	\$8,000.00		
	Original Contract Amount	\$51,500.00		
	Net Change by Previous Amendments	\$21,700.00		
	Net Sum Prior to This Amendment	\$73,200.00		
	Amount of Amendment No. 3	\$8,000.00		
	New Contract Sum	\$81,200.00		
	Percentage of Change to Contract, to Date	57.67%		

#2	Consultant:	Hill Partnership, Inc.	No.	1
	Project:	Business and Computer Technology Center		
Item	Description:	Amount		
	Provide additional professional architectural and engineering design services to increase the scope of work to include the addition of a Security Consultant for access control systems, the campus store, hospitality, kitchen and food services consulting services, and value engineering services.	\$194,811.00		
	Total	\$194,811.00		
	Original Contract Amount	\$3,233,989.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$3,233,989.00		
	Amount of Amendment No. 1	\$194,811.00		
	New Contract Sum	\$3,428,800.00		
	Percentage of Change to Contract, to Date	6.02%		

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

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

DATE: August 13, 2014

#3	Consultant:	Hill Partnership, Inc.	No.	1
	Project:	Parking Structure		
Item	Description:	Amount		
	Provide additional professional architectural and engineering design services to increase the scope of work to include the addition of a bike lane at Grand Avenue, a new elevator and loading dock at the Building 9A Bookstore, a new restroom and service facility at the Parking Structure plaza, and revision of the Foundation House site.	\$115,193.00		
	Total	\$115,193.00		
	Original Contract Amount	\$2,593,297.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$2,593,297.00		
	Amount of Amendment No. 1	\$115,193.00		
	New Contract Sum	\$2,708,490.00		
	Percentage of Change to Contract, to Date	4.44%		

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

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

DATE: August 13, 2014

CONSENT

SUBJECT Personnel Transactions

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Azul, Amy
 Position: Tutorial Services Specialist New: Yes
 Department: The Writing Center
 Range/Step: A-88, Step 3 Salary: \$4,578.42/month
 Job FTE: 1.00/12 months
 Effective: 8/14/14

Name: Barkman, John
 Position: Educational Research Assessment Analyst New: Yes
 Department: Research and Institutional Effectiveness
 Range/Step: A-107, Step 1 Salary: \$5,016.97/month
 Job FTE: 1.00/12 months
 Effective: TBD

Name: De La Cruz Cabrera, Guadalupe
 Position: Student Services Outreach Specialist New: No
 Department: High School Outreach
 Range/Step: A-59, Step 1 Salary: \$3,111.80/month
 Job FTE: 1.00/12 months
 Effective: TBD

Changes of Assignment

Name: Brown, Rachel
 Position: Coordinator, Special Projects
 Department: Technology and Health Division
 Range/Step: A-118, Step 3 Salary: \$3,702.60/month
 Job FTE: 0.60/12 months
 Effective: 8/14/14
 Remarks: Previously 0.475 Job FTE

Prepared by: Human Resources Staff

Reviewed by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #12

SUBJECT: Personnel Transactions

DATE: August 13, 2014

Changes of Assignment (continued)

Name: Guzman, Mario
 Position: Web Developer
 Department: Information Technology
 Range/Step: A-79, Step 2 Salary: \$3,986.88/month
 Job FTE: 1.00/12 months
 Effective: 8/14/14
 Remarks: Previously 0.475 Job FTE

Temporary Out-of-Class Assignment

Name: Martinez, Julia
 From: Clerical Assistant
 To: Secretary
 Department: Adult Basic Education
 Range/Step: A-81, Step 1 Salary: \$1,839.84/month
 Job FTE: 0.475/12 months
 Effective: 8/14/14
 End Date: 10/31/14

Correction to Temporary Out-of-Class Assignment

Name: Demitria, Laura
 From: Clerical Specialist
 To: Facilities Specialist
 Department: Facilities Planning and Management
 Range/Step: A-81, Step 6 Salary: \$4,943.47/month
 Job FTE: 1.00/12 months
 Effective: 7/1/14
 End Date: 12/31/14
 Remarks: Correction in step and salary, was approved on June 25, 2014, as step 5

Retirement

Tonya Bennett, Early Child Development Specialist, Child Development Center, effective 6/3/14

TEMPORARY EMPLOYMENT

Professional Expert Salary Schedule

New rate and title effective 8/14/14
 EMT Specialist \$21.00/hour
 Paramedic Specialist \$27.00/hour

SUBJECT: Personnel Transactions**DATE:** August 13, 2014**ACADEMIC EMPLOYMENT****Initial Salary Placement Adjustment**

Name: Martinez, Regina
Position: Professor, Business Management New: No
Department: Business Administration
Column/Step: III-1 Salary: \$64,306.00/annual
Job FTE: 1.00
Effective: 8/25/14
Remarks: Initially placed on Column I, Step 1

Professional Growth Increment, 2014-15

\$318/month for faculty after serving three or more years at the Initial Service Increment and after competing six semester units of course work

NAME DEPARTMENT EFFECTIVE
Kirchgraber, Albert Mathematics, Comp. Science 8/25/2014

Additional Assignments

Provider	Area/Department	Service/Agreement	Dates	Amount
Azpeitia, Maria	ESL	ESL Flex Day	8/22/14	Not to exceed \$41.74/hour
Barreto, Norma	ESL	ESL Flex Day	8/22/14	Not to exceed \$41.74/hour
Barry, Angela	ESL	ESL Flex Day	8/22/14	Not to exceed \$44.70/hour
Belblida, Abdel-lilah	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour
Bhowmick, Nivedita	ESL	ESL Flex Day	8/22/14	Not to exceed \$44.70/hour
Brink, Janna	ESL	ESL Flex Day	8/22/14	Not to exceed \$44.70/hour
Carmelli, Orna	ESL	ESL Flex Day	8/22/14	Not to exceed \$44.70/hour
Casian, Elizabeth	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour
Chai, Janet	ESL	ESL Flex Day	8/22/14	Not to exceed \$41.74/hour
Cheng, Anny	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour
Chui, Pamela	ESL	ESL Flex Day	8/22/14	Not to exceed \$43.19/hour
Cooke, David	ESL	ESL Flex Day	8/22/14	Not to exceed \$44.70/hour

SUBJECT: Personnel Transactions**DATE:** August 13, 2014**Additional Assignments** (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Cueva, Monica	ESL	ESL Flex Day	8/22/14	Not to exceed \$43.19/hour
DeFranco, Xinhua	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour
Drewry-Van Ommen, Wolterje	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour
Evans, Doug	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour
Fang, Elizabeth	ESL	ESL Flex Day	8/22/14	Not to exceed \$43.19/hour
Foisia, L.E.	ESL	ESL Flex Day	8/22/14	Not to exceed \$43.19/hour
Fowler, Mina	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour
Gyurindak, Katalin	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour
Hannon, Laura	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour
Hayes, Mihaela	ESL	ESL Flex Day	8/22/14	Not to exceed \$44.70/hour
Herbst, Mark	ESL	ESL Flex Day	8/22/14	Not to exceed \$44.70/hour
Im, Anne	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour
Jacob, Laura	ESL	ESL Flex Day	8/22/14	Not to exceed \$44.70/hour
Kao, Brenda	ESL	ESL Flex Day	8/22/14	Not to exceed \$41.69/hour
Kim, Grace	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour
Kletzien, Kristi	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour
Kolta, Shirley	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour
Laffey, Mary	ESL	ESL Flex Day	8/22/14	Not to exceed \$47.88/hour
Lee, Esther	ESL	ESL Flex Day	8/22/14	Not to exceed \$41.74/hour
Lundblade, Shirley	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour
Martin, Marilyn	ESL	ESL Flex Day	8/22/14	Not to exceed \$44.70/hour
McLaughlin, Marina	ESL	ESL Flex Day	8/22/14	Not to exceed \$41.74/hour

SUBJECT: Personnel Transactions**DATE:** August 13, 2014**Additional Assignments** (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Memcott, Fiona Marie	ESL	ESL Flex Day	8/22/14	Not to exceed \$41.74/hour
Messore, James	ESL	ESL Flex Day	8/22/14	Not to exceed \$44.70/hour
Miho, Yoshiko Dana	ESL	ESL Flex Day	8/22/14	Not to exceed \$47.88/hour
Nixon, Lorrie	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour
Ortega, Sonia	ESL	ESL Flex Day	8/22/14	Not to exceed \$47.88/hour
Prasad, Gayatri	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour
Ramalingam, Leah	ESL	ESL Flex Day	8/22/14	Not to exceed \$43.19/hour
Romero, Vienessa	ESL	ESL Flex Day	8/22/14	Not to exceed \$43.19/hour
Sanetrick, Michael	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour
Silva, Sandra	ESL	ESL Flex Day	8/22/14	Not to exceed \$44.70/hour
Sunnaa, Andrea	ESL	ESL Flex Day	8/22/14	Not to exceed \$47.88/hour
Szok, Kenneth	ESL	ESL Flex Day	8/22/14	Not to exceed \$47.88/hour
Toloui, Mitra	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour
Vandepas, Deborah J.	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour
Vanegas, Yazmin	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour
Warner, Benjamin	ESL	ESL Flex Day	8/22/14	Not to exceed \$44.70/hour
Yanuarina, Christina	ESL	ESL Flex Day	8/22/14	Not to exceed \$46.27/hour

SUBJECT: Personnel Transactions**DATE:** August 13, 2014**MANAGEMENT EMPLOYMENT****Change of Assignment**

Name: Tolano-Leveque, MaryAnn
 Position: Director, Honors Program New: No
 Department: Honors Program
 Range/Step: M-15, Step 5 Salary: \$126,416.00/annual*
 Job FTE: 1.00/12 months
 Effective: 8/14/14
 Remarks: *Includes \$2,000.00 for PhD. Stipend

Out-of-Class Assignment

Name: Sciore, Donald
 Position: Interim Associate Dean, Arts New: Yes
 Department: Arts
 Range/Step: M-19, Step 1 Salary: \$132,780.00/annual
 Job FTE: 1.00/12 months
 Effective: 8/14/14

Resignation

Terri Long, Dean, Instructional Services (Instruction), effective 7/31/14

TEMPORARY EMPLOYMENT**Substitute Employees**

NAME	TITLE	RATIONALE	DEPARTMENT	PAY RATE	HIRE DATE
Harmon, Lorenzo	Student Svcs. Prog. Spec.	Vacancy	Financial Aid.	21.91	07/01/14-07/31/14
Mahan, Megan	Receptionist/Clerical Asst.	Vacancy	Adm. & Records	18.13	06/13/14-06/14/14

Hourly Non-Academic Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Avendano, Monica	Instructional Aide	Child Development Center	9.00	08/25/14-06/30/15
Cordova, Jennifer	Instructional Aide	Child Development Center	9.00	07/01/14-06/30/15
Hyatt, Amber	Instructional Aide	Child Development Center	9.00	07/01/14-06/30/15
James, Amanda	Outreach Specialist	High School Outreach	12.50	07/01/14-12/31/14
Lennear, Claudia	Study Skills Assistant III	Tutorial Services	12.48	07/01/14-07/31/14
Mingrino, David	Model	Fine Arts	21.00	07/01/14-06/30/15
Moore, Peggy	Model	Fine Arts	21.00	07/01/14-06/30/15
Neuharth, Rose	Model	Fine Arts	21.00	07/01/14-06/30/15
Olivagres, Amanda	Activity Aide, Comm. Svcs.	Continuing Education	9.00	07/01/14-07/30/14
Pacheco, Carolina	Career & Transfer Aide I	Career & Transfer Services	10.00	07/01/14-06/30/15

SUBJECT: Personnel Transactions**DATE:** August 13, 2014**Hourly Non-Academic Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Pennings, Megan	Career & Transfer Aide I	Career & Transfer Services	10.00	07/01/14-12/28/14
Perez, Pedro	Tutor IV	Upward Bound	11.75	07/01/14-08/30/14
Sardinas, Marta	Tutor II	Architecture	9.75	07/01/14-06/30/15
Wailase, Salote	Student Intern	Arise	15.00	07/09/14-12/31/14
Zambrano, Diana	Study Skills Assistant I	Tutorial Services	10.27	08/22/14-06/30/15

Professional Expert Employees – New Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Moreno, Blanca	CDC Associate I	Child Development Center	9.00	08/24/15-06/30/15
Moreno, Blanca	CDC Associate II	Child Development Center	9.50	08/24/14-06/30/15
Peterson, Craig	Program Supervisor II	Continuing Education	16.64	09/01/14-06/30/15

Professional Expert Employees – Extended Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Acosta, Albert	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Acosta, Anthony	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Adamiak, Ann	Interpreter III	DSP&S	35.00	08/01/14-06/30/15
Agustin, Navapun	Project Expert/Specialist	Radiology	25.00	07/01/14-06/30/15
Alirez, Janell	Paramedic Specialist	Medical Services	15.60	07/16/14-06/30/15
Alirez, Janell	EMS Licensing Exam. III	Medical Services	25.00	07/16/14-06/30/15
Altree, Jacob	Aquatics Assistant III	Continuing Education	12.00	07/01/14-08/30/14
Amaro, Trenton	Paramedic Specialist	Medical Services	15.60	07/01/14-06/30/15
Amaro, Trenton	EMS Licensing Exam. III	Medical Services	25.00	07/01/14-06/30/15
Ameral, Marne	Interpreter II	DSP&S	30.00	07/01/14-06/30/15
Armellini, Daniel	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Auyang, Linda	Real Time Captioner III	DSP&S	30.00	07/01/14-06/30/15
Avila, Minerva	Project Coordinator	Research &Inst. Effect.	35.00	07/01/14-06/30/15
Ayala, Karen	Athletic Injury Specialist	Kinesiology, Ath. & Dance	22.00	07/01/14-06/28/15
Baca, Jacqueline	Technical Expert II	Nursing	45.00	08/01/14-06/30/15
Barkman, John	Project Coordinator	Research &IE	35.00	07/01/14-06/30/15
Barr, Thomas	Paramedic Specialist	Medical Services	15.60	07/01/14-06/30/15
Barr, Thomas	EMS Licensing Exam. III	Medical Services	25.00	07/01/14-06/30/15
Bartling, Kathrine	Interpreter I	DSP&S	25.00	07/01/14-06/30/15
Benavides, Michelle	Interpreter II	DSP&S	30.00	07/02/14-06/30/15
Bennett, Makisha	Event Supervisor II	Technical Services	13.75	07/01/14-06/30/15
Benson, Andrew	Aquatics Assistant II	Kinesiology, Ath. & Dance	11.00	07/01/14-08/31/14
Bing, Lisa	Interpreter II	DSP&S	30.00	07/01/14-06/30/15
Bognacki, David	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Bowles, Mackenze	Aquatics Assistant III	Continuing Education	12.00	07/01/14-08/30/14
Brambila, Frank	Paramedic Specialist	Medical Services	15.60	07/01/14-06/30/15
Brambila, Frank	EMS Licensing Exam. III	Medical Services	25.00	07/01/14-06/30/15
Brown, Johnathan	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Brunsdon, Camille	Aquatics Assistant VII	Kinesiology, Ath. & Dance	16.00	07/04/14-12/31/14

