



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 12, 2017

### MINUTES

#### CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Bader at 5:09 p.m. on Wednesday, July 12, 2017. Trustees Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos, and Student Trustee Case were present.

#### STAFF PRESENT

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

#### PUBLIC COMMUNICATION REGARDING CLOSED SESSION

#### CLOSED SESSION

The Board adjourned to Closed Session at 5:10 p.m. to discuss the following items:

1. **Conference with Legal Counsel** (Pursuant to Government Code Section 54956.9(d) – Existing Litigation – one case:
  - Los Angeles County Superior Court Case No. BC 576587 [consolidated for all purposes with Case Nos. BS 154389 and BS 159953]
2. **Conference with Real Property Negotiators** (Pursuant to Government Code Section 54956.8) – Property: Assessor's ID No 8709-087-023; District Negotiators: Michael Gregoryk; Negotiating Parties: Mt. San Antonio College and Horizon Pacific; Under Negotiation: Price and terms of payment

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

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

3. **Conference with Labor Negotiators** (Pursuant to California Government Code Section 54957.6):

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

## **PUBLIC SESSION**

The meeting reconvened at 6:41 p.m., and the Pledge of Allegiance was led by Mike Taylor.

## **ADMINISTER OATH OF OFFICE TO STUDENT TRUSTEE**

The Oath for the Office of Student Trustee was administered to Corey Case by Dr. Bill Scroggins.

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

None. The Board will be reconvening to Closed Session after the Regular Meeting.

## **INTRODUCTIONS AND RECOGNITION**

- The following newly appointed and promoted employees were introduced:

### Classified Employees (Newly Appointed)

- **Desmondvail Choi**, Computer Facilities Assistant (Information Technology) (absent)
- **Mary Garcia**, Administrative Specialist III (Business) (present)
- **Steve Gomez**, Coordinator, Grants (Grants Office) (present)
- **Michelle Hallmark**, Administrative Specialist IV (Technology and Health) (present)
- **Alexandria Lacayo**, Athletic Trainer (Kinesiology, Athletics, and Dance) (present)
- **Allen Nguyen**, Administrative Specialist I (Human Resources) (present)
- **Eric Omori**, Laboratory Technician, Photography (Commercial and Entertainment Arts) (present)
- **Carolina Perez**, Library Technician (Library and Learning Resources) (absent)
- **Vivian Ruiz**, Administrative Specialist III (Instruction) (absent)
- **Catherine Sengsourichanh**, Laboratory Technician, Food (Business) (absent)
- **Kelly Velasquez**, ESL Outreach Specialist (English as a Second Language) (present)
- **Kari Yahiro**, Project/Program Specialist (English as a Second Language) (present)

### Management Employees (Newly Appointed)

- **Lianne Maldonado-Greenlee**, Director, Professional and Organizational Development (Professional and Organizational Development) (present)

- **Koji Uesugi**, Dean, Student Service (Student Services) (present)
- **Ryan Wilson**, Manager Title IX/EEO Investigations (Human Resources) (present)

Classified Employees (Promoted)

- **Nadine Hernandez**, Coordinator, Project/Program (EOPS/CARE) (present)
- **Alsace Kam**, Fiscal Specialist (Fiscal Services) (absent)

Management Employees (Promoted)

- **Jamie Hirsch**, Assistant Director, Public Safety Programs (Technology and Health) (absent)
  - **Karelyn Hoover**, Dean, Humanities and Social Sciences (Humanities and Social Sciences) (present)
  - **Stephen Shull**, Director, Public Safety Programs (Technology and Health) (absent)
- Award a Certificate of Service to the following retiring employees:
    - **Victor Belinski**, Chief Technology Officer (Information Technology), 11 years of service (absent)

**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 28, 2017.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**PUBLIC COMMUNICATION**

None.