SUBJECT: Personnel Transactions**DATE:** August 13, 2014**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Burks, Kerry	Real Time Captioner V	DSP&S	43.00	07/01/14-06/30/15
Byrne, David	EMS Licensing Exam. III	Medical Services	25.00	07/01/14-06/30/15
Byrne, David	Paramedic Specialist	Medical Services	15.60	07/01/14-06/30/15
Carr, Brian	Interpreter II	DSP&S	30.00	07/01/14-06/30/15
Catingub, Nolan	Theatrical Rigger I	Technical Services	12.50	07/01/14-06/30/15
Chapman, Lisa	Interpreter III	DSP&S	35.00	07/01/14-06/30/15
Chen, Hui Zu	Teaching Aide	ESL	13.27	07/01/14-06/30/15
Christensen, Jared	Interpreter III	DSP&S	35.00	07/01/14-06/30/15
Collins, Gregory	Project Coordinator	Adult Basic Education	35.00	07/01/14-06/30/15
Costa, James	Theatrical Rigger II	Technical Services	16.50	07/01/14-06/30/15
Dave, Mala	Teaching Aide	Adult Basic Education	13.27	06/01/14-06/30/14
Davis-Soriano, Michelle	Real Time Captioner V	DSP&S	43.00	07/01/14-06/30/15
Delucia, Joel	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Dominick Jr., Samuel	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Dorough, Darlene	Interpreter II	DSP&S	30.00	07/01/14-06/30/15
Dravis, Regina	Interpreter IV	DSP&S	41.00	07/01/14-06/30/15
Eiseman, Stephanie	Interpreter I	DSP&S	25.00	07/01/14-06/30/15
Fallon, Brian	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Fendors, Frances	Web Designer Specialist	ESL	16.00	07/01/14-06/30/15
Ferrer, Gaberiel	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Ford, Dover	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Foster, Marjorie	Interpreter V	DSP&S	48.00	07/15/14-06/30/15
Frias, Jason	Interpreter II	DSP&S	30.00	07/01/14-06/30/15
Gabbard, James	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Garcia, David	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Giffin, Alex	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Gilbreath, Fern	Interpreter IV	DSP&S	41.00	07/01/14-06/30/15
Gilchrist, Gail	Project Program Aide	Adult Basic Education	19.76	07/01/14-06/30/15
Gleicher, Ginger	Interpreter V	DSP&S	48.00	07/01/14-06/30/15
Goforth, Timothy	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Gomez, Paula	Theatrical Rigger II	Technical Services	16.50	07/01/14-06/30/15
Haddad, Salim	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Hawkerd, Lisa	Health Promotion Specialist	Fire Technology	24.00	07/01/14-06/30/15
Hawkins, Jimmy	Interpreter V	DSP&S	48.00	07/01/14-06/30/15
Hazelton, Thomas	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Howell, Abigail	Teaching Aide	Adult Basic Education	13.27	07/01/14-06/30/15
Jasinski, Barbara	Event Supervisor I	Technical Services	11.75	07/01/14-06/30/15
Jenkins, Tina	Interpreter V	DSP&S	48.00	07/01/14-06/30/15
Jimenez, Michael	Program Supervisor I	Continuing Education	12.48	07/01/14-06/30/15
Johnson, Lesley	Project Administrator	Adult Basic Education	60.00	07/01/14-06/30/15
Joven, Michael	Aquatics Assistant V	Continuing Education	14.00	07/01/14-08/30/14
Jueschke, Christopher	Interpreter II	DSP&S	30.00	07/01/14-06/30/15
Kamaka, Ron	Project Coordinator	Kinesiology, Ath. & Dance	35.00	08/01/14-06/30/15
Karr, Aimee	Event Supervisor II	Technical Services	13.75	07/01/14-06/30/15
Kelly, Meagan	Interpreter II	DSP&S	22.00	07/01/14-06/30/15

SUBJECT: Personnel Transactions**DATE:** August 13, 2014**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Kim, Stacy	Proctor, EMT	Medical Services	12.48	07/01/14-06/30/15
Kim, Stacy	Paramedic Specialist	Medical Services	15.60	07/01/14-06/30/15
Kim, Stacy	EMS Licensing Exam. III	Medical Services	25.00	07/01/14-06/30/15
King, Deborah	Interpreter IV	DSP&S	41.00	07/01/14-06/30/15
Kladouris, Jolene	Tutorial Specialist IV	Tutorial Services	23.22	07/01/14-06/30/15
Kovacs, Kenny	Project Expert/Specialist	Radiology	25.00	07/01/14-06/30/15
Kramer, Amy	Technical Expert I	Child Development Center	35.00	07/01/14-06/30/15
La Curan, Dana	Proctor, EMT	Medical Services	12.48	07/01/14-06/30/15
La Curan, Dana	Paramedic Specialist	Medical Services	15.60	07/01/14-06/30/15
La Curan, Dana	EMS Licensing Exam. III	Medical Services	25.00	07/01/14-06/30/15
La Russo, Nathan	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Lambert, Edris	Real Time Captioner III	DSP&S	30.00	07/01/14-06/30/15
Landeros, Katherine	Project/Program Aide	Child Development Center	19.76	07/01/14-06/30/15
Landorf, Richard	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Larson, Laura	Interpreter II	DSP&S	30.00	07/01/14-06/30/15
Larson, Sandon	Interpreter IV	DSP&S	41.00	07/01/14-06/30/15
Lawson, Nicole	Project Expert/Specialist	Radiology	25.00	07/01/14-06/30/15
Lazar, Garrick	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Lazar, Ryan	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Leal, Michael	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Leon-Silva, Yesenia	Event Supervisor II	Technical Services	13.75	07/01/14-06/30/15
Lepp, Jodi	Aq. Smr. Swim Prog. Crd.	Kinesiology, Ath. & Dance	25.00	07/01/14-06/30/15
Lepp, Samantha	Aquatics Assistant III	Kinesiology, Ath. & Dance	12.00	07/01/14-06/30/15
Lepp, Samantha	Aquatics Assistant V	Continuing Education	14.00	07/01/14-08/30/14
Li, Jinbai	Tutorial Specialist IV	Tutorial Services	23.22	07/01/14-06/30/15
Linge, Jared	Program Supervisor II	Art Gallery	16.64	08/14/14-12/31/14
Lopez, Jazmin	Early Ch. Dev. Mstr. Tchr. I	Child Development Center	13.27	08/13/14-06/30/15
Lopez, Steven	House Manager II	Technical Services	12.75	07/01/14-06/30/15
Mahler, Ryan	Interpreter I	DSP&S	25.00	06/01/14-06/30/14
Mahler, Ryan	Interpreter I	DSP&S	25.00	07/01/14-06/30/15
Marin, Irma	Project Expert/Specialist	Arise	25.00	07/01/14-12/31/14
Martens, Robert	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
McCuiston, Michael	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
McGovern, Terry	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
McIntosh, David	Program Supervisor II	Art Gallery	16.64	07/01/14-06/30/15
McNall, Marilyn	Technical Expert II	Adult Basic Education	45.00	07/01/14-06/30/15
Mendoza, Nancy	Early Ch. Dev. Mstr. Tchr. 1	Child Development Center	13.27	08/13/14-06/30/15
Mikha, Kory	Proctor, EMT	Medical Services	12.48	07/01/14-06/30/15
Miller, Anthony	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Mitchell, Veronica	Interpreter I	DSP&S	25.00	07/01/14-06/30/15
Momayez, Saba	Tutorial Specialist I	Tutorial Services	17.00	07/01/14-06/30/15
Moncada, Rudy	Interpreter IV	DSP&S	41.00	07/01/14-06/30/15
Montes, Jason	Proctor, EMT	Medical Services	12.48	07/01/14-06/30/15
Moore, Kristen	Project Coordinator	Center of Excellence	35.00	07/01/14-06/30/15
Moreno, Yvonne	Interpreter IV	DSP&S	41.00	07/01/14-06/30/15

SUBJECT: Personnel Transactions**DATE:** August 13, 2014**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Morris, Jabari	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Moskoloitz, Kelly	Interpreter V	DSP&S	48.00	07/01/14-06/30/15
Myers, Caluin	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Nelson, Twyla	Real Time Captioner V	DSP&S	43.00	07/01/14-06/30/15
Noboa, Christian	Proctor, EMT	Medical Services	12.48	07/01/14-06/30/15
Nuchols, Jaclyn	Interpreter I	DSP&S	25.00	07/01/14-06/30/15
Olivas, Daisy	Registered Nurse II	Student Health Services	31.83	07/01/14-06/30/15
Orantes, Erik	House Manager II	Technical Services	12.75	07/01/14-06/30/15
Ortiz, Jose	Event Supervisor I	Technical Services	11.75	07/01/14-06/30/15
Otsuka, Sylvia	Interpreter I	DSP&S	25.00	07/01/14-06/30/15
Padilla, E. Horacio	Interpreter IV	DSP&S	41.00	06/16/14-06/30/14
Padilla, E. Horacio	Interpreter IV	Humanities	41.00	06/16/14-06/30/14
Padilla, E. Horacio	Interpreter IV	DSP&S	41.00	07/01/14-06/30/15
Palafox, Virginia	Real Time Captioner V	DSP&S	43.00	07/01/14-06/30/15
Paliwoda, Megan	Aquatics Assistant V	Continuing Education	14.00	07/01/14-08/30/14
Paredes, Terry	Proctor, EMT	Medical Services	12.48	07/01/14-06/30/15
Pearson, Jucie	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Pellom, Carrie	Interpreter V	DSP&S	48.00	06/01/14-06/30/14
Pellom, Carrie	Interpreter V	DSP&S	48.00	07/01/14-06/30/15
Perez, Lorraine	Technical Expert II	Nursing	45.00	07/01/14-06/30/15
Phan, Nicole	Aquatics Assistant IV	Continuing Education	13.00	07/01/14-08/30/14
Pock, Rudy	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Pollock, Larry	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Pooh, Emmett	Aquatics Assistant III	Continuing Education	12.00	07/01/14-08/30/14
Pryor, Melissa	Aquatics Assistant IV	Kinesiology, Ath. & Dance	13.00	07/01/14-08/31/14
Pyle, Wanda	Project Administrator	Continuing Education	60.00	07/01/14-06/30/15
Quintana, Sergio	Interpreter I	DSP&S	25.00	07/01/14-06/30/15
Qureshi, Maryam	House Manager II	Technical Services	12.75	07/01/14-06/30/15
Rambaud, Bret	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Ramirez, Benito	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Ramirez, James	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Rasmussen, Steven	Interpreter IV	DSP&S	41.00	07/01/14-06/30/15
Rebensdorf, Chase	Interpreter I	DSP&S	25.00	07/01/14-06/30/15
Rhoads, Jason	Interpreter III	DSP&S	35.00	07/01/14-06/30/15
Rice, Whitney	Interpreter III	DSP&S	35.00	07/01/14-06/30/15
Richards, Carrie	Interpreter III	DSP&S	35.00	07/01/14-06/30/15
Rincon, Priscilla	Proctor, EMT	Medical Services	12.48	07/01/14-06/30/15
Rodesky, Mac	Paramedic Specialist	Medical Services	15.60	07/01/14-06/30/15
Rosado, Jacklyn	Event Supervisor II	Technical Services	13.75	07/01/14-06/30/15
Saito, Albert	Program Supervisor II	Technical Services	16.64	07/01/14-06/30/15
Saito, Barbara	Program Supervisor II	Technical Services	16.64	06/28/14-06/30/14
San Miguel, Adam	Event Supervisor II	Technical Services	13.75	07/01/14-06/30/15
Schiewe, Nicole	Proctor, EMT	Medical Services	12.48	07/01/14-06/30/15
Schreiner, Sarah	Interpreter II	DSP&S	30.00	07/01/14-06/30/15
Scotti, Lauren	Proctor, EMT	Medical Services	12.48	07/01/14-06/30/15

SUBJECT: Personnel Transactions**DATE:** August 13, 2014**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Seymour, Ronald	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Shaffer, Rachel	Interpreter III	DSP&S	35.00	08/01/14-06/30/15
Sherman, Robert	Health Promotion Specialist	Fire Technology	24.00	07/01/14-06/30/15
Shih, Tien Hua	Tutorial Specialist IV	Tutorial Services	23.22	07/01/14-06/30/15
Sierra, Patrick	Health Promotion Specialist	Fire Technology	24.00	07/01/14-06/30/15
Silguero, Joseph	Paramedic Specialist	Medical Services	15.60	07/01/14-06/30/15
Silguero, Joseph	EMS Licensing Exam. III	Medical Services	25.00	07/01/14-06/30/15
Silva-Barrios, Azael	Event Supervisor I	Technical Services	11.75	07/01/14-06/30/15
Silverberg, Jason	Aquatics Assistant IV	Continuing Education	13.00	07/01/14-08/30/14
Skibar, Carlos	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Smith, Dallas	Paramedic Specialist	Medical Services	15.60	07/01/14-06/30/15
Smith, Dallas	EMS Licensing Exam. III	Medical Services	25.00	07/01/14-06/30/15
Stephenson, Jennifer	Interpreter V	DSP&S	48.00	07/01/14-06/30/15
Stuard, Elizabeth	Interpreter III	DSP&S	35.00	07/01/14-06/30/15
Stump, Olivia	Aquatics Assistant VII	Continuing Education	16.00	07/01/14-08/30/14
Sturgis, Lorin	Interpreter I	DSP&S	25.00	07/01/14-06/30/15
Swafford, Kristen	Aquatics Assistant IV	Continuing Education	13.00	07/01/14-08/30/14
Sweatt, Ania	Teaching Aid.	ESL	13.27	07/01/14-06/30/15
Szenczi, Christopher	Lecturer - Fire Technology	Fire Technology	37.26	07/01/14-06/30/15
Todd, Douglas	Project Coordinator	Kinesiology, Ath. & Dance	35.00	08/01/14-06/30/15
Todd, Janet	Project Coordinator	Kinesiology, Ath. & Dance	35.00	07/01/14-06/30/15
Tolentino, Florencio	Paramedic Specialist	Medical Services	15.60	07/01/14-06/30/15
Tromble, Emily	Interpreter I	DSP&S	25.00	07/01/14-06/30/15
Tsai, Wilson	Proctor, EMT	Medical Services	12.48	07/01/14-06/30/15
Vasquez, Sabrina	Technical Expert II	Nursing	45.00	07/01/14-06/30/15
Vert, Kevin	Paramedic Specialist	Medical Services	15.60	07/01/14-06/30/15
Vert, Kevin	EMS Licensing Exam. III	Medical Services	25.00	07/01/14-06/30/15
Walker, Ann	Physician	Student Health Services	61.67	07/01/14-06/30/15
Walter, Kenneth	Sports Publicist	Kinesiology, Ath. & Dance	16.00	07/01/14-06/30/15
Walters, Nate	Sound Engineer II	Technical Services	20.00	07/01/14-06/30/15
Yusi, Laarni	Technical Expert I	Nursing	35.00	07/01/14-06/30/15

Student Trustee

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Mendoza, Paola	Student Trustee	President's Office	*400.00	07/01/14-06/30/15

*Paid on a monthly basis

Student Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aceves, Brooke	Student Assistant III	Counseling	10.50	07/01/14-08/22/14
Aden, Saxon	Student Assistant III	DSP&S	10.50	07/01/14-08/22/14
Aguero, Jesse	Student Assistant V	The Writing Center	12.50	07/01/14-08/22/14
Aguilera, Ana	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14

SUBJECT: Personnel Transactions**DATE:** August 13, 2014**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Akramian, Naseem	Student Assistant III	The Writing Center	10.50	07/01/14-08/22/14
Alatorre, Khrystina	Student Assistant II	Technical Services	9.75	07/01/14-08/24/14
Alayass, Khaoula	Student Assistant III	Child Development Center	10.50	07/01/14-08/24/14
Al-Beitawi, Yasmeeen	Student Assistant II	Child Development Center	9.75	07/01/14-08/24/14
Albertson, Catalina Rose	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
Alcantar, Alexander	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Aldana, Carlos	Student Assistant II	Tutorial Services	9.75	07/01/14-08/03/14
Ali, Ramisha	Student Assistant IV	ACES	11.25	07/01/14-08/24/14
Alkasas, Marina	Student Assistant III	Information Technology	10.50	07/01/14-08/22/14
Allen, Maurissa	Student Assistant II	Child Development Center	9.75	07/01/14-08/24/14
Altamirano, Juanita	Student Assistant III	Financial Aid	10.50	07/01/14-08/22/14
Alvarado, Samantha	Student Assistant II	Technical Services	9.75	07/01/14-08/24/14
Alvarez, Raelyn	Student Assistant IV	Child Development	11.25	07/01/14-08/24/14
Anaya, Sonia	Student Assistant II	Child Development Center	9.75	07/01/14-08/24/14
Angulo, Karina	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Angulo, Karina	Student Assistant III	Child Development Center	10.50	07/01/14-08/24/14
Angulo, Nancy	Student Assistant III	Child Development Center	10.50	07/01/14-08/24/14
Arellano, Esther	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Arroyo, Sophia	Student Assistant II	Bridge Program	9.75	07/01/14-08/24/14
Ascencio, Yvette	Student Assistant I	DSP&S	9.00	07/01/14-08/22/14
Attrill, Christina	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Avendano, Monica	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Ayala, Mayra	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Badillo, Anna Patricia	Student Assistant III	DSP&S	10.50	07/01/14-08/22/14
Barba, Andrea	Student Assistant I	Child Development Center	9.00	07/01/14-08/23/14
Barcenas, Jesus	Student Assistant II	Bridge Program	9.75	07/01/14-08/24/14
Bautista, Ariel	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
Baylosis, Sunshine	Student Assistant III	Child Development Center	10.50	07/01/14-08/22/14
Bedard, Adrian	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
Bernal, Amber	Student Assistant II	Assessment & Matriculation	9.75	07/01/14-08/22/14
Boileau, Stephen	Student Assistant IV	Animation	11.25	07/01/14-08/24/14
Brambilia, Alexander	Student Assistant IV	EOPS/CARE	11.25	07/01/14-08/22/14
Briggs, Charles	Student Assistant V	Tutorial Services	12.50	07/01/14-08/03/14
Brown, Chester	Student Assistant V	Tutorial Services	12.50	07/01/14-08/03/14
Brunston, Brianna	Student Assistant III	Bridge Program	10.50	07/01/14-08/24/14
Buenrostro, David	Student Assistant I	Continuing Education	9.00	07/01/14-07/30/14
Bui, Michelle	Student Assistant III	DSP&S	10.50	07/01/14-08/22/14
Burgher, Justin	Student Assistant V	Medical Services	12.50	07/01/14-08/24/14
Cantu, Rebecca	Student Assistant II	Agriculture Science	9.75	07/01/14-08/23/14
Chang, Joan	Student Assistant I	ESL	9.00	07/01/14-08/24/14
Chavarin, Stephanie	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
Claudio, James	Student Assistant III	Bridge Program	10.50	07/01/14-08/24/14
Coronado, Leila	Student Assistant V	Tutorial Services	12.50	07/01/14-08/03/14
Co-Untian, Xyrine	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
De Haro Jr., Adrian	Student Assistant II	Agriculture Science	9.75	07/01/14-08/23/14

SUBJECT: Personnel Transactions**DATE:** August 13, 2014**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Deng, Yuan Fu	Student Assistant I	ESL	9.00	07/01/14-08/24/14
Dornisch, Deborah	Student Assistant V	Adult Basic Education	12.50	07/01/14-08/07/14
Doyle, Sean	Student Assistant IV	The Writing Center	11.25	07/01/14-08/22/14
Duenas, David	Student Assistant IV	The Writing Center	11.25	07/01/14-08/22/14
Dunnicliff, Jake	Student Assistant II	DSP&S	9.75	07/02/14-08/22/14
Eccles, Samantha	Student Assistant IV	Agriculture Science	11.25	07/01/14-08/23/14
Elmassian, Erin	Student Assistant II	Theater	9.75	08/25/14-02/16/15
Escobedo, Bianca	Student Assistant II	Theater	9.75	07/01/14-08/24/14
Fallon, Madison	Student Assistant V	Tutorial Services	12.50	07/01/14-08/03/14
Felix, Jessica	Student Assistant III	High School Outreach	10.50	07/01/14-08/22/14
Fernandez, Erichel	Student Assistant I	ESL	9.00	07/01/14-08/24/14
Fernandez, Kimberly	Student Assistant I	DSP&S	9.00	06/02/14-06/13/14
Fierro, Demitri	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
Figueroa, Maria	Student Assistant I	Counseling	9.00	07/01/14-08/22/14
Flores, Angelica	Student Assistant III	Arise	10.50	07/01/14-08/22/14
Flores, Danny	Student Assistant IV	Computer Info. Systems	11.25	07/01/14-08/24/14
Flores, Luis	Student Assistant II	Tutorial Services	10.50	07/01/14-08/03/14
Flores, Samuel	Student Assistant I	DSP&S	9.00	06/02/14-06/13/14
Fonseca, Daisy	Student Assistant I	Child Development Center	9.00	07/01/14-08/22/14
Francis, Grant	Student Assistant I	DSP&S	9.00	06/02/14-06/13/14
Fuentes, Mauricio	Student Assistant V	Animation	12.50	07/01/14-07/31/14
Gaeta, Fatima	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Galatiano, Lorraine	Student Assistant III	Information Technology	10.50	07/01/14-08/22/14
Galvan, Sara	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Garavito, Christine	Student Assistant V	The Writing Center	12.50	07/01/14-08/22/14
Garcia, Joel	Student Assistant IV	Aircraft Maintenance	11.25	07/17/14-08/24/14
Garcia, Joel	Student Assistant IV	Aircraft Maintenance	11.25	08/24/14-12/12/14
Garcia, Mayra	Student Assistant II	Tutorial Services	9.75	07/01/14-08/03/14
Garcia, Russell	Student Assistant I	Continuing Education	9.00	07/01/14-07/30/14
Garrido, Olivia	Student Assistant I	Child Development Center	9.00	07/01/14-08/22/14
George, David	Student Assistant III	Agriculture Science	10.50	07/01/14-08/23/14
Gilbreath, Katherine	Student Assistant II	Tutorial Services	9.75	07/01/14-08/03/14
Gindratt, David	Student Assistant II	Tutorial Services	9.75	07/01/14-08/03/14
Goff, Michael	Student Assistant V	Adult Basic Education	12.50	07/01/14-08/31/14
Gomez, Dominic	Student Assistant II	Math & Comp. Sci.	9.75	07/01/14-08/24/14
Gomez, Tanya	Student Assistant IV	Tutorial Services	11.25	07/01/14-08/03/14
Gonzales, Aaron	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
Gonzalez Jr., Santiago	Student Assistant II	Technical Services	9.75	07/01/14-08/24/14
Gonzalez, Catalina	Student Assistant II	Assessment & Matriculation	9.75	07/01/14-08/22/14
Gonzalez, Griselda	Student Assistant II	Assessment & Matriculation	9.75	07/01/14-08/22/14
Gonzalez, Karely	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Gonzalez, Sebastian	Student Assistant IV	Bus Division Office	11.25	07/14/14-08/24/14
Grech, Kristyn	Student Assistant V	DSP&S	12.50	07/01/14-08/22/14
Guico, Jeremy	Student Assistant III	Technical Services	10.50	07/01/14-08/24/14
Guillaume, Robert	Student Assistant II	Agriculture Science	9.75	07/01/14-08/23/14

SUBJECT: Personnel Transactions**DATE:** August 13, 2014**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Gutierrez, Andrea	Student Assistant V	The Writing Center	12.50	07/01/14-08/22/14
Guzman, Marcela	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Ha, Huy	Student Assistant V	Technology & Health	12.50	07/01/14-08/22/14
Hartwell, Joshua	Student Assistant III	Communication	10.50	07/01/14-08/22/14
Hasenbein, John	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
Haupt, Jaune	Student Assistant I	Counseling	9.00	07/01/14-08/22/14
Henderson, Shenika	Student Assistant I	Child Development Center	9.00	07/01/14-08/22/14
Henderson, Shenika	Student Assistant II	Child Development Center	9.75	07/01/14-08/24/14
Hernandez, Brianna	Student Assistant II	Assessment & Matriculation	9.75	07/01/14-08/22/14
Hernandez, Cecilia	Student Assistant I	ESL	9.00	07/01/14-08/24/14
Hernandez, Lidia	Student Assistant II	Bridge Program	9.75	07/01/14-08/24/14
Hernandez, Priscilla	Student Assistant V	Adult Basic Education	12.50	07/01/14-07/31/14
Hernandez, Sandra	Student Assistant IV	The Writing Center	11.25	07/01/14-08/22/14
Hernandez, Sarah	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
Hernandez, Seleste	Student Assistant I	Information Technology	9.00	07/01/14-08/22/14
Hilario, Debbie	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Hill, Alexandria	Student Assistant III	Technical Services	10.50	07/01/14-08/24/14
Hinostroza, Brian	Student Assistant IV	Tutorial Services	11.25	07/01/14-08/03/14
Hitchman, Trevor	Student Assistant IV	Bus Division Office	11.25	07/01/14-08/24/14
Hodge, Malcolm	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Hom, Brianna	Student Assistant V	Kinesiology, Ath. & Dance	12.50	06/19/14-06/30/14
Hom, Brianna	Student Assistant V	Kinesiology, Ath. & Dance	12.50	07/01/14-08/24/14
Hornsby, Edward	Student Assistant II	Admissions and Records	9.75	07/01/14-08/24/14
Hothi, Parveen	Student Assistant II	Admissions and Records	9.75	07/01/14-08/22/14
Huang, Linda	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Hughey, Joshua	Student Assistant IV	Child Development Center	11.25	07/01/14-08/24/14
Huynh, Giang	Student Assistant I	Admissions and Records	9.00	07/01/14-08/24/14
Huynh, Kha	Student Assistant III	Arise	10.50	07/01/14-08/22/14
Isaguirre, Mimi Joy	Student Assistant III	Arise	10.50	07/01/14-08/22/14
Jackson, Brett	Student Assistant III	Adult Basic Education	10.50	07/01/14-07/31/14
Jara, Liliacna	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
Jarquin, Belicia	Student Assistant I	Continuing Education	9.00	07/01/14-07/30/14
Jeffry, Fnu	Student Assistant IV	Tutorial Services	11.25	07/01/14-08/03/14
Jernagin, Takisha	Student Assistant II	Admissions and Records	9.75	07/01/14-08/22/14
Jett, Dakota	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
Jimenez, Aliza	Student Assistant III	Technical Services	10.50	07/01/14-08/24/14
Jimenez, Itsel	Student Assistant I	Child Development Center	9.00	07/01/14-08/22/14
Johnson, Duane	Student Assistant III	Agriculture Science	10.50	07/01/14-08/23/14
Jordan, Joshua	Student Assistant III	Agriculture Science	10.50	07/01/14-08/23/14
Jordan, Pamela	Student Assistant IV	Agriculture Science	11.25	07/01/14-08/23/14
Jose, Beatrix	Student Assistant I	Bursar's Office	9.00	07/01/14-08/22/14
Juarez Arriuga, Jhossep	Student Assistant I	Continuing Education	9.00	07/01/14-07/30/14
Juarez, Jason	Student Assistant III	Theater	10.50	07/01/14-08/24/14
Ketagodage, Don	Student Assistant V	Adult Basic Education	12.50	07/01/14-08/07/14
Khan, Amber	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14

SUBJECT: Personnel Transactions**DATE:** August 13, 2014**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
LaCrue, Juliet	Student Assistant II	Technical Services	9.75	07/01/14-08/24/14
Lamson, Joseph	Student Assistant III	Kinesiology, Ath. & Dance	10.50	08/01/14-08/24/14
Lares, Deane	Student Assistant II	Bridge Program	9.75	07/01/14-08/24/14
Lavaki, Mekemeke	Student Assistant III	Arise	10.50	07/01/14-08/22/14
Le, Yen	Student Assistant II	Technical Services	9.75	07/01/14-08/24/14
Leano, Angela	Student Assistant II	Tutorial Services	9.75	07/01/14-08/03/14
Lewis, John	Student Assistant IV	The Writing Center	11.25	07/01/14-08/22/14
Li, Austin	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
Li, Jia Feng	Student Assistant II	LAC. Tutorial Services	9.75	07/01/14-08/03/14
Limon, Guadalupe	Student Assistant II	Admissions and Records	9.75	07/01/14-08/22/14
Lindsay, Heather	Student Assistant I	DSP&S	9.00	06/02/14-06/30/14
Loaiza, Shawn	Student Assistant IV	Adult Basic Education	11.25	07/01/14-08/22/14
Lopez Hernandez, Roselia	Student Assistant III	DSP&S	10.50	07/01/14-08/22/14
Lopez, Blanca	Student Assistant I	Agriculture Science	9.00	07/01/14-08/23/14
Lopez, Blanca	Student Assistant III	Continuing Education	10.50	07/10/14-08/22/14
Lopez, Lorena	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Lopez, Pheriba	Student Assistant I	The Writing Center	9.00	07/01/14-08/22/14
Lu, Alice	Student Assistant V	Tutorial Services	12.50	07/01/14-08/03/14
Lu, Anthony	Student Assistant IV	Tutorial Services	11.25	07/01/14-08/03/14
Lugo, Brianna	Student Assistant II	Technical Services	9.75	07/01/14-08/24/14
Luna, Valeria	Student Assistant III	DSP&S	10.50	07/01/14-08/22/14
Macias, Paige	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
Maciel, Arthur	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
Maddox, Hayley	Student Assistant V	Kinesiology, Ath. & Dance	12.50	06/19/14-06/30/14
Magana-Acevedo, Alejandra	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Mahan, Megan	Student Assistant III	DSP&S	10.50	07/01/14-08/22/14
Maldonado, Ernesto	Student Assistant III	Adult Basic Education	10.50	07/01/14-07/31/14
Manahan, Justinne	Student Assistant V	Learning Assistance Ctr.	12.50	07/01/14-07/31/14
Mansour, Emil	Student Assistant II	Agriculture Science	9.75	07/01/14-08/23/14
Mares, Jose	Student Assistant II	Agriculture Science	9.75	07/01/14-08/23/14
Marquez, Christopher	Student Assistant III	Public Safety	10.50	07/01/14-08/24/14
Marsh, Lia	Student Assistant II	DSP&S	9.75	07/01/14-08/22/14
Martinez Jr., Jamie	Student Assistant II	Bridge Program	9.75	07/01/14-08/24/14
Martinez, Alejandra	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Martinez, Crystal	Student Assistant II	Counseling	9.75	07/01/14-08/22/14
Martinez, Elaine	Student Assistant I	DSP&S	9.00	07/02/14-08/22/14
Martinez, Irene	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Martinez, Jeannett	Student Assistant III	Fashion	10.50	07/01/14-08/24/14
Martinez, Julian	Student Assistant II	Admissions and Records	9.75	07/01/14-08/22/14
Martinez, Santana	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Martinez, Trisha	Student Assistant V	Radiology	12.50	07/01/14-08/22/14
Matavao, Cassandra	Student Assistant V	Radiology	12.50	07/01/14-08/22/14
Matthews, Kathleen	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
McLaughlin, Sean	Student Assistant I	Agriculture Science	9.00	07/01/14-08/23/14
Medina, Robert	Student Assistant III	Technical Services	10.50	07/01/14-08/24/14