**REPORTS**

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

- **Brian Moon and Dan Garcia**, President and Vice President, Associated Students
- **John Lewallen**, President, Classified Senate
- **Lee Jones**, Vice President, CSEA 262
- **Marisa Fierro**, Director, Development and Alumni Relations, Mt. SAC Foundation
- **Jennifer Galbraith**, Representative, Management Steering Committee

## BOARD COMMUNICATION

- A. Trustee Bader read the following reminder: “At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.”
- B. All Board members shared the following comments:
- They welcomed and congratulated newly appointed and promoted employees.
  - They congratulated Vic Belinski on his retirement.
  - They welcomed Corey Case as the new Student Trustee.
- C. Trustee Hall reported the following:
- Attended the Installation Dinner for the Regional Chamber of Commerce San Gabriel Valley where he was installed as the President. He thanked Dr. Scroggins for the presentation he provided that evening.
  - Attended the La Verne Fourth of July Parade.
  - Attended the New Faces Luncheon sponsored by the Regional Chamber of Commerce where Senator Portantino and Assemblywoman Blanco Rubio spoke.
  - Looking forward to attending the San Gabriel Valley Civic Alliance Annual Officeholders BBQ being held on July 26 at the Mountie Café.
- D. Trustee Chen Haggerty reported the following:
- Attended the Rowland Heights Coordinating Council meeting.
- E. Trustee Hidalgo reported the following:
- None.
- F. Trustee Baca reported the following:
- Attended the Installation Dinner for the Regional Chamber of Commerce San Gabriel Valley, and commented that Dr. Hall and Dr. Scroggins represented the College well in their speeches.
  - Attended the Hacienda Heights Fourth of July Parade.
  - Worked the Kiwanis fireworks stand in Diamond Bar.
- G. Trustee Santos reported the following:
- Attended the Installation Dinner for the Regional Chamber of Commerce San Gabriel Valley.
  - Attended the New Faces Luncheon sponsored by the Regional Chamber of Commerce.
  - Worked the Irwindale Lions fireworks stand in Irwindale.
  - Attended the Mt. SAC court hearing.
  - Attended a Baldwin Park Business Association’s mixer.
  - Attended the grand opening of the LA Fitness in Baldwin Park.
  - Attended a tour of the Miller Coors Brewing Company in Irwindale hosted by Assemblymember Blanca Rubio, and commended their conservation efforts.

H. Trustee Chen reported the following:

- Attended the Installation Dinner for the Regional Chamber of Commerce San Gabriel Valley, and commented on the great involvement of Mt. SAC in the Regional Chamber.
- Attended the La Puente July 3<sup>rd</sup> Fireworks Celebration.
- Attended the Hacienda Heights Fourth of July Parade.

I. Student Trustee Case reported the following:

- Attended the Continuing Education Commencement Ceremony.
- Attended the Installation Dinner for the Regional Chamber of Commerce San Gabriel Valley.
- Attended the La Verne Fourth of July Parade.

J. Trustee Bader reported the following:

- Attended the La Verne Fourth of July Parade.
- Attended an Open House for Supervisor Hilda Solis.
- Attended the ribbon cutting for the video production trailer, and commented how impressive the truck was.

#### **PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:**

- He welcomed and congratulated newly appointed and promoted employees.
- He congratulated Vic Belinski on his retirement.
- He introduced Dr. Chau Dao, Director, Financial Aid, and Jenny Phu, Assistant Director, Financial Aid to present the Financial Aid and Scholarships Update (presentation attached).
- He introduced Gary Nellesen, Director, Facilities Planning and Management, to present the Physical Education Project Update (presentation attached).