SUBJECT: Personnel Transactions**DATE:** August 13, 2014**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Mena, Anthony	Student Assistant III	Adult Basic Education	10.50	07/01/14-07/31/14
Mendoza, Elizabeth	Student Assistant I	Agriculture Science	9.00	07/01/14-08/23/14
Mendoza, Nancy	Student Assistant V	Child Development Center	12.50	07/01/14-08/22/14
Mendoza, Nancy	Student Assistant III	Child Development Center	10.50	07/01/14-08/24/14
Millard, Kimberly	Student Assistant IV	Learning Assistance Ctr.	11.25	07/01/14-08/24/14
Minero, Vanessa	Student Assistant III	Financial Aid	10.50	07/01/14-08/22/14
Mingua, Emilie	Student Assistant II	The Writing Center	9.75	07/01/14-08/22/14
Miranda, Jaimie	Student Assistant III	Agriculture Science	10.50	07/01/14-08/23/14
Moges, Jonathan	Student Assistant V	The Writing Center	12.50	07/01/14-08/22/14
Mohamed, Darren	Student Assistant I	Tutorial Services	9.00	07/01/14-08/03/14
Mojarro, Rose-Celeste	Student Assistant I	Continuing Education	9.00	07/01/14-07/30/14
Montes, David	Student Assistant V	DSP&S	12.50	07/01/14-08/22/14
Montiel, Lizeth	Student Assistant II	Assessment & Matriculation	9.75	07/01/14-08/22/14
Moore, Kameron	Student Assistant V	Adult Basic Education	12.50	07/01/14-07/31/14
Morales, Mallel	Student Assistant II	Public Safety	9.75	07/01/14-08/24/14
Moreno, Blanca	Student Assistant II	Child Development Center	9.75	07/01/14-08/23/14
Moreno, Hannah	Student Assistant V	Health Career Res. Ctr.	12.50	07/01/14-08/24/14
Moron, Yendiz	Student Assistant III	Career & Transfer Svcs.	10.50	07/01/14-08/20/14
Munoz, Lizzette	Student Assistant I	Child Development Center	9.00	07/01/14-08/22/14
Munoz, Lizzette	Student Assistant II	Child Development Center	9.75	07/01/14-08/22/14
Murthy, Sowmya	Student Assistant II	DSP&S	9.75	07/01/14-08/22/14
Myers, Andrea	Student Assistant III	Admissions and Records	10.50	07/01/14-08/22/14
Navarrete, Adolfo	Student Assistant I	Technical Services	9.00	07/01/14-08/24/14
Nazaroff, Jonathon	Student Assistant V	The Writing Center	12.50	07/01/14-08/22/14
Nguyen, Christopher	Student Assistant III	Arise	10.50	07/01/14-08/22/14
Nolasco Cacao, Marcela	Student Assistant III	DSP&S	10.50	07/01/14-08/22/14
Nunez, Gabriela	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Ochoa, Isamar	Student Assistant I	DSP&S	9.00	07/01/14-08/22/14
Ochoa, Orlando	Student Assistant III	Agriculture Science	10.50	07/01/14-08/23/14
Ochoa-Almeida, Amayrani	Student Assistant II	DSP&S	9.75	07/01/14-08/22/14
Ortega, Liliana	Student Assistant V	Photography	12.50	07/01/14-08/24/14
Ortiz, Karina	Student Assistant II	Bridge Program	9.75	07/01/14-08/24/14
Osorio, Karen	Student Assistant III	High School Outreach	10.50	07/01/14-08/22/14
Palmer, Michael	Student Assistant II	Tutorial Services	9.75	07/01/14-08/03/14
Pardio, Jessica	Student Assistant III	Bridge Program	10.50	07/01/14-08/24/14
Parra, Rosa	Student Assistant II	Assessment & Matriculation	9.75	07/01/14-08/22/14
Partida, Perla	Student Assistant III	Bridge Program	10.50	07/01/14-08/24/14
Pasillas, Marissa	Student Assistant V	Medical Services	12.50	07/01/14-08/24/14
Pastor, Andrew	Student Assistant II	Tutorial Services	9.75	07/01/14-08/24/14
Pavon, Fabian	Student Assistant II	Bridge Program	9.75	07/01/14-08/24/14
Pawlak, Mary	Student Assistant III	Agriculture Science	10.50	07/01/14-08/23/14
Peng, Peter	Student Assistant V	Medical Services	12.50	08/25/14-12/14/14
Perea, Casey	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Perez, David	Student Assistant V	Music	12.50	07/02/14-08/24/14
Perez, Joseph	Student Assistant II	ESL	9.75	07/01/14-08/24/14

SUBJECT: Personnel Transactions**DATE:** August 13, 2014**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Peterson, Brandon	Student Assistant III	Continuing Education	10.50	07/01/14-08/24/14
Phan, Nhung	Student Assistant V	Adult Basic Education	12.50	07/01/14-07/31/14
Piercy, Mary Linda	Student Assistant V	Tutorial Services	12.50	07/01/14-08/03/14
Pina, Lizette	Student Assistant II	Bridge Program	9.75	07/01/14-08/24/14
Poleo, Anuanu	Student Assistant III	Arise	10.50	07/01/14-08/22/14
Pomytkina, Ielyzaveta	Student Assistant I	Admissions and Records	9.00	07/01/14-08/24/14
Porras, Victoria	Student Assistant III	Agriculture Science	10.50	07/01/14-08/23/14
Powers, Randy	Student Assistant I	Earth Sciences, Astron.	9.00	07/01/14-08/24/14
Pringle, Kristen	Student Assistant I	The Writing Center	9.00	07/01/14-08/22/14
Quinteros, Monica	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Raja, Asma	Student Assistant I	Tutorial Services	10.50	07/01/14-08/03/14
Ralph, Jeffrey	Student Assistant II	Public Safety	9.75	07/01/14-08/24/14
Ramirez, Cindy	Student Assistant IV	The Writing Center	11.25	07/01/14-08/22/14
Ramirez, Jorge	Student Assistant II	Counseling	9.75	07/01/14-08/22/14
Ramirez, Rocio	Student Assistant II	DSP&S	9.75	07/01/14-08/22/14
Ramos, Ramon	Student Assistant III	Bridge Program	10.50	07/01/14-08/24/14
Rangel, Harley	Student Assistant II	Bridge Program	9.75	07/01/14-08/24/14
Redinger, Haley	Student Assistant I	Earth Sciences, Astron.	9.00	07/01/14-08/03/14
Retting, Oswald	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
Rieke, Maricela	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Rios, Ivan	Student Assistant IV	The Writing Center	11.25	07/01/14-08/22/14
Rios, Rolando	Student Assistant I	Child Development Center	9.00	07/01/14-08/22/14
Rios, Rolando	Student Assistant II	Child Development Center	9.75	07/01/14-08/22/14
Rios, Oscar	Student Assistant II	The Writing Center	9.75	07/01/14-08/22/14
Risnoveanu, Daniella	Student Assistant V	Child Development Center	12.50	07/01/14-08/22/14
Rivas, Cindy	Student Assistant IV	The Writing Center	11.25	07/01/14-08/22/14
Rivera, Rebecca	Student Assistant III	Child Development Center	10.50	07/01/14-08/22/14
Rivera, Rebecca	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Rodriguez, Astrid	Student Assistant III	Theater	10.50	07/01/14-08/24/14
Rodriguez, Astrid	Student Assistant V	Technical Services	12.50	07/01/14-08/24/14
Rodriguez, Carolina	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
Rodriguez, Juan	Student Assistant II	Counseling	9.75	07/01/14-08/22/14
Rodriguez, Luz	Student Assistant I	Counseling	9.00	07/01/14-08/22/14
Rodriguez, Marianela	Student Assistant III	DSP&S	10.50	07/01/14-08/22/14
Rodriguez, Paulina	Student Assistant III	Counseling	10.50	07/01/14-08/22/14
Roeske, Alison	Student Assistant V	The Writing Center	12.50	07/01/14-08/22/14
Rubio, Amanda	Student Assistant II	Tutorial Services	9.75	07/01/14-08/03/14
Ruiz, Sigifredo	Student Assistant III	The Writing Center	10.50	07/01/14-08/22/14
Ruju, Diego	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
Sakaria, Hetal	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
Salazar, Theresa	Student Assistant I	Horticultural Sciences	9.00	07/01/14-08/23/14
Salazar, Whitney	Student Assistant II	Bridge Program	9.75	07/01/14-08/24/14
Salgado, Lillian	Student Assistant III	Child Development Center	10.50	07/01/14-08/24/14
Salib, Joseph	Student Assistant I	Horticultural Sciences	9.00	07/01/14-08/23/14
Samai, Jendi	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14

SUBJECT: Personnel Transactions**DATE:** August 13, 2014**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Samai, Jendi	Student Assistant III	The Writing Center	10.50	07/01/14-08/22/14
Sandoval, Mayra	Student Assistant I	Child Development Center	9.00	07/01/14-08/22/14
Santos, Eric	Student Assistant II	Public Safety	9.75	07/01/14-08/24/14
Sauceda, Jessica	Student Assistant II	Tutorial Services	9.75	07/01/14-08/01/14
Schlickemeyer, Courtney	Student Assistant III	Child Development Center	10.50	07/01/14-08/24/14
Schneider, Eric	Student Assistant IV	Learning Assistance Ctr.	11.25	07/01/14-08/24/14
Shannon, Andrew	Student Assistant II	ESL	9.75	07/01/14-08/24/14
Soken, Kristina	Student Assistant III	Career & Transfer Svcs.	10.50	07/01/14-08/24/14
Soriano-Cruz, Monserrat	Student Assistant I	Child Development Center	9.00	07/01/14-08/22/14
Stegner, Lisa	Student Assistant V	The Writing Center	12.50	07/01/14-08/22/14
Stella, Michael	Student Assistant III	DSP&S	10.50	07/01/14-08/22/14
Stickley, Allison	Student Assistant III	Tutorial Services	10.50	05/01/14-06/30/14
Sumaran, Liliann	Student Assistant III	Child Development Center	10.50	07/01/14-08/24/14
Suryadi, Lucy	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Taira, Bryan	Student Assistant I	Technical Services	9.00	07/01/14-08/24/14
Taira, Ritchie	Student Assistant I	Technical Services	9.00	07/01/14-08/24/14
Taylor, Monique	Student Assistant I	The Writing Center	9.00	07/01/14-08/22/14
Taylor, Monique	Student Assistant III	Counseling	10.50	07/01/14-08/22/14
Te, Vinthai	Student Assistant I	Continuing Education	9.00	07/01/14-07/30/14
Tenorio, Andrew	Student Assistant III	DSP&S	10.50	07/01/14-08/22/14
Terriquez, Alice	Student Assistant I	Adult Basic Education	10.50	07/01/14-07/31/14
Thomas,Thomas	Student Assistant III	Physics and Engineering	10.50	06/20/14-06/30/14
Thomas,Thomas	Student Assistant III	Physics and Engineering	10.50	07/01/14-08/20/14
Torres, Jaime	Student Assistant I	Child Development Center	9.00	07/01/14-08/25/14
Torres, Julia	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Tran, Hoang Phuong	Student Assistant III	DSP&S	10.50	07/01/14-08/22/14
Tran, Mailinh	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Tran, Michelle	Student Assistant II	Bridge Program	9.75	07/01/14-08/24/14
Trejo, Marilyn	Student Assistant I	Counseling	9.00	07/01/14-08/24/14
Trevino, Joseph	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
Trujillo Negrete, Adriana	Student Assistant III	Career & Transfer Svcs.	10.50	07/01/14-08/24/14
Trujillo, Wendy	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Uribe-Pitts, Andrea	Student Assistant III	Child Development Center	10.50	07/01/14-08/24/14
Valdes, Lillian	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Valenzuela, Andrea	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
Valladares, Destina	Student Assistant II	DSP&S	9.75	07/01/14-08/22/14
Varela, Michael	Student Assistant I	Counseling	9.00	07/01/14-08/22/14
Vazquez, Enrique	Student Assistant I	DSP&S	9.00	06/02/14-06/13/14
Velasquez, Sandra	Student Assistant I	DSP&S	9.00	06/02/14-06/13/14
Villa, Gilbert	Student Assistant I	Bursar's Office	9.00	07/01/14-08/22/14
Villanueva, Lorenzo	Student Assistant I	Agriculture Science	9.00	07/01/14-08/23/14
Villaverde, Kristelle Marie	Student Assistant III	The Writing Center	10.50	07/01/14-08/22/14
Viste, Xavier	Student Assistant II	Tutorial Services	9.75	03/28/14-06/30/14
Viste, Xavier	Student Assistant II	Tutorial Services	9.75	07/01/14-08/03/14
Voltz Jr., Donald	Student Assistant III	Agriculture Science	10.50	07/01/14-08/23/14

SUBJECT: Personnel Transactions**DATE:** August 13, 2014**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Wagner, Jovanna	Student Assistant I	Agriculture Science	9.00	07/01/14-08/23/14
Walker, William	Student Assistant II	Bridge Program	9.75	07/01/14-08/24/14
Wang, Katherine	Student Assistant III	Admissions and Records	10.50	07/01/14-07/31/14
Weber, Jessica	Student Assistant IV	Agriculture Science	11.25	07/01/14-08/23/14
White, Zachary	Student Assistant II	Tutorial Services	9.75	07/01/14-08/03/14
Williams, Courtney	Student Assistant III	Continuing Education	10.00	03/10/14-06/30/14
Williams, Courtney	Student Assistant I	Agriculture Science	9.00	07/01/14-08/23/14
Williams, Courtney	Student Assistant III	Continuing Education	10.50	07/01/14-08/24/14
Williams, Sydnie	Student Assistant I	DSP&S	9.00	06/02/14-06/13/14
Williams, Sydnie	Student Assistant II	Admissions and Records	9.75	07/01/14-08/22/14
Winslow, Geoff	Student Assistant III	Agriculture Science	10.50	07/01/14-08/23/14
Wong, Chin Cheung	Student Assistant I	Admissions and Records	9.00	07/01/14-08/24/14
Yu, Kenneth	Student Assistant III	Continuing Education	10.50	07/01/14-07/30/14
Zamarripa, Ruth	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14
Zavala, Ryan	Student Assistant III	Technical Services	10.50	07/01/14-08/24/14
Zavalza, Elim	Student Assistant II	Agriculture Science	9.75	07/01/14-08/23/14
Zayas, Samanta	Student Assistant III	Tutorial Services	10.50	07/01/14-08/03/14
Zuniga, Paubla	Student Assistant I	Child Development Center	9.00	07/01/14-08/24/14

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

DATE: August 13, 2014

CONSENT

SUBJECT: Fermata Nowhere Performance at the University of Alaska, Anchorage

BACKGROUND

The Mt. San Antonio College men's a cappella group, Fermata Nowhere, has been invited as featured guest artists to perform at the Annual A Cappella Festival at the Wendy Williamson Auditorium, University of Alaska, Anchorage. Fermata Nowhere and their director, William McIntoch, will also meet with the University of Alaska student team that worked on the production of the Festival for an informal question-and-answer session. Travel dates are October 8–11, 2014.

ANALYSIS AND FISCAL IMPACT

Airfare/travel and lodging costs will be funded by the University of Alaska. Miscellaneous costs will be funded by Student contributions, and there will be no cost to the District.

Funding Source

University of Alaska, Anchorage.

RECOMMENDATION

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

Prepared by: Sue Long

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #13

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 13, 2014</u>	CONSENT
SUBJECT: <u>Affiliation Agreement with Alinea Medical Imaging</u>	

BACKGROUND

Students enrolled in the Radiologic Technology Program (Mammography) require use of clinical facilities for training. Alinea Medical Imaging located in Pomona, California, has agreed to accept Radiology/Mammography students and will provide our students with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

The new affiliation agreement with Alinea Medical Imaging is the standard Mt. SAC agreement. No changes or amendments have been made.

The agreement shall be effective August 14, 2014.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the affiliation agreement with Alinea Medical Imaging.

Prepared by: Sarah Daum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #14

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

DATE: August 13, 2014

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. Adult Basic Education

Course Title/Program	Presenter	Payment
High School Summer School Program: Diamond Bar High School Coordinator	Aguilar, Gabriel	\$2,000

2. Community Services: Additional Classes

Course Title/Program	Presenter	Payment	Fee
Goal Setting – Living Life by Design	Marcouillier, Dale	40%	\$39 Materials Fee: \$10
Become a Transaction Escrow Coordinator	Notary Public Seminars, Inc. (Christensen, Carrie)	40%	\$101 Materials Fee: \$60
Become a Loan Signing Agent	Notary Public Seminars, Inc. (Christensen, Carrie)	40%	\$101 Materials Fee: \$60
Making a Fortune in Multi-Family Homes	Marshall Reddick Real Estate Network	40%	\$49 Materials Fee: \$25
Decorating Unique Cakes	Flores, Susan	40%	\$60 Materials Fee: \$25
Become a Powerful and Motivating Speaker	Aguilar, Allen	\$31.60/ Student	\$79 Materials Fee: \$20
Learn the Most Effective Ways to Make Money on Ebay	Aguilar, Allen	\$31.60/ student	\$79 Materials Fee: \$20
Theater for Young Audiences	Burgos, Matthew	No Pay	\$92

Prepared by: Donna Burns

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #15

SUBJECT: Continuing Education Additions and Changes

DATE: August 13, 2014

3. Community Services - Program Changes

Course Title/Program	From	To
College for Kids Offerings	Manprous, Karen Tat-Chung, Kath	Manus, Karen Tat-Chung, Kathy
Cardio Dance	Hurter, Michele	Dominica, Shell
Threading	Materials Fee: 0	Materials Fee: \$10
Makeup Artistry Certification	\$347	\$352
Woodworking	\$130	\$140
Group Violin – Beginner	\$197	\$212
Real Estate Investing for Beginners	\$39/Single \$69/Couple	\$49/Single \$79/Couple
Open Fitness Swim	\$110	\$120

4. Contract Renewals

Contract	Amount
<p>Motorcycle Safety Program Workers' Compensation and Employers' Liability Insurance Effective July 1, 2014–December 15, 2014</p> <p><u>Providing Agency</u> BB & T Insurance Services of Orange County, License #0619252 19100 Von Karman Avenue, Suite 900, Irvine, California 92612</p> <p><u>Insured</u> Motorcycle Safety Foundation 2 Jenner Street, Suite 150, Irvine, California 92618</p> <p>Specific coverage as per Contract – <i>RiderCourse</i> Insurance Plan, Agreement for California Site Administrators</p>	<p>Monthly premium based on the number of registered students per month</p>

5. Contract Correction

Community Services Fee Program – Excluding Motorcycle Safety		
	From	To
Student Insurance Broker (originally approved at the June 2014 Board meeting)	Small Business Underwriting Center 3300 Business Park Drive Stevens Point, Wisconsin 54482	Maksin Management Corporation P.O. Box 2648 Camden, New Jersey 08101-2648

SUBJECT: Continuing Education Additions and Changes

DATE: August 13, 2014

Funding Sources

Adult Basic Education – Unrestricted General Fund; Community Services - Student Registration Fees; and Contract Renewals - Student Registration Fees.

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:	<u>August 13, 2014</u>	CONSENT
SUBJECT:	<u>Modified Courses for the 2013-14 and 2014-15 Academic Years</u>	

BACKGROUND

The following courses have been modified to follow and meet Title 5 requirements:

<u>Modified Course</u>	<u>Course Title</u>
AGLI 19*	Horse Hoof Care
JOUR 111	Writing Broadcast and Web News

*A mistake made when the course was originally submitted to the Chancellor’s Office is being corrected.

ANALYSIS AND FISCAL IMPACT

These modified courses were developed and approved by their respective College department and division. Documentation has been reviewed by the Educational Design Committee and approved by the Curriculum and Instruction Council and the Academic Senate.

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the above curriculum change, effective with the 2013-14 and 2014-15 academic years.

Prepared by: <u>Terri Long</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #16</u>

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

DATE: August 13, 2014

CONSENT

SUBJECT: Mt. SAC STEM Teacher Preparation Program (STEM TP²) Grant:
Acceptance of Funds and Approval of Purchases

BACKGROUND

Mt. San Antonio College received notification of funding for a new Advanced Technological Education grant titled "Mt. SAC Science, Technology, Engineering, and Mathematics Teacher Preparation Program (STEM TP²)," funded by the National Science Foundation. The purpose of the grant is to develop a sustainable, multi-dimensional program that will recruit, counsel, and direct likely students that have the desire and potential to become highly-qualified middle school and high school mathematics and science teachers. The project will achieve its goal and four associated objectives by providing a cluster of academic support, enrichment activities, teaching opportunities, and authentic research experiences designed to promote student success. These objectives and a pipeline established to two local universities will provide a seamless transfer to a baccalaureate teacher preparation program in STEM. Recipients will be selected from students majoring in STEM areas with particular emphasis on recruiting students of color, females, Hispanics, veterans, and first-generation college students that have a desire to teach.

ANALYSIS AND FISCAL IMPACT

This grant award is \$624,668. The performance period for this grant is September 1, 2014, through August 31, 2017. The funding agency has approved the expenditure of grant funds to support the following: faculty, hourly, and student personnel; employee benefits; equipment; travel and professional development for grant personnel; student travel; participant support costs; instructional supplies and materials; printing/marketing; consultant services; contracted services; facilities and catering; indirect costs; and other grant-related expenses.

As part of the grant activities, project staff will conduct periodical advisory committee meetings. Authorization is requested to purchase food and/or catering services for these meetings, not to exceed \$500 per event.

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

Funding Source

National Science Foundation.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Advanced Technological Education Grant funds and approves the purchases as defined above.

Prepared by: Adrienne J. Price Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins Agenda Item: Consent #17

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>July 24, 2014</u>	CONSENT
SUBJECT:	<u>Athletic Special Events Expenditures and Contracts for 2014-15</u>	

BACKGROUND

The Mt. SAC Athletics Special Events (Cross Country Invitational and Relays) require the following items in order to assist in the continual operation of the self-sustaining events. These events have a rich tradition and a high level of National and International exposure. This will be the 67th running of the Cross Country Invitational and the 56th running of the Mt. SAC Relays. The Cross Country Invitational will be held on October 17, 24-25, 2014; the Relays are scheduled for April 11, 16-18, 2015; and May 30-31, 2015, for the multi-event.

ANALYSIS AND FISCAL IMPACT

The Mt. SAC Special Events are funded by a combination of entry fees, gate fees, advertising, parking fees, and booth rentals. In addition, the Mt. SAC Relays receives sponsorships from outside sources such as Brooks, In-N-Out Burger, Gatorade, Robeks, City of Walnut, and Best Western Hotel.

Expenses for these events include:

- promotional supplies as well as meals for volunteer workers and major media outlet representatives, not to exceed \$15,000;
- sanctioning fees, which will allow Mt. SAC to host these events under the auspices of California Interscholastic Federation and USA Track and Field, not to exceed \$1,000;
- Cole Schaefer for ambulance services, for approximately \$5,000;
- Pacific Palms Resort & Conference Center to provide facilities for the annual banquets, for approximately \$11,000;
- medals and awards, not to exceed \$50,000; and
- VIP expense reimbursement, not to exceed \$8,000.

The notoriety of these events brings in many VIPs whose travel, lodging, and incidental expenses are reimbursed. In addition, a hospitality center will be established for these VIPs, which will include food and non-alcoholic beverages.

Prepared by: <u>Joe Jennum</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #18</u>

SUBJECT: Athletic Special Events Expenditures and Contracts for 2014-15

DATE: June 22, 2011

Funding Sources

Unrestricted General Fund - Cross Country Invitational and Relays accounts.

RECOMMENDATION

It is recommended that the Board of Trustees approves these sponsorships, contracts, and expenses, as detailed above.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 13, 2014</u>	ACTION
SUBJECT:	<u>Year-One-of-Three Negotiated Agreement Between CSEA, Chapter 651 and the District for 2014-17</u>	

BACKGROUND

The collaborative bargaining sessions between CSEA, Chapter 651 and the Mt. San Antonio Community College District (District) for a master agreement began on January 8, 2014. The parties met for 16 sessions from January 9, 2014, through July 9, 2014.

ANALYSIS AND FISCAL IMPACT

On July 17, 2014, the District and CSEA, Chapter 651 reached a Tentative Agreement on Salaries, resulting in a 1% or funded COLA, whichever is greater, on the salary schedule.

A Tentative Agreement was also reached on Health and Welfare, resulting in an annual District contribution of \$11,661.20. If the Faculty Association-represented employees receive an additional increase to their health benefits contribution, the District contribution for CSEA 651 employees will be increased by that same dollar amount, up to a maximum increase of \$1,100 for the 2014-15 fiscal year, retroactive to July 1, 2014.

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

The following pages prove a summary of the items tentatively agreed upon by both parties.

Funding Sources

Unrestricted and Restricted General Funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Year-One-of-Three Negotiated Agreement between the Mt. San Antonio Community College District and CSEA, Chapter 651 for the period July 1, 2014, through June 30, 2017.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>James P. Czaja</u>
		Agenda Item:	<u>Action #1</u>

SUBJECT: Year-One-of-Three Negotiated Agreement Between CSEA, Chapter 651
and the District for 2014-17

DATE: August 13, 2014

**SUMMARY OF AGREEMENTS
Mt. San Antonio Community College District and CSEA, Chapter 651**

The Mt. San Antonio Community College District and CSEA, Chapter 651 reached a Tentative Agreement for year one of the three-year contract in effect from July 1, 2014, through June 30, 2017, if approved by the Board of Trustees. Highlights of the issues agreed upon are as follows:

Article II: Terms of the Agreement

Changed the effective date of the agreement to reflect, July 1, 2014 through June 30, 2017.

Article V: Rights of the Association

N. Release Time for Chapter Meetings: Removed language regarding allowing ten (10) hours per year per shift for "General Information Meetings" and replaced it with: The District shall allow one (1) hour of paid release time per member, per meeting, per month for Chapter Meetings. Should additional meetings be necessary to ratify a negotiated agreement, the District shall provide one (1) hour of paid release time per member, per meeting for such ratification. Upon request of the Vice President of Human Resources, CSEA will verify a member's attendance.

The intent of this change is to provide CSEA 651 employees with access to the same number of chapter meetings per year as are currently available to CSEA 262 employees.

Article VII: Salaries

A. Unit members will be paid in accordance with Appendices B and C.

2014-15 Contract Year:	1% funded COLA, whichever is greater, on the salary schedule
2015-16 Contract Year:	Determined through reopeners
2016-17 Contract Year:	Determined through reopeners

Article VIII: Health and Welfare Benefits

B. District Contribution:

The annual District contribution for each eligible full-time unit members shall be as follows:

2014-15 Contract Year:	\$11,661.20*
2015-16 Contract Year:	Determined through reopeners
2016-17 Contract Year:	Determined through reopeners

SUBJECT: Year-One-of-Three Negotiated Agreement Between CSEA, Chapter 651 and the District for 2014-17

DATE: August 13, 2014

*If the Faculty Association represented employees receive an additional increase to their District health benefits contribution, the District contribution for CSEA 651 employees will be increased by that same dollar amount up to a maximum increase of \$1,100 for the 2014-15 fiscal year, retroactive to July 1, 2014.

Article IX: Hours of Work and Related Matters

Added language to section C. Lunch Period and section D. Rest Periods that states lunch periods and rest periods cannot be combined to shorten the workday.

Article X: Leaves of Absence and Related Matters

A. Bereavement Leave: Added cousins to the list of immediate family members.

It is the intent of the parties to add cousins to Bereavement Leave to reach parity with the definition of an immediate family member that is in the CSEA 262 Bereavement Article.

Article XII: Personnel Files

Relocated the language on personnel files, from the article on Matters Relating to Evaluation Procedures, and created a separate article.

Article XIII: Performance Evaluations

For clarity, changed the title of the article from Matters Relating to Evaluation Processing Procedures to Performance Evaluations. References to immediate supervisor were changed to evaluator, throughout the article. In addition, the following language was added and/or modified.

A.1. Performance Evaluations:

A.1.a. Evaluations shall be performed by the immediate non-bargaining unit supervisor or manager and shall focus on the employee's job performance.

A.1.b. Permanent status employees are evaluated on an annual basis, based upon the anniversary date of initial appointment. A permanent status employee's evaluation shall cover the employee's job performance for the last twelve (12) month period. Notwithstanding extenuating circumstances, annual evaluations shall be issued no later than three (3) months following the end of the evaluation period. Probationary employees are evaluated after two (2) months and five (5) months. Probationary evaluations shall be completed prior to the end of the probationary period.

SUBJECT: Year-One-of-Three Negotiated Agreement Between CSEA, Chapter 651
and the District for 2014-17

DATE: August 13, 2014

- A.1.d. Performance evaluations for those employees working out-of-class shall not be based solely on the specific job duties of the out-of-class position, unless the employee is in the out-of-class assignment for the entire duration of the evaluation period.
- A.1.e. The District will provide regular training for its evaluators and employees on the performance evaluation process.
- A.3. Negative Performance Evaluations:
- A.3.a. Performance criteria marked as “needs improvement” on the evaluation shall include specific recommendations for improvements, a timeline in which to improve, and provisions for assisting the employee in implementing any recommendations made. The evaluator may create a “performance improvement plan” for an employee to address performance deficiencies. This performance improvement plan shall be created by the unit manager and the Vice President, Human Resources, or his/her designee, prior to the issuance to the unit member.
- A.4. Performance Goals: The performance evaluation may include goals to be achieved during the next performance evaluation period. If included, these must be related to the duties and responsibilities of the employee’s assigned position classification description and reflect action items identified on the evaluation form. Managers and employees may consult with the Vice President of Human Resources or his/her designee regarding the development of performance goals.

Article XIV: Probationary Period (New Article):

- A. Probationary Period: Upon election as a classified employee, the unit member shall serve as probationary employee for the period of six (6) months of service following the date of his/her employment. Performance evaluations shall be issued in accordance with Article XIII.1.b. Performance Evaluations. The District retains the right to extend the probationary period for an additional six (6) months. The District shall advise the unit member for the reason for such extension.

Article XIV: Personal/Professional Growth:

Added the following language to the article:

- A.3. Job related certification(s) and/or licenses: A unit member may earn \$500 for obtaining any job related licenses and/or certification. Unit members’ requests must be approved in advance by the Director of Facilities or his/her designee. All requests must be submitted to Human Resources for final approval before the unit member begins the certification or license program and a final copy of the certificate or license must be submitted to Human Resources before payment is issued.

SUBJECT: Year-One-of-Three Negotiated Agreement Between CSEA, Chapter 651
and the District for 2014-17

DATE: August 13, 2014

Appendix A: Holidays for Classified Employees – CSEA 651

HOLIDAY	2014-15	2015-16	2016-17
Independence Day	Friday, July 4 ¹	To be negotiated	To be negotiated
Labor Day	Monday, September 1		
Veteran's Day	Tuesday, November 11		
Thanksgiving Day	Thursday, November 27		
Day After Thanksgiving	Friday, November 28		
Winter Recess	Tuesday, December 23		
Winter Recess	Wednesday, December 24		
Winter Recess	Thursday, December 25		
Winter Recess	Friday, December 26		
Winter Recess	Monday, December 29		
Winter Recess	Tuesday, December 30		
Winter Recess	Wednesday, December 31		
New Year's Day	Thursday, January 1		
Martin Luther King Day	Monday, January 19		
Lincoln's Birthday	Friday, February 13		
Washington's Birthday	Monday, February 16		
Cesar Chavez Day	Monday, March 30		
Memorial Day	Monday, May 25		
Floating Holiday	07.01.14-06.30.15 Two		
Total	20		

¹Independence Day observed Thursday, July 3, 2014, per 2014 4/10 Summer Work Schedule MOU.

SUBJECT: Year-One-of-Three Negotiated Agreement Between CSEA, Chapter 651 and the District for 2014-17

DATE: August 13, 2014

**ANALYSIS OF CSEA, CHAPTER 651 INCREASES
Unrestricted General Fund and Restricted General Fund**

Article	Analysis	Amount
VII: Salaries A. 2014-15 Contract Year: 1% or funded COLA, whichever is greater on the salary schedule.	1% ongoing increase	\$65,633
VIII: Health and Welfare Benefits B. District Contribution: 2014-15 Contract Year: \$11,661.20, effective July 1, 2014* Opt Out	District Contribution ongoing increase from \$11,161.20 to \$11,661.20 *If the Faculty Association- represented employees receive an additional increase to their District health benefits contribution, the District contribution for CSEA, Chapter 262 employees will be increased by that same dollar amount, up to a maximum increase of \$1,100 for the 2014-15 fiscal year retroactive to July 1, 2014. The maximum total cost will be \$365,721. Maintained increased opt out of \$7,300	\$50,750
XIV: Personal/Professional Growth	Added \$500 for obtaining job related certification(s) and/or licenses.	-
Total		\$116,383

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 13, 2014</u>	ACTION
SUBJECT:	<u>Year-One-of-Three Negotiated Agreement Between CSEA, Chapter 262 and the District for 2014-17</u>	

BACKGROUND

The collaborative bargaining sessions between CSEA, Chapter 262 and the Mt. San Antonio Community College District (District) for a master agreement began on January 9, 2014. The parties met for 20 sessions from January 9, 2014, through July 14, 2014.

ANALYSIS AND FISCAL IMPACT

On July 17, 2014, the District and CSEA, Chapter 262 reached a Tentative Agreement on Salaries, resulting in a 1% or funded COLA, whichever is greater, on the salary schedule.

A Tentative Agreement was also reached on Health and Welfare, resulting in an annual District contribution of \$10,063. If the Faculty Association-represented employees receive an additional increase to their health benefits contribution, the District contribution for CSEA 262 employees will be increased by that same dollar amount, up to a maximum increase of \$1,100 for the 2014-15 fiscal year, retroactive to July 1, 2014.