#### **CONSENT CALENDAR**

1. Appropriation Transfers and Budget Revisions Summary;
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines;
3. Re-issuance of stale-dated warrant;
4. Donation of theatre lighting equipment to Montclair and Rowland High Schools;
5. Amendment No. 2 to the Communications Site Lease Agreement with T-Mobile West LLC;
6. Agreement with Soderberg Consulting;
7. Five-year agreement with PeopleAdmin, Inc.;
8. Purchase of furniture for the Business and Computer Technology Buildings A, B, and C – Phase 2;
9. This item was pulled and acted on below;

10. Consulting agreement with IDS Group for utility cart storage structure;
11. Environmental impact assessment consultant services with Psomas for Campus Parking and Circulation;
12. Contract Amendment:
  - Contract Central Plant Expansion and Thermal Energy Storage Tank – Automated Controls Engineers - Amendment No. 1;
13. Personnel Transactions;
14. School of Continuing Education Additions and Changes;
15. Memorandum of Understanding with Southern Illinois University Carbondale, Health Care Management Program for Radiologic Technology Students;
16. Memorandum of Understanding with Southern Illinois University Carbondale, Health Care Management Program for Respiratory Therapy Students;
17. Memorandum of Understanding with Southern Illinois University Carbondale, Radiologic Sciences: Education and Management Program;
18. Program Fees for Students in the Technology and Health Division;
19. Acceptance of Los Angeles Universal Preschool/Quality Rating and Improvement System Block Grant Funds – Fiscal Year 2016-17, Second Amendment;
20. Activities and Acceptance of Funds: Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C Grant and Career Technical Education Transitions;
21. Child Development Center Annual Report;
22. Subscription Agreement: California Community College Chancellor's Office – Student Right-To-Know Act;
23. Contract for Interpreting Services with Accommodating Ideas, Inc.;
24. Contract for Interpreting Services with Language People, Inc.;
25. Contract Agreement: Child Development Center with Sodexo American, LLC Food Services;
26. Service Agreement: Child Development Center and Laboratory School with Controltec Systems; and
27. Contract for Legal Services with Harriet Buhai Center for Family Law.

It was moved by Trustee Baca, seconded by Trustee Chen, and passed to approve the above items.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**CONSENT ITEM #9 – FUNDAMENTAL COMMISSIONING SERVICES CONTRACT WITH ECOTYPE CONSULTING FOR THE ATHLETICS COMPLEX EAST PROJECT**

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

It was moved by Trustee Hall and seconded by Trustee Chen to table this item until after discussion of Action Items #2 and #3.

It was moved by Trustee Baca and seconded by Trustee Hall to approve this item with the following language:

No definite steps have been taken towards committing Mt. SAC to the PEP or any portion thereof. The award of the Olympic Trials is not such a commitment. Any prior construction work at the site is outside the scope of PEP and is not a project as defined by CEQA. The award of contracts, which are conditional and non-binding, are intended only to preserve the option of constructing PEP to maintain pricing schedules and, further, to responsibly finance the project (acting as responsible stewards). The award of contracts is best understood as a mechanism for maintaining pricing for the proposed Project, but the Project may be modified or not implemented at all depending upon a number of factors, including CEQA environmental review.

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

Noes: Chen, Santos

Abstained: None

Absent: None

Student Trustee concurred.

**ACTION ITEM #1 – MEMORANDUM OF UNDERSTANDING BETWEEN POMONA UNIFIED SCHOOL DISTRICT AND MT. SAN ANTONIO COLLEGE – ASSEMBLY BILL 288 (DUAL ENROLLMENT)**

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**ACTION ITEM #2 – AWARD OF THE ATHLETICS COMPLEX EAST PROJECT – PHASE 2, BID PACKAGES 3103-3126**

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

It was moved by Trustee Hidalgo to amend the motion to include:

No definite steps have been taken towards committing Mt. SAC to the PEP or any portion thereof. The award of the Olympic Trials is not such a commitment. Any prior construction work at the site is outside the scope of PEP and is not a project as defined by CEQA. The award of contracts, which are conditional and non-binding, are intended only to preserve the option of constructing PEP to maintain pricing schedules and, further, to responsibly finance the project (acting as responsible stewards). The award of contracts is best understood as a mechanism for maintaining pricing for the proposed Project, but the Project may be modified or not implemented at all depending upon a number of factors, including CEQA environmental review.

The motion to amend was accepted by Trustee Baca.

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

Noes: Chen, Santos

Abstained: None

Absent: None

Student Trustee concurred.