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

The following pages prove a summary of the items tentatively agreed upon by both parties.

Funding Sources

Unrestricted and Restricted General Funds, Child Development Fund, Health Services Fund, Bond Construction Funds, Bond Anticipation Notes funds, and Associated Students Trust Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Year-One-of-Three Negotiated Agreement between the Mt. San Antonio Community College District and CSEA, Chapter 262 for the period July 1, 2014, through June 30, 2017.

Reviewed by:	<u>James P. Czaja</u>
Recommended by:	<u>Bill Scroggins</u>
Agenda Item:	<u>Action #2</u>

SUBJECT: Year-One-of-Three Negotiated Agreement Between CSEA, Chapter 262 and the District for 2014-17

DATE: August 13, 2014

SUMMARY OF AGREEMENTS
Mt. San Antonio Community College District and CSEA, Chapter 262

The Mt. San Antonio Community College District and CSEA, Chapter 262 reached a Tentative Agreement for year one of the three-year contract in effect from July 1, 2014, through June 30, 2017, if approved by the Board of Trustees. Highlights of the issues agreed upon are as follows:

Article 2: Terms of The Agreement

Changed the effective date of the agreement to reflect, July 1, 2014 through June 30, 2017.

Article 8: Salaries

08.01 Unit members will be paid in accordance with Appendices A and B.

2014-15 Contract Year:	1% funded COLA, whichever is greater, on the salary schedule
2015-16 Contract Year:	Determined through reopeners
2016-17 Contract Year:	Determined through reopeners

Article 9: Health and Welfare Benefits

09.03 District Contribution:

09.03.01 The annual District contribution for each eligible full-time unit members shall be as follows:

2014-15 Contract Year:	\$10,063*
2015-16 Contract Year:	Determined through reopeners
2016-17 Contract Year:	Determined through reopeners

*If the Faculty Association represented employees receive an additional increase to their District health benefits contribution, the District contribution for CSEA 262 employees will be increased by that same dollar amount up to a maximum increase of \$1,100 for the 2014-15 fiscal year, retroactive to July 1, 2014.

Article 10: Hours of Work and Related Matters

Added language to section 10.13 Lunch Period and section 10.04 Rest Periods that states lunch periods and rest periods cannot be combined to shorten the workday.

SUBJECT: Year-One-of-Three Negotiated Agreement Between CSEA, Chapter 262 and the District for 2014-17

DATE: August 13, 2014

Article 12: Vacation

12.03 Vacation Accrual: Increase the vacation accrual as follows:

	<u>No. of Hours Earned per Month</u>
6 months through 5 years	8 hours (12 days)
6 years through 8 years	10.67 hours (16 days)
9 years through 13 years	13.34 hours (20 days)
14 years through 19 years	14.67 hours (22 days)
20 years and on	16 hours (24 days)

The intent of the change in language is to reach parity with CSEA 651's current vacation accrual language. The District and CSEA, Chapter 262 agree that for employees who have reached permanent status after the six (6) month probationary period, eight (8) hours of vacation time are accrued per qualifying month paid.

Article 14: Transfers and Related Matters

Modified the language as follows:

14.05 Short-Term Transfers: The manager shall contact the Vice President of Human Resources or his/her designee before a unit member is temporarily transferred to a position of equal or higher salary range, which may include an increase in percent of employment, in order to substitute for a unit member, or to assist a special work assignment. These changes in assignment may be made for up to six (6) months upon mutual written agreement between the CSEA 262 President and the Vice President of Human Resources or his/her designee. After six (6) months, the unit member will be returned to their regular assignment unless otherwise extended by mutual agreement.

Article 16: Evaluations

Modified the language as follows:

16.01.2 Permanent status employees are evaluated on an annual basis: A permanent status employee's evaluation shall cover the employee's job performance for the last twelve (12) month period. Probationary employees are evaluated after two (2) months and five (5) months. Probationary evaluations shall be completed prior to the end of the probationary period.

SUBJECT: Year-One-of-Three Negotiated Agreement Between CSEA, Chapter 262 and the District for 2014-17

DATE: August 13, 2014

Added the following sections:

16.01.4 The District will provide regular training for its evaluators and employees on the performance evaluation process.

16.07 The performance evaluation may include goals to be achieved during the next performance evaluation period. If included, these must be related to the duties and responsibilities of the employee's assigned position classification description and reflect action items identified on the evaluation form. Managers and employees may consult with the Vice President of Human Resources or his/her designee regarding the development of performance goals.

Appendix C: Evaluation Form

Modified to include new language from Article 16: Evaluations, as well as other changes.

Appendix F: Application for Personal/Professional Growth Benefit

Modified to include contract language that was approved during the previous round of negotiations.

Appendix G: Holidays for Classified Employees – CSEA 262

HOLIDAY	2014-15	2015-16	2016-17
Independence Day	Friday, July 4 ¹	To be negotiated	To be negotiated
Labor Day	Monday, September 1		
Veteran's Day	Tuesday, November 11		
Thanksgiving Day	Thursday, November 27		
Day After Thanksgiving	Friday, November 28		
Winter Recess	Tuesday, December 23		
Winter Recess	Wednesday, December 24		
Winter Recess	Thursday, December 25		
Winter Recess	Friday, December 26		
Winter Recess	Monday, December 29		
Winter Recess	Tuesday, December 30		
Winter Recess	Wednesday, December 31		
New Year's Day	Thursday, January 1		
Martin Luther King Day	Monday, January 19		
Lincoln's Birthday	Friday, February 13		
Washington's Birthday	Monday, February 16		
Cesar Chavez Day	Monday, March 30		
Memorial Day	Monday, May 25		
Floating Holiday	07.01.14-06.30.15 Two		
Total	20		

SUBJECT: Year-One-of-Three Negotiated Agreement Between CSEA, Chapter 262 and the District for 2014-17

DATE: August 13, 2014

¹Independence Day observed Thursday, July 3, 2014, per 2014 4/10 Summer Work Schedule MOU.

ANALYSIS OF CSEA, CHAPTER 262 INCREASES
Unrestricted General Fund, Restricted General Fund, Child Development Fund, Health Services Fund, Bond Construction Funds, Bond Anticipation Notes Fund, and Associated Students Trust Fund

Article	Analysis	Amount
<p>8: Salaries 08.01 2014-15 Contract Year: 1% or funded COLA, whichever is greater on the salary schedule.</p>	<p>1% ongoing increase</p>	<p>\$317,232</p>
<p>9: Health and Welfare Benefits 09.03 District Contribution: 2014-15 Contract Year: \$10,063, effective July 1, 2014*</p> <p>09.03.5 Opt Out</p>	<p>District Contribution ongoing increase from \$9,563 to \$10,063</p> <p>*If the Faculty Association-represented employees receive an additional increase to their District health benefits contribution, the District contribution for CSEA, Chapter 262 employees will be increased by that same dollar amount, up to a maximum increase of \$1,100 for the 2014-15 fiscal year retroactive to July 1, 2014. The maximum total cost will be \$365,721.</p> <p>Maintained increased opt out of \$6,500</p>	<p>\$216,787</p>
Total		\$534,019

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

DATE: August 13, 2014

ACTION

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

BACKGROUND

The current negotiated agreement between the District and the Faculty Association expires on June 30, 2014. The parties have negotiated year one of three year contract. The Association brought the tentative agreements before its membership and achieved ratification.

ANALYSIS AND FISCAL IMPACT

The District and the Faculty Association used the traditional approach to negotiations, distributing written proposals and counter proposals on each major item, and then securing a tentative agreement. Both parties ensured that negotiations remained focused on what impact each item would have on students, educational programs, and student outcomes. Both parties achieved the desired outcomes.

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

Funding Source

Unrestricted and Restricted General Funds

RECOMMENDATION

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

Recommended by: Bill Scroggins Reviewed by: James P. Czaja
Agenda Item: Action #3

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

DATE: August 13, 2014

SUMMARY OF AGREEMENTS
Mt. San Antonio Community College District and the Faculty Association

The Mt. San Antonio Community College District and the Faculty Association reached a Tentative Agreement for year one of the three-year contract in effect from July 1, 2014, through June 30, 2017, if approved by the Board of Trustees. Highlights of the issues agreed upon are as follows:

Article 5: Rights of Association Members

5.D. Use of Services: Added language regarding to the use of e-mail and telephone and the following: The District shall not interfere with, censor, or examine Association communications as doing so is prohibited by EERA.

Article 7: Salaries

7.A. Adjustments: The District and the Faculty Association approved the following increases to salary, stipends, and benefits:

For 2014-15: 1% or funded COLA, whichever is greater on-schedule including appendices

For 2015-16: Determined through reopeners

For 2016-17: Determined through reopeners

7.B. Adjunct Faculty Office Hours: Adjunct professors (except those on partial, post-retirement contracts) with teaching assignments shall be paid for one office hour per week for fall and spring terms at the rate of twenty-one (\$21) per hour. The requirement of a set office hour is not necessary for these adjuncts. What is required is that the methods by which students shall have access to professors shall be included in the professor's syllabus. Whenever possible, full-time faculty will support adjunct faculty by sharing offices.

Article 8: Contract Employee Benefits

8.B. District Contribution: The annual District contribution toward the premiums (Section 8.A.) for each eligible full-time unit member shall be as follows:

First Contract Year (2014-15): \$11,000 per fiscal year. \$7,000 per fiscal year for unit members who opt out of a major medical plan. If the college receives over cap growth money from 2013-14, 15% of that money will be used to provide a proportional contribution to full-time faculty of up to a

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

DATE: August 13, 2014

maximum of \$1,100 per fiscal year retroactive to July 1, 2014

Second Contract Year (2015-16): Determined through reopeners

Third Contract Year (2016-17): Determined through reopeners

8.F.2 Health & Welfare-Adjunct Faculty (Eligibility): Added the following language, as an introduction: All adjunct faculty who qualify under the Affordable Care Act are considered eligible adjunct employees under section 8.F.1. and are not subject to the annual maximum pool limitation.

8.H. Faculty Inquiry: The District agrees to allocate \$45,000 in 2014-15 and 2015-16 for a pilot program to fund Faculty Inquiry projects. The funds will be allocated to Professional and Organizational Development and will be accessed by request by unit members, teams of unit members, or departments through a process recommended by the Faculty Professional Development Council and approved by the Vice President of Instruction and the Vice President of Student Services. A review of the process by a jointly appointed task force will occur during the fall of 2015 and based on that review, a recommendation will be made to the negotiations teams for 2016-17 reopener negotiations.

Article 10: Workload

10.B.1. Distance Learning: Faculty teaching distance learning classes shall offer virtual office hours as per Article 13.B.7. (see Article 13 for more details).

10.B.2. Schedule and Location: Added the following language: In the event an office hour is cancelled due to illness or unforeseen or extenuating circumstances, the office hour may be reschedule subject to approval by the appropriate dean or administrator. The rescheduled office hour must take place within the same week as the missed office hour. Should the missed office hour be rescheduled, no deduction to the professor's sick leave balance, as per Article 16.A.3., related to the missed office hour shall occur.

10.C. Office Hours Obligation: The following chart indicates the "student office hour" obligation for full time faculty (counselors and librarians included). Please note that department chairs are required to schedule hours that would have been spent teaching on campus for the purpose of providing service to students, adjunct and full-time faculty and staff.

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

DATE: August 13, 2014

Contract teaching load (in LHE)	Student Office Hour Obligation
1.5	0.5 hour
3.0	1.0 hour
4.5	1.0 hour
6.0	1.5 hours
7.5	2.0 hours
9.0	2.5 hours
10.5	3.0 hours
12.0	3.0 hours
13.5	3.5 hours
15.0	4.0 hours

Unit members on partial contract shall maintain such office hours as are a pro-ration of contract held.

- 10.H.4. Faculty Previously Designated as 11- or 12-month Employees: Added the following language: All full-time faculty serving under 11 or 12 month contracts will submit a calendar to their immediate manager, by July 1 of each academic year, designating the additional days/hours. For Agricultural Sciences faculty, the additional days must be scheduled outside of the primary terms (fall and spring semesters) and a day would be equivalent to eight (8) hours.
- 10.M.3.b. Department Chair Election Procedure (Election Procedures): Added the following language: It is the responsibility of division deans, associate deans, or designees to provide the department with an eligibility rating for the current department chair based on the department chair evaluation.
- 10.M.3.c. Department Chair Election Procedure (Administrative Involvement): Clarified the language to read: Division deans, associate deans, or designees shall communicate with each department the department chair election procedures, the department chair duties, and the department chair compensation. Further, they shall provide the department with an overall eligibility rating for the current department chair, for the current election. This rating shall be based on annual evaluation documents of the department chair evaluation (H.10.G.) and will be provided to the department no later than the end of the tenth week of the spring semester. Department chair elections that result in a tie shall be decided by the appropriate Vice President.
- 10.Q. Adjunct Faculty Rehire Rights: Changed the requirement from ten (10) semesters or more to eight (8) semesters or more. Changed priority of assignment, to reflect professors that have taught during four (4) years or more instead of five (5) years or more.

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

DATE: August 13, 2014

10.R.1.a. Adjunct Faculty Participation in Departments: Added language to reflect that adjunct faculty who attend department meetings or participate in department committees other than meetings focused on Student Learning Outcomes (SLO) assessment and dialogue shall not be compensated for such participation.

10.R.1.b. Added the following language: Adjunct faculty shall be paid for no more than three hours per academic year at the non-teaching hourly rate for district approved participation in meetings focused on outcomes assessment and dialogue. Additional paid participation may be authorized by the District.

10.T. Service Credit Calculations for Adjunct Faculty: Added the following language: In accordance with Education Code 22138.5, the following standards for “full time equivalent” (FTE) are adopted for the purpose of calculating annual creditable service to the California State Teachers Retirement System consistent with CalSTRS regulations:

Professors Teaching Credit Courses – 525 instructional hours (calculated as LHE taught x 17.5, since 30 LHE x 17.5 instructional hours/LHE = 525 instructional hours).

Professors Teaching Continuing Education (Noncredit) Courses – 1,152 basic assignment hours, as per section 10.G.7.c.

Counselors (11 month) – 1,248 basic assignment hours, as per section 10.H.3.

Counselors (12 month) – 1,370 basic assignment hours, as per section 10.H.4.

Instructional Specialists (11 month) – 1,248 basic assignment hours, as per section 10.H.3.

Librarians (11 month) – 1,365 basic assignment hours, as per section 10.H.3.

Librarians (12 month) – 1,498 basic assignment hours, as per section 10.H.4.

Article 13: Distance Learning

13.B.7. Virtual Office Hours: Added the following language: The establishment of virtual office hours will be communicated to division offices and students via the course syllabus. All hybrid courses office hours must be held on campus.

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

DATE: August 13, 2014

Article 16: Leaves of Absence

- 16.K. Sabbatical Leave: Added the following language to the description: The District fully recognizes sabbatical leaves as a significant means of providing faculty with the opportunity for professional growth and new or renewed intellectual achievement. Adding the following language:
- 16.K.1. Purpose: A sabbatical leave is a means by which the teaching effectiveness of faculty members may be enhanced, their scholarly usefulness broadened, and the College's academic program strengthened and developed through formal study, independent study, work experience, or any combination thereof. The major purpose is to provide opportunity for continued professional growth and new or renewed intellectual achievement through study, research, writing, and/or travel. As such, sabbatical leaves are a temporary reassignment from-basic assignment duties so that the unit member may instead dedicate his/her time to improving the quality of the education provided by the College.
- 16.K.1.a. Formal Study: A sabbatical leave may be granted for a request involving twelve (12) semester units per term (or equivalent) taken at a regionally accredited institution. Such units must be approved by the Salary and Leaves Committee as likely to improve the applicant's teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students.
- 16.K.1.b. Independent Study: A sabbatical leave may be granted for a plan of independent study, research, writing, and/or travel equivalent in time and rigor to a sabbatical for formal study. A detailed, specific plan must be submitted by the applicant and approved by the Salary and Leaves Committee as likely to improve the applicant's teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students. In addition, sabbaticals for independent study must generate tangible products of use to students.
- 16.K.1.c. Work Experience: A sabbatical leave may be granted for contracted work or externship with other educational institutions, government agencies, corporations, or foundations related to the applicants discipline. A detailed, specific plan must be submitted by the applicant and approved by the Salary and Leaves Committee as likely to improve the applicant's teaching effectiveness, strengthen the College's academic program, or otherwise bring a clear benefit to students.
- 16.K.3. Eligibility for Sabbatical Leave: Added language to clarify that 30 LHE is equivalent to one (1) year.
- 16.K.8. Process for Approval: The Salary and Leaves Committee shall use the following standards in forwarding sabbatical applications to the Board of Trustees.

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

DATE: August 13, 2014

- 16.K.8.a. Completeness: All applications shall be reviewed for completeness by the Office of Instruction within five (5) working days of the initial submission deadline. If the application is declared to be incomplete (required components not included with the proposal), the applicant shall be notified and have an additional five (5) working days to submit any additionally requested information.
- 16.K.8.b. Criteria: The Salary and Leaves Committee shall propose objective rating criteria which are subject to approval by both the Association and the District. Such criteria shall equally weight the value of the proposed scheduled activities to the College and to the applicant's professional growth/enrichment.
- 16.K.8.c. Notification of Committee Recommendation: The Salary and Leaves Committee shall evaluate all complete proposals and rank only those proposals determined to be acceptable. The Salary and Leaves Committee will forward to the Board of Trustees the proposals recommended by the committee in ranked order. The committee shall send written notification to all applicants regarding the committee's recommendations.
- 16.K.8.d. Approval by Board of Trustees: The Salary and Leaves Committee shall annually submit the prioritized list of unit members recommended for sabbatical leave in sufficient time to be placed on the agenda for a February meeting of the Board of Trustees. The Board shall take action on the list of applicants for sabbatical leaves no later than the second regular Board meeting following the submission of the list. It is the intent of the District to advocate on behalf of ranked sabbatical proposals recommended to the Board.
- 16.K.8.e. Notification of Board Action: The Salary and Leaves Committee shall send written notification to each applicant regarding the action taken by the Board. In the event that applications recommended by the Committee were not authorized by the Board, these applications will automatically be submitted and re-ranked by the Salary and Leaves Committee the next year along with new applications. The applicant may choose to withdraw his/her proposal for consideration the subsequent year.

Article 18: Faculty Evaluation Procedures and Personnel Files

- 18.H.3.b. Classroom Visitation: Added the following language: Each team evaluator shall meet with the probationary faculty member no later than the end of week 7 to go over the H.4.a. form, and the probationary faculty member will have the opportunity to read, comment on, and sign the form.

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

DATE: August 13, 2014

Evaluation team member(s) will conduct these visitations. A second classroom evaluation form H.4.a, noting "2nd visit" will be completed by the team member(s). The probationary faculty member will have the opportunity to read, comment on, and sign the form. Classroom visitations will be summarized by the team in H.4.a. and in H.7.b. if the team determines that prescriptives are necessary following the second visit.

- 18.H.3.e. Evaluation Conference: Added the following language to 18.H.3.e., 18.H.4.d., and 18.H.5.b: If the team makes a recommendation that the District not employ the faculty member for the following year, no evaluation activities in the spring are necessary.
- 18.H.4.c. Student Evaluations: Added the following language to 18.H.4.c., 18.H.5.a., 18.I.1.b.: Student evaluations shall be completed by the end of the 12th week of the fall semester.
- 18.I.1.d. Summary of Evaluation: Changed 4th week to 6th week of the spring semester.
- 18.I.1.e. Administrative Evaluation: Changed from week 8 to week 14 of the spring semester for third year.
- 18.J.2.a. Self-Evaluation: Added the following language: The self-evaluation form, H.6.b., shall be completed and submitted to the division dean or immediate administrator no later than the eighth week of the spring term.
- 18.J.2.b. Administrative Evaluation: Added the following language: The evaluation meeting shall be conducted no later than the tenth week of the spring term.
- 18.J.2.c. Peer Evaluation: Added the following language: no later than the eighth (8th) week of the spring term.
- 18.J.2.d. Report: Added the following language: The report shall be completed no later than the tenth (10th) week of the spring term.
- 18.K.3.b. Professors Without Rehire Rights: Changed a five year (5) cycle to four year (4) process.
- 18.K.4.b. Professors Without Rehire Rights: Added the following language: In year two (2) of the evaluation process, classroom visitation/professional evaluation shall be conducted for each preparation. In years three (3), and four (4) of the evaluation process, a single classroom visitation/professional evaluation shall be conducted. In year three (3) and year four (4) additional visitations or evaluations may be conducted when an adjunct faculty member is assigned to teach a class for the

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

DATE: August 13, 2014

first time, or when a pattern of student complaints becomes evident to the department chair or dean.

Professors who do not earn rehire rights at the end of year four (4) may re-enter year four (4) of the evaluation process.

- 18.K.5.a. Professors With Rehire Rights: Modified language to reflect student evaluations being conducted by the last day to drop in either the fall or spring semester as requested by the Department Chair or appropriate manager, and shall be submitted by the twelfth (12th) week of the semester.
- 18.K.5.b. Professors Without Rehire Rights: Modified language to reflect student evaluations being conducted by the last day to drop in either the fall or spring semester as requested by the Department Chair or appropriate manager, and shall be submitted by the twelfth (12th) week of the semester.
- 18.K.7. Summary of Evaluation: Added the following language: In cases where the rating falls below "Performance meets the standard" (2), evaluative comments shall identify Teaching Faculty Performance Expectancies applicable to adjunct faculty, as outlined in Article 18.K.2., in addition to performance issued documented in student evaluations classroom visitations, and/or in student complaints. In the case of a rating of "Improvement recommended" (3), specific suggestions for improvement shall be provided. Adjunct Faculty Summary Evaluations where the rating is 1, 2, or 4 shall be submitted by the last week in the semester for review by the division dean or appropriate manager. In cases where the rating is 3 (improvement recommended), the Faculty Summary Evaluation shall be submitted by the end of the 15th week of the semester for review by the division dean or appropriate manager.

Article 27: Health and Safety

- 27.A.4. Made minor modifications to the language and added bullying to the safe working environment maintained by the District.

Appendix A. Salary Schedule for Unit Members on Contract

- A.2. Eleven (11) and twelve (12) month full-time faculty will be paid July-June (12 payments).

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

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Appendix B: Department Chairs Remuneration/Reassigned Time

Modified language to read: Effective Fall 2014, a new process for allocating reassigned time and stipends will be implemented. This process bases the stipend on the number of full-time faculty, the number of probationary faculty, the number of part-time faculty, the number of courses, the number of sections offered in the fall semester, and a bonus factor for departments with 50% or greater vocational education curriculum. The amount of reassigned time is calculated using a formula that is based solely on the number of full-time faculty, the number of probationary faculty, and the number of part-time faculty.

Department Chair Annual Reassigned Time in LHE formula:

$LHE = 2.0 + .20(\#PT \text{ faculty}) + 0.17(\#FT \text{ faculty}) + 0.3(\# \text{ probationary faculty})$ rounded down to the nearest LHE.

Recognizing that all department chairs have significant responsibilities as outlined in Article 18.F.1. through 18.F.20., all department chairs will receive a minimum annual reassigned time of 6 LHE and a maximum annual reassigned time of 24 LHE.

Appendix E. Reassigned Time for Special Assignments

The Reassigned positions in Appendix E remain the same except for the following changes:

Academic Senate President, summer:	from 0 LHE to 6 LHE
AWE Assistant Coordinator:	name change only
AWE Assistant Coordinator:	name change only
Chemistry Lab. Technician:	from 6 LHE to 0 LHE
Curriculum work, summer:	from 0 LHE to 6 LHE
Fire Technology Director:	from 24 LHE to 30 LHE
Health Career Resource Center Dir:	from 24 LHE to 30 LHE
Global Opportunities Coordinator:	name change only (18 LHE)
Global Opportunities Coord. Asst.:	name change only (3 LHE)
Skills USA Advisor:	name change only (1.5 LHE)
Meek Science Center Coordinator:	from 0 LHE to 3 LHE

Appendix H. Evaluation Forms

Changes made to the following forms, to reflect changes made in contract language: H.1.a., H.1.b., H.2.b., H.3., H.4.a., H.5., H.6.b., H.8.

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

DATE: August 13, 2014

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

Article	Analysis	Amount
Article 7: Salaries		
7.A. Adjustments: 2014-15: 1% or funded COLA, whichever is greater on-schedule including all appendices	1% ongoing increase	\$ 755,698
7.B. Adjunct Faculty Office Hours (except those on partial, post-retirements contracts) with teaching assignments shall be paid for one office hour per week for fall and spring semesters at the rate of \$21 per hour.	Increase from \$20 to 21 per hour.	\$ 4,109
Article 8: Contract Employee Benefits		
8.B. District Contribution: First contract year (2014-15): Maximum of \$11,000 per fiscal year. Maximum of \$7,000 per fiscal year for unit members who opt out of a major medical plan.*	District Contribution ongoing increase from \$10,500 to \$11,000. Opt Out increase from \$5,500 to \$7,000. *If the College receives over cap growth money from 2013-14, 15% of that money will be used to provide a proportional contribution to full-time faculty of up to a maximum of \$1,100 per fiscal year retroactive to July 1, 2014. The maximum total cost will be \$400,950.	\$ 225,750
8.F.2 Health and Welfare - Adjunct Faculty - Eligibility All adjunct faculty who qualify under the Affordable Care Act are considered eligible adjunct employees under section 8.F.1 and are not subject to the annual maximum pool limitation.	Increase is subject to qualifying participants as mandated by the Health Care Act.	\$ -
8.H Faculty Inquiry: The District agrees to allocated \$45,000 in 2014-15 and 2015-16 for a pilot a program to fund Faculty Inquiry projects.	Increase of \$45,000	\$ 45,000

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

DATE: August 13, 2014

Article	Analysis	Amount
Article 10: Workload 10.R.1.a Adjunct Faculty Participation in Departments Adjunct faculty shall be paid for no more than three hours per academic year at the non-teaching hourly rate for district approved participation in meetings focused on outcomes assessment and dialogue.	Increase is subject to adjunct faculty participation.	\$ -
Appendix B. Department Chairs Remuneration/Reassigned Time	Net increase as a result of changes to the points awarded to determine stipend and changes to the multipliers to determine reassigned LHE.	\$ 43,687
Appendix E. Reassigned Time for Special Assignments	Net additions for a total 21 LHE	\$ 33,512
Total		\$ 1,107,756

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

DATE: August 13, 2014 **ACTION**

SUBJECT: Meet-and-Confer Agreement Between the Confidential and
Supervisory Employees and the District for 2014-15

BACKGROUND

As a result of the meet-and-confer process with the District, Confidential, and Supervisory Employees, an agreement was reached on the following:

Salaries

2014-15 Fiscal Year: 1% or funded COLA, whichever is greater, on the salary schedule
2015-16 Fiscal Year: To be discussed
2016-17 Fiscal Year: To be discussed

Health and Welfare Benefits

The annual District contribution for each eligible full-time member shall be as follows:

2014-15 Fiscal Year: \$9,542.50
2015-16 Fiscal Year: To be discussed
2016-17 Fiscal Year: To be discussed

The opt-out amount is \$9,542.50 per fiscal year for unit members who opt out of a major medical health plan.

*If the Faculty Association-represented employees receive an additional increase to their District health benefits contribution, the District contribution for confidential and supervisory employees will be increased by that same dollar amount up to a maximum increase of \$1,100.00 for the 2014-15 fiscal year, retroactive to July 1, 2014. This includes the opt-out amount.

Note: The 2013-14 amount of \$10,542.50 per year included \$1,500.00, which expired on July 1, 2014, because COLA was not at least 2%. The 2012-13 amount was \$11,151.00 per year.

Reviewed by: James P. Czaja
Recommended by: Bill Scroggins Agenda Item: Action #4

SUBJECT: Meet-and-Confer Agreement Between the Confidential and Supervisory Employees and the District for 2014-15

DATE: August 13, 2014

Vacation

Vacation Accrual: Vacation time shall be earned and accrued in hours based on the unit member's longevity date on a monthly basis according to the following schedule:

	<u>No. of Hours Earned per Month</u>
6 months through 5 years	10.00 hours
6 years through 8 years	12.67 hours
9 years through 13 years	15.34 hours
14 years and above	16.00 hours

Vacation Hours Conversion

The District, Confidential, and Supervisory employees agree that for employee's vacation hours who have reached permanent status after the six- (6) month probationary period, ten (10) hours of vacation time are accrued per qualifying month paid.

When the Confidential and Supervisory employee's vacation hours reach the maximum allowed, the excessive vacation hours will be converted to sick leave. This is contingent upon approval by CalPERS and CalSTRS granting service credit at no cost to the District.

ANALYSIS AND FISCAL IMPACT

The cost of providing these agreements is \$43,177.00.

Funding Sources

Unrestricted and Restricted General Funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Meet-and-Confer Agreement reached between the Confidential and Supervisory employees and the District for 2014-15.

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

DATE:	August 13, 2014	ACTION
SUBJECT:	Meet-and-Confer Agreement Between the Management Employees and the District for 2014-15	

BACKGROUND

As a result of the meet-and-confer process with the District and Management Employees, an agreement was reached on the following:

Salaries

2014-15 Fiscal Year:	1% or funded COLA, whichever is greater, on the salary schedule
2015-16 Fiscal Year:	To be discussed
2016-17 Fiscal Year:	To be discussed

Effective **July 1, 2015, a Step 6 with a 2% increase from Step 5 is added to the Salary Schedule Assignments for Management Employees.

**Will be retroactive to July 1, 2014, if Reclassification Study is completed before the end of fiscal year 2014-15.

Health and Welfare Benefits

The annual District contribution for each eligible full-time member shall be as follows:

2014-15 Fiscal Year:	\$6,795.40*
2015-16 Fiscal Year:	To be discussed
2016-17 Fiscal Year:	To be discussed

The opt-out amount is \$6,795.40 per fiscal year for unit members who opt out of a major medical health plan. Both the District contribution and the opt-out amount include an additional \$500.00 over the 2012-13 amount.

*If the Faculty Association-represented employees receive an additional increase to their District health benefits contribution, the District contribution for management employees will be increased by that same dollar amount up to a maximum increase of \$1,100.00 for the 2014-15 fiscal year, retroactive to July 1, 2014. Any portion not placed in a flexible spending account shall be treated as taxable income. This includes the opt-out amount.

	Reviewed by:	James P. Czaja
Recommended by:	Bill Scroggins	Agenda Item: Action #5

SUBJECT: Meet-and-Confer Agreement Between the Management Employees
and the District for 2014-15

DATE: August 13, 2014

Note: The 2013-14 amount of \$7,795.40 per year included \$1,500.00, which expired on July 1, 2014, since COLA was not at least 2%. The 2012-13 amount was \$6,295.40 per fiscal year.

Executive management is included in all of the above agreements. For executive management, any portion of the \$500.00 (or greater depending upon the contingency described above) that is not placed into a flexible spending account or tax-sheltered annuity shall be treated as taxable income.

Leaves

Management employees will have the ability to convert any number of accrued vacation days to sick days, at will. This is contingent upon approval by CalPERS and CalSTRS granting service credit at no cost to the District.

ANALYSIS AND FISCAL IMPACT

The cost of providing these agreements is \$169,334.00.

Funding Sources

Unrestricted and Restricted General Funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Meet-and-Confer Agreement reached between the Management employees and the District for 2014-15.

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

DATE: August 13, 2014

DISCUSSION

SUBJECT: Proposed Revisions to Board Policy 3410 - Nondiscrimination

BACKGROUND

Board Policy 3410 – Nondiscrimination. Modifications have been proposed to maintain compliance with AB 556, to include a new protected class, military and veteran status. AB 556 became effective January 1, 2014.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Board Policy 3410 – Nondiscrimination have been suggested. This Board Policy has been recommended by President’s Advisory Council and President’s Cabinet.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives for first reading and discussion proposed revisions to Board Policy 3410 - Nondiscrimination.