**ACTION ITEM #3 – AWARD OF BID NO. 3127 TO BALI CONSTRUCTION, INC. OF EL MONTE, CA – BID NO. 3127 – STORM DRAIN UTILITY REPLACEMENT**

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

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

Noes: Chen, Santos

Abstained: None

Absent: None

Student Trustee did not concur.

**CLOSED SESSION**

The meeting adjourned to Closed Session at 9:31 p.m.

**REPORTING OF ACTION TAKEN IN CLOSED SESSION**

None.

**ADJOURNMENT**

The meeting adjourned at 10:30 p.m.

WTS:CN



## **AB 288 PARTNERSHIP AGREEMENT**

THIS PARTNERSHIP AGREEMENT (“**AGREEMENT**”) is made and entered into effect as of July 1, 2017 (“**Effective Date**”), by and between POMONA UNIFIED SCHOOL DISTRICT, a public agency of the State of California (“**District**”), and MT. SAN ANTONIO COLLEGE, a community college of the State of California (“**College**”).

### **RECITALS**

WHEREAS, College and District desire to make available to District’s high school students a dual enrollment program developed and provided by College (“**Program**”) under which District’s students will have the opportunity to take certain courses for college credit; and

WHEREAS, College and District desire to set forth the terms upon which College will provide the Program to District students at various District high school sites and District will make available its facilities for such purpose, all for the mutual benefit of the parties hereto (the “**Parties**”) and in furtherance of their respective missions.

### **OPERATIVE PROVISIONS**

NOW, THEREFORE, in consideration of the above recitals and of the covenants and agreements contained herein, the Parties agree as follows:

1. Term. The term of this AGREEMENT (“**Term**”) shall commence on the Effective Date and terminate on June 30, 2018, unless earlier terminated pursuant to **Section 10** hereof. The Term of this AGREEMENT may be extended for successive periods of one (1) to three (3) years, upon written consent of the Parties.
2. Responsibilities of College.
  - 2.1. College shall provide at designated District high schools dual enrollment faculty, appropriate curriculum, instruction, and award college credit for courses provided at the request of District, all as more particularly set forth in **Exhibit “A”** attached hereto and incorporated by reference herein. In the event that the provisions of **Exhibit "A"** conflict with the terms of this AGREEMENT, the terms of this AGREEMENT shall control.
  - 2.2. College shall be solely responsible for determining and administering the Program offered by it pursuant to this AGREEMENT, and for offering and/or cancelling classes. All Persons assigned to teach a dual enrollment course shall be selected and hired solely by the College, shall be its employees for Dual Enrollment assignment, and shall be subject solely to its direction, control, compensation, evaluation, and discharge. Such employees shall be covered under the College’s Faculty Association bargaining agreement.

- 2.3. College shall ensure that if a course is offered for credit, participants in the course will earn academic credit in accordance with College policy regarding eligibility, attendance, course work, examinations, and the like.
- 2.4. College shall designate a College employee to serve as liaison to the Program ("**College Coordinator**") who shall be Dr. Joumana McGowan, Associate Vice President of Instruction, or her successor as identified in writing delivered to District.
- 2.5. College reserves the right to cancel courses that fail to meet a minimum enrollment of seventy-five percent (75%) of the official College class size.
- 2.6. College will provide supplemental learning and support services at the College's campus. The District shall provide and assume all costs and liability to transport students to and from College for these visits.
- 2.7. College shall be solely responsible for completing faculty evaluations for all courses offered under this AGREEMENT.
- 2.8. In providing the Program, College shall comply with District's policies respecting confidentiality of District student information and the provisions of the Family Educational Rights and Privacy Act ("**FERPA**") and FERPA implementing regulations at 34 C.F.R.. Part 99
- 2.9. In providing the Program, College shall defer to District's policies regarding school safety, which is consistent with and regulated by State Board of Education (State Board of Education Policy #01-02).
- 2.10. In cooperation with College, District shall inform College of student misconduct. The instructor of record is to comply with College's policies pertaining to student conduct, academic integrity, and discipline.
- 2.11. College and College's employees participating in the Program under this AGREEMENT shall comply with all provisions of Education Code Section 45125.1, and all of District's procedures related to fingerprinting and criminal background checks prior to having any substantial contact with District students, including, without implied limitation, prior to coming onto District school grounds or having any contact with District's students in locations other than District school grounds. College shall conduct criminal background checks of all its employees participating in the Program under this AGREEMENT, and shall certify that none of the College's employees who are required by Section 45125.1 of the Education Code to submit or have their fingerprints submitted to the Department of Justice and who may have contact with District students pursuant to this AGREEMENT have been convicted of any sex offense as defined in Education Code Section 87010 or a serious or violent felony as defined in Section 45122.1 of the Education Code.
- 2.12. College shall ensure that College employees serving as coordinators or support staff in the Program under this AGREEMENT will adhere to College's reporting structure and will refer all personnel issues to the College Coordinator.

- 2.13. College will report the FTES from the classes for the purpose of claiming state apportionment.
  - 2.14. College will demonstrate control and direction through such actions by providing the instructor an orientation, instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its hourly instructors.
  - 2.15. High School students enrolled in a course offered through AB 288 Agreement shall not be assessed any fee that is prohibited by Education Code section 49011.
3. Responsibilities of District.
- 3.1. District shall provide classroom/instructional facilities suitable for the Program at the participating District high school sites.
  - 3.2. District shall recruit and select students for the Program, subject for approval by College.
  - 3.3. District shall ensure that students have applied to College and shall provide a list to College of all students to be enrolled in each course section.
  - 3.4. District shall ensure that the total number of enrolled students for each course neither surpass classroom facility capacities nor the maximum on the official course outline of record.
  - 3.5. District shall provide all required facilities, equipment, educational technology and instructional materials for each course offered unless College otherwise agrees in writing to provide such.
  - 3.6. District shall provide all necessary Disabled Student Programs and Services to students.
  - 3.7. District shall assign and dedicate a "**Counselor**", who shall be Christina Gonzalez, to the Program. The District counselor will liaison with the College Coordinator and/or designee. District shall ensure that students meet with the District counselor once per academic year.
  - 3.8. District administration will assist with resolving academic deficiencies and student misconduct. District will remove students from the Program who have dropped their courses and /or who have not made satisfactory progress.
  - 3.9. District shall designate a District administrator to process student enrollments, registrations and record-keeping and to serve as liaison to the Program ("**Program Administrator**"), who shall be Fernando Meza or his/her successor as identified in a writing delivered to College.

- 3.10. District agrees that the College's course outline of record must be followed for all credit courses offered under this AGREEMENT.
  - 3.11. District understands and acknowledges that College is obligated to protect, preserve, and promote academic freedom and responsibility through the free pursuit and dissemination of knowledge, and it seeks to foster the integrity of the teaching-learning process.
  - 3.12. In cooperation with College, District shall inform College of student misconduct. The instructor of record is to comply with College's policies pertaining to student conduct, academic integrity, and discipline.
  - 3.13. District's Program Administrator will be responsible for recognizing College's reporting structure, and will thus refer College personnel issues to the College Coordinator.
4. Use of Facilities.
    - 4.1. District does hereby grant College non-exclusive use of the buildings and facilities agreed to by the Parties. College shall use the granted premises (“**Premises**”) only for the purpose of conducting classes at such levels and in such courses as are agreed to by District.
    - 4.2. College shall not be responsible for any theft or vandalism to facilities, equipment, instructional materials, supplies or audio-visual aids that occurs during College's use of the Premises. Repairs and maintenance required due to normal wear or tear from school usage shall be covered by District.
5. Non-Discrimination. In the performance of this Agreement, the parties shall not discriminate on account of race, color, religion, national origin, ancestry, disability, marital status, gender, gender identity, sexual orientation, age or veteran status.
  6. Relationship of the Parties. The parties are acting herein as independent contractors and independent employers. Nothing herein contained shall create or be construed as creating a partnership, joint venture, employment, or relationship between the parties and neither party shall have the authority to bind the other party in any respect.
  7. Insurance. Each party shall maintain for the duration of this Agreement general liability, sexual abuse and molestation liability, professional liability, automobile liability, workers' compensation, and such other insurance as is necessary to protect against claims for injuries to persons or damages to Premises which may arise from or in connection with the performance of this Agreement by such party. All such insurance shall be equivalent to coverage offered by a commercial general liability form, including, without implied limitation, personal injury and contractual liability coverage for the performance by the party of the indemnity provisions set forth in this Agreement. Each party shall, upon request, provide the other party a certificate of insurance together with originals of the endorsement(s) naming the other party as an additional insured. Each party, at its sole

option, may satisfy all or any portion of the general liability insurance requirement through a program of self-insurance, commercial insurance, or any combination thereof.

8. Indemnity. Each party agrees to hold harmless, defend, and indemnify the other party, and the officers, employees, boards, volunteers, and agents of such other party from and against any and all losses, claims or expense, including reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to, and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligence or intentional acts or omissions of the indemnifying party, its officers, employees, boards, volunteers, or agents.
9. Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

COLLEGE:

Mt. San Antonio College  
1100 North Grand Avenue  
Walnut, CA 91789  
Attn: Vice President, Instruction

DISTRICT:

Pomona Unified School District  
Attn: Leslie A. Barnes/  
Assistant Superintendent Chief Financial Officer  
800 South Garey Avenue  
Pomona, CA 917466

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

10. Termination. Except as provided in this Agreement, this Agreement may be terminated by either party, for any reason, during the Term of this Agreement by giving ninety (90) days' written notice to the other party. In the event that either party materially defaults or fails in the performance of any material provision of this Agreement, this Agreement may be terminated by the other party upon ten (10) days' written notice thereof.
11. Integration. This Agreement contains the entire agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. Neither of the parties has relied upon any oral or written representation or oral or written information given to the Party by any representative of the other Party.
12. Modification. No change or modification of the terms or provisions of this Agreement shall be deemed valid unless set forth in writing and signed by both parties. If any actual or physical deletions or changes appear on the face of the Agreement, such deletions or changes shall only be effective if the initials of both contracting parties appear beside such deletion or change.
13. Attorneys' Fees. In the event that any action is brought by either party to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover its costs

and reasonable attorneys' fees, in addition to such other relief as the court may deem appropriate.

14. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.
15. Education Code Section 17604. In accordance with Education Code Section 17604, this Agreement is not valid or an enforceable obligation against the District until approved or ratified by motion of the Board of the District duly passed and adopted.
16. Severability. If any clause of this Partnership Agreement is to be determined by any court or other competent authority to be unlawful and/or unenforceable, all remaining clauses of the Partnership Agreement will continue in effect and be binding upon the parties.
17. APPROVED SIGNATURE. THIS AGREEMENT IS NOT VALID OR AN ENFORCEABLE OBLIGATION AGAINST THE DISTRICT UNTIL SIGNED BY THE SUPERINTENDENT OR THE SUPERINTENDENT'S APPROVED DESIGNEE.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

MT. SAN ANTONIO COLLEGE  
a community college of the State of  
California

POMONA UNIFIED SCHOOL DISTRICT  
a public agency of the State of California

\_\_\_\_\_  
Dr. William Scroggins, President

\_\_\_\_\_  
Leslie A. Barnes, Assistant Superintendent  
Chief Financial Officer

\_\_\_\_\_  
Michael Gregoryk, Vice President  
Administrative Services

Approved by Board: \_\_\_\_\_

Approved by Board: \_\_\_\_\_

## EXHIBIT "A"

### Detailed Scope of Services

#### Course Articulation

#### 1. ADMISSIONS AND REGISTRATION

- 1.1 Admissions and registration shall be coordinated by the Administrative Liaison in section 4.3 below and applicable policies and procedures established by College.
- 1.2 Prior to registering for a dual enrollment course, students shall complete and submit a **Special Admit Application** in the form provided as "Exhibit C" attached to this Agreement.
- 1.3 College shall pay the total cost of tuition, books, and materials for high school students who enroll in a dual enrollment course. District will pay for cost of books not returned at the conclusion of College class.
- 1.4 All dual enrollment courses shall meet the enrollment requirements as set forth by College.

#### 2. COURSES

- 2.1 Courses offered are part of an approved program or a stand-alone course approved by the College through its delegated authority.
- 2.2 College courses offered in District shall be of the same quality and rigor as those offered on College campus.
- 2.3 Courses offered in District shall be College-catalogued courses with the same department designations, course descriptions, numbers, titles, and credits.
- 2.4 Courses offered in District shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within College.
- 2.5 Site visits by one or more representatives of College shall be permitted by District to ensure that courses offered in District are the same as the courses offered on College campus.
- 2.6 AB 288 courses will not be open to the general public.

#### 3. FACULTY

- 3.1 Dual enrollment faculty shall be College-approved teachers. Faculty provided by District shall meet the minimum qualifications established by College.
- 3.2 College shall be solely responsible for all salaries, wages, and benefits due to dual enrollment faculty. College shall also be solely responsible to carry and maintain Workers' Compensation coverage for dual enrollment faculty reflecting statutory limits with employer's liability limits of \$1,000,000 at minimum.
- 3.3 College shall have the primary right to control and direct the instructional activities of faculty provided by District while they are providing instruction in dual enrollment courses.
- 3.4 Faculty who do not comply with the policies, regulations, standards, and expectations of College shall be ineligible to teach dual enrollment courses.

- 3.5 Faculty performance shall be evaluated by College using the adopted evaluation process and standards for part-time faculty of College in compliance with the College's Faculty Association bargaining agreement.
- 3.6 If necessary, substitute Faculty will be approved by College using the same process and subject to the same conditions described herein.

#### 4. LIAISON

- 4.1 College shall appoint an academic department administrator/department chair who will serve as "**Academic Liaison(s)**" to represent their respective department, and who will approve all dual enrollment instructors in consultation with the academic department of College in compliance with College's Faculty Association bargaining agreement. "**The Academic Liaison(s)**" shall provide initial training and College performance evaluations for dual enrollment faculty.
- 4.2 The "**Academic Liaison(s)**" will also keep dual enrollment faculty informed of new course curriculum developments, textbook adoptions, educational outcomes, assessment of learning, grading standards, proficiency expectations, and syllabus components.
- 4.3 College shall also appoint an administrator(s) who will serve as "**Administrative Liaison(s)**". The "**Administrative Liaison(s)**" shall conduct site visits, collaborate with "**Academic Liaison(s)**" and strengthen communication between essential elements of District, College, and their respective academic and student affairs departments.

#### 5. ON-SITE SUPERVISION

- 5.1 District shall name a responsible administrator, who shall be Fenando Meza, to assist College in overseeing the program at the instructional District site.
- 5.2 District will also name a counselor, who shall be Christina Gonzalez, to be the contact to College and be available to students during regular academic hours.

#### 6. STUDENTS

- 6.1 Students must meet all College prerequisite requirements as established by College and stated in College catalog before enrolling in a dual enrollment course.
- 6.2 Grades earned by students enrolled in dual enrollment courses will be posted on official College transcripts.
- 6.3 Students enrolled in dual enrollment courses will be eligible for student support services, which shall be available to them at the College itself.
- 6.4 Students who withdraw from a dual enrollment course will not receive any College credit for work completed and must submit appropriate withdrawal paperwork by all published College deadlines.
- 6.5 A dropped class within College published drop date deadlines will not appear on the high school transcript as a College course.
- 6.6 Pursuant to College Board Policy BP 5030 (Education Code Section 76300) the enrollment fee for students who are Special Admission Students will be waived by College.



**7. ASSESSMENT OF LEARNING AND CONDUCT**

- 7.1 Students enrolled in dual enrollment courses shall be held to the same standards of achievement and academic integrity as students on College campus.
- 7.2 Students enrolled in dual enrollment courses shall be held to the same grading standards as those expected of students in campus College sections.
- 7.3 Students enrolled in dual enrollment courses shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in campus College sections.
- 7.4 Students enrolled in dual enrollment courses shall be held to the same behavioral standards as those expected of students in campus College sections.

**8. EVALUATION**

- 8.1 College and District may conduct end-of-term student evaluations for each dual enrollment course offered in District in accordance with established guidelines.
- 8.2 College and District may survey and collect data on students and alumni of dual enrollment courses after they graduate from District.
- 8.3 College and District may annually conduct surveys of participating College and District instructors, principals, and guidance counselors.
- 8.4 College and District shall share survey data for the purpose of informing practice, making adjustments, and improving the quality of dual enrollment course delivery.

**9. RECORDS**

- 9.1 Records of student attendance and achievement for all College students who enroll in a dual enrollment course shall be maintained by District and by College.

**10. ADMINISTRATIVE COSTS**

- 10.1 District and College mutually agree not to bill each other for administrative oversight costs. These costs include but are not limited to the costs associated with the Education Services Agreement.
- 10.2 Both the District and College, by executing this contract, certify that the instructional activity to be conducted will not be fully funded by other sources. (Title 5, California Code of Regulations, Education Code Section 58051.5).

**EXHIBIT "B"**

**Schedule of Courses**

<b>Fall 2017</b>					
<b>Location</b>	<b>Classes</b>	<b>Days</b>	<b>Times</b>	<b>No. of Students Projected</b>	<b>No. of Projected FTEs</b>
<b>Ganesha High School</b> 1151 Fairplex Drive Pomona, CA 91768	<b>ENGL 68, Preparation for College Writing</b>	<b>M-F</b>	<b>2<sup>nd</sup> Period</b>	<b>30</b>	<b>4.26</b>
<b>Diamond Ranch High School</b> 100 Diamond Ranch Road Pomona, CA 91766	<b>ENGL 1A, Freshman Composition</b>	<b>M-F</b>	<b>3<sup>rd</sup> Period</b>	<b>30</b>	<b>4.26</b>

<b>Spring 2018</b>					
<b>Location</b>	<b>Classes</b>	<b>Days</b>	<b>Times</b>	<b>No. of Students Projected</b>	<b>No. of Projected FTEs</b>
<b>Ganesha High School</b> 1151 Fairplex Drive Pomona, CA 91768	<b>ENGL 1A, Freshman Composition</b>	<b>M-F</b>	<b>2<sup>nd</sup> Period</b>	<b>30</b>	<b>4.26</b>
<b>Diamond Ranch High School</b> 100 Diamond Ranch Road Pomona, CA 91766	<b>ENGL 1C, Critical Thinking and Writing</b>	<b>M-F</b>	<b>3<sup>rd</sup> Period</b>	<b>25</b>	<b>3.69</b>

<b>Course code</b>	<b>Course Title</b>	<b>Course Designation</b>	<b>College Credits</b>	<b>UC/CSU "A-G" Status</b>	<b>Course Description from MT. SAC</b>	<b>Number of Students</b>
ENGL 68	Preparation for College Writing	Not Degree Applicable	4	Does not meet UC/CUS "A-G" Requirement	Prerequisite: ENGL 67 or AMLA 43W or satisfactory score on the English Placement Test  Development of the academic essay based on critical reading of texts. Reviews paragraph structure and introduces principles of documentation. Continues to develop critical thinking through reading of and writing about increasingly complex texts.	30

ENGL 1A	Freshman Composition	Degree UC/CSU Applicable	4	Meets "A" English Requirement	Prerequisite: ENGL 68 or satisfactory score on the English Placement Test  Develops effective expository writing skills and investigates the principles and methods of composition as applied to the writing of essays and the research paper. Emphasizes critical reading of academic material.	30
ENGL 1C	Critical Thinking and Writing	Degree UC/CSU Applicable	4	Meets "A" English