Recommended by: Bill Scroggins Reviewed by: James P. Czaja
Agenda Item: Discussion #1

SUBJECT: Proposed Revisions to Board Policy 3410 – Nondiscrimination

DATE: August 13, 2014

Chapter 3 – General Institution

BP 3410 Nondiscrimination

References:

Education Code Sections 66250, et seq., 72010, et seq.; and 87100 et seq.; Title 5, Sections 53000, et seq. and 59300 et seq.; Government Code 12926.1 and 12940, et seq., and Penal Code Section 422.55

The College is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The College, and each individual who represents the College, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race **or ethnicity**, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, **pregnancy, military or veteran status**, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The College President/CEO shall establish administrative procedures that ensure all members of the College community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No College funds shall ever be used for membership or for any participation involving financial payment or contribution on behalf of the College or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race **or ethnicity**, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, **pregnancy, military or veteran status**, or because he or she is perceived to have one or more of the foregoing characteristics or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

Approved: April 28, 2004

Revised: April 26, 2006

Revised: November 15, 2006

Revised: January 23, 2013

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

DATE: August 13, 2014

INFORMATION

SUBJECT: Administrative Procedure 3810 – Claims Against the District (NEW)

BACKGROUND

The following new Administrative Procedure is being presented as an Information Item to the Board: AP 3810 – Claims Against the District (NEW).

The goal is to provide a structured administrative procedure that outlines where to file a claim against the District, the College officer in charge of the oversight of the procedure, and the importance of filing a timely complaint.

References: Education Code Section 72502; Government Code Sections 900 et seq. and 910 et seq.

ANALYSIS AND FISCAL IMPACT

Administrative Procedure 3810 was reviewed by the College's Joint Powers Authority (JPA) Alliance of Schools for Cooperative Insurance Programs (ASCIP), and President's Advisory Council. There is no fiscal impact to the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information Administrative Procedure 3810 – Claims Against the District (NEW).

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Information #1

SUBJECT: Administrative Procedure 3810 - Claims Against the District (NEW)

DATE: August 13, 2014

Chapter 3 – General Institution

AP 3810 Claims Against the District (NEW)

References:

Education Code Section 72502; Government Code Sections 900 et seq. and 910 et seq.

Where to File a Claim

A form for filing a claim against the College may be obtained in the Administrative Services office.

A claim shall be presented by the claimant or by a person acting on his or her behalf on the appropriate form entitled “Claim for Damages to Person or Property” to the Administrative Services office. A claim may be returned to the person if it was not presented using this form. Any claim returned to a person may be resubmitted using the appropriate form.

Oversight of Procedure

The Director, Safety, Health Benefits, and Risk Management is the responsible College officer charged with receiving claims for damages to person or property.

The actual investigation of claims may be assigned to other staff or to outside persons or organizations under contract with the College.

Importance of Filing a Timely Complaint

Claims for death, injury to person, or to personal property must be filed not later than six months after the occurrence. All others must be filed within one year.

The Board shall grant or deny the claim within 45 days after it is presented to the College. If the Board fails or refuses to act on a claim within the time prescribed by this section, the claim shall be deemed to have been denied.

Approved: June 11, 2014

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

DATE: August 13, 2014

INFORMATION

SUBJECT: Revisions to Administrative Procedure 4021 – At-Risk Programs and
Program Discontinuance

BACKGROUND

Administrative Procedure (AP) 4021 – At-Risk Programs and Program Discontinuance has been revised and is being presented.

ANALYSIS AND FISCAL IMPACT

This Administrative Procedure has gone through the governance process of the College and has been approved by the President's Advisory Council and President's Cabinet.

There is no fiscal impact to the College to revise AP 4021.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 4021 – At-Risk Programs and Program Discontinuance.

Prepared by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Information #2

SUBJECT: Revisions to Administrative Procedure 4021 – At-Risk Programs and
Program Discontinuance
DATE: August 13, 2014

Chapter 4 – Academic Affairs

AP 4021 At-Risk Programs and Program Discontinuance

References:

Education Code 78016; Title 5 Sections 51022 and 55130

~~The procedure for discontinuance of career and technical education programs should include:~~

- ~~• Process for reviewing such programs every two years to ensure they meet legal standards.~~
- ~~• Process for termination of program by the Board of Trustees if legal and other College standards are not met.~~

~~A program is an approved sequence of courses leading to a certificate or degree.~~

~~Process for Identification of an “At-Risk” Program~~

- ~~A. Identification of “At-Risk” Program: After a program has received Chancellor’s Office approval, the yearly program review, prepared by program faculty, will present key information about the program’s progress. Program review may indicate, based on trend data and other relevant information, that the program may be “at risk.” Other indicators not included in the program review may also precipitate determining that a program is “at risk.” “At risk” means that the program’s student enrollment, certificates awarded, student transfer, job placement, student retention and/or student success has either not met expected goals or diminished over time.~~
- ~~B. Evaluation: Key faculty involved in the program and division leadership will review the program’s annual review reports and gather information to determine causes and possible solutions. The program’s advisory committee, the program’s students, and employers in the workforce are among the groups that will be surveyed. Appropriate faculty and management representatives will design an intervention plan for review by AMAC and appropriate Associations.~~
- ~~C. Develop Plan: The intervention plan may include, but is not limited to, the following strategies:~~
- ~~• Recruitment activities~~
 - ~~• Cooperative ventures with local employers, transfer institutions, and other community colleges~~
 - ~~• Enhanced career and academic counseling~~

SUBJECT: Revisions to Administrative Procedure 4021 – At-Risk Programs and
Program Discontinuance

DATE: August 13, 2014

- Adjustment of course scheduling
- Analysis of program demographics

~~The plan will also include the timeline and budget necessary to carry out the identified strategies and deadlines when the program will be reevaluated to measure the result. Additionally, the plan will address how students, faculty, and staff currently involved in the program will be reassigned should the program be discontinued.~~

- ~~D. Implementation: Key faculty and other appropriate College personnel will execute the intervention plan and provide a progress report following the designated time period. If it is determined that the program should be discontinued, the termination phase will begin.~~

Process for Termination of a Program

A. Identification and Evaluation

~~Key faculty and College personnel will review the findings of the progress made with the intervention plan. This committee, in conjunction with AMAC, will make a recommendation as to whether a program will be terminated.~~

B. Develop Plan

~~If the evaluating team determines that the program should be terminated, it would recommend a final plan for notifying and accommodating students currently in the program. The plan will also describe where faculty and staff would be relocated and/or retrained.~~

C. Implementation

~~If a program will be discontinued, the plan for accommodating students, faculty, and staff will be set in place. After approval by the Board of Trustees, the Chancellor's Office of the California Community Colleges will be advised.~~

The procedure for discontinuance of programs should include:

- **process for reviewing such programs as needed to ensure they meet legal standards; and**
- **process for termination of program by the Board of Trustees if legal and other College standards are not met. Any vocational or occupational program identified as not meeting the mandatory requirements shall be terminated within one year.**

A program is an approved sequence of courses leading to a certificate or degree.

SUBJECT: Revisions to Administrative Procedure 4021 – At-Risk Programs and
Program Discontinuance
DATE: August 13, 2014

Process for Identification of an “At Risk” Program

A. Identification of an “At Risk” Program

1. Annual Review

- **After the Chancellor’s Office has approved a program, associate faculty will prepare annual program reviews and identify key information about the progress of the program. This review will document student demand and success data related to completion, board pass rates, transfer, employment, and salaries. The annual report shall also establish that the existing program does not represent unnecessary duplication of related training programs in the service area.**

2. Declaration

- **The annual review may determine that the program is “at risk” due to emerging data, trends, or other key factors not included in the original program assessment.**

3. Definition

- **“At risk” means that demand, completion, transfer, employment, retention, and success rates in a given program have not met expected goals or have diminished over time. “At risk” also includes programs that do not offer sufficient sections to enable students to complete the program of study within a two-year period.**

4. Agents

- **A division dean or a department may designate a program as “at risk.”**

B. Planning

1. **After a program has been designated as “at risk,” associate faculty and division leadership will examine the program’s annual reviews in order to identify existing causes and possible solutions to the “at risk” status. This group will survey the program advisory committee, students, related employers, and representatives from common transfer institutions.**

SUBJECT: Revisions to Administrative Procedure 4021 – At-Risk Programs and
Program Discontinuance

DATE: August 13, 2014

2. **An associate faculty and management task force shall develop an intervention or revitalization plan for subsequent review by AMAC. The plan may include, but is not limited to, the following strategies:**
 - a. **recruitment activities;**
 - b. **cooperative ventures with local employers, transfer institutions, and other community colleges;**
 - c. **enhanced career and academic counseling;**
 - d. **adjustment of course scheduling;**
 - e. **analysis of program demographics;**
 - f. **modification of curriculum; and/or**
 - g. **options for discontinuance.**
3. **Required elements of a revitalization plan include a timeline, which establishes specific reporting dates for re-evaluation, and a proposed budget necessary to implement the identified strategies.**
 - **A revitalization plan shall not exceed two years.**
4. **The department and division shall jointly approve a revitalization plan.**
5. **In the case of program discontinuance, the plan will address the reassignment, relocation, and/or retraining of students, faculty, and staff involved in the program. This plan should identify those portions of the program that may be appropriately relocated to community service or non-credit.**
 - **A discontinuance plan shall not exceed one year.**

C. Establishment of Success Metrics and Confirmation of Assessment Timeline

1. **AMAC will review the plan and make recommendations to the appropriate vice president regarding the option of revitalization.**
2. **If AMAC recommends the revitalization, the recommendation shall include suggested goals and metrics that, when achieved, will result in the removal of the program's "at risk" status.**

SUBJECT: Revisions to Administrative Procedure 4021 – At-Risk Programs and
Program Discontinuance
DATE: August 13, 2014

D. Implementation

1. **After the plan has been reviewed and approved, the administrator and associate faculty will be responsible for implementing the adopted plan and providing quarterly reports to AMAC.**
2. **The appropriate vice president shall approve any proposed changes to the plan, and AMAC shall review these changes.**
 - a. **Revitalization: AMAC will review the program’s progress and success metrics, recommend to the appropriate vice president removal of the “at risk” status, request a repetition of the revitalization process, or recommend discontinuance.**
 - b. **Discontinuance: The report to AMAC shall document notification and accommodation of students currently enrolled in the program and reassignment, relocation, and/or retraining of related faculty and staff, as necessary. After the Board of Trustees has approved program discontinuance, the District shall advise the Chancellor’s Office of the California Community Colleges.**

Revised: October 2008
Revised: May 2014

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

DATE: August 13, 2014

INFORMATION

SUBJECT: Revisions to Administrative Procedure 6340 – Bids and Contracts

BACKGROUND

The following Administrative Procedure has been revised and is being presented as an Information Item to the Board: AP 6340 – Bids and Contracts

ANALYSIS AND FISCAL IMPACT

This Administrative Procedure has gone through the governance process of the College and has been approved by President's Advisory Council and President's Cabinet.

The revisions include modifying language to include recent changes in bid limits, notices calling for formal advertised bids, removing "Chief Fiscal Officer;" and replacing with "Vice President, Administrative Services."

There is no fiscal impact to the College to revise Administrative Procedure 6340.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives revisions to Administrative Procedure 6340 – Bids and Contracts.

Prepared by: Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Information #3

SUBJECT: Revisions to Administrative Procedure 3640 – Bids and Contracts

DATE: August 13, 2014

Chapter 6 - Business and Fiscal Affairs

AP 6340 Bids and Contracts

References:

Education Code Sections 81641 et seq.; Labor Code Sections 1770 et seq.; Public Contract Code Sections 20112 et seq., 20650 et seq. and 22000 et seq.

Limits

Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods or services up to the limits set out in the Public Contracts Code will require documented quotes.
- Purchase of goods or services in excess of the limits set out in the Public Contracts Code will require formal advertised bids.

Contracts involving expenditures that require competitive bidding require approval by the Board of Trustees prior to award.

Bid limits **for supplies, equipment, and services** are **annually adjusted** set by the Board of Governors as required by Public Contracts Code Section 20651(d); ~~the most recent adjustment, effective 1/1/2005, increased the minimum for supplies, equipment, and services to \$62,400.00. The bid threshold for construction services, other than routine maintenance, remains at \$15,000.00~~ **The current bid minimum can be found at the California Department of Education's website (<http://www.cde.ca.gov/>). The bid limits for Public Projects and Maintenance Work are set pursuant to the provisions of the Uniform Public Construction Cost Accounting Act (UPCCAA), adopted by the Board of Trustees on December 17, 2008, where contracts shall be awarded pursuant to the procedures described in AP 6345.**

Bid Specifications

Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified.

SUBJECT: Revisions to Administrative Procedure 3640 – Bids and Contracts

DATE: August 13, 2014

Notice Calling for Formal Advertised Bids

The College shall publish at least once a week for two weeks in a newspaper of general circulation within the District a notice calling for bids or proposals, stating the **work to be done or** materials or supplies to be furnished, and the time and place when bids will be opened. **The College may accept a bid that was submitted either electronically or on paper.**

Bid and contract forms shall be prepared and maintained by the ~~Chief Fiscal Officer~~ **Vice President, Administrative Services** or his/her designee. All applicable statutory provisions and Board Policies shall be observed in preparation of the forms.

The ~~Chief Fiscal Officer~~ **Vice President, Administrative Services** or his/her designee shall be responsible for ensuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with California Labor Code Sections 1775 and 1776 governing payment of prevailing wages and California Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of the College, any such bid security shall be returned to the respective bidder.

The ~~Chief Fiscal Officer~~ **Vice President, Administrative Services** or his/her designee shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and materiel personnel may examine the specifications and drawings.

When permitted, a deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

Awarding of Bids and Contracts

The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by the College for good and sufficient reason.

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- All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
- Bid and contract award recommendations to the Board of Trustees shall show a tabulation of the bids received in reasonable detail.
- Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. The College reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.
- Any bid for construction services may be subject to the College's Contractor Prequalification Program, which requirement shall be advertised.
- **For the purposes of bid evaluation and selection when the District determines that it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may provide for the selection of the lowest responsible bidder on the basis of best value pursuant to policies and procedures adopted by the governing board in accordance with this section.**
- **“Best value” means the most advantageous balance of price, quality, service, performance, and other elements, as defined by the Board, achieved through methods in accordance with this section and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.**

Purchase without Advertising for Bids

The ~~Chief Fiscal Officer~~ **Vice President, Administrative Services**, or designee, is authorized to make purchases from firms holding county or other educational agency contracts with appropriate “piggyback” clauses without calling for bids where it appears advantageous to do so.

The ~~Chief Fiscal Officer~~ **Vice President, Administrative Services** or designee may, without advertising for bids within the same county, purchase or lease from other public agencies materials or services by authorization of contract or purchase order. The ~~Chief Fiscal Officer~~ **Vice President, Administrative Services**, or designee, may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

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Duration of Continuing Contracts for Services and Supplies

Continuing contracts for work or services furnished to the College are not to exceed five years. Contracts for materials and supplies are not to exceed three years.

Emergency Repair Contracts without Bid

When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the College President/CEO **or designee** may make a contract ~~in~~**on** behalf of the College for labor, materials, and supplies without advertising for or inviting bids, subject to ~~pre-approval by the Superintendent of Schools for the Los Angeles County Office of Education and ratification by the Board of Trustees and the Superintendent of Schools for the Los Angeles County Office of Education.~~

Insurance Requirements

Service providers including consultants and contractors, who provide services at the College's facilities, are required to provide proof of insurance as follows:

- general liability, in an amount specified by the College and listing the College as additional insured;
- vehicle liability, if driving on College grounds, in an amount specified by the College and listing the College as additional insured;
- Workers' Compensation, if providing employees, for statutory limit; and
- other insurance coverage as deemed necessary by the College and by law including, but not limited to, surety bonds, professional liability, and hazardous materials handling.

Unlawful to Split Bids

It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

~~Duration of Continuing Contracts for Services and Supplies~~

~~Continuing contracts for work or services furnished to the College are not to exceed five years. Contracts for materials and supplies are not to exceed three years.~~

Revised: June 11, 2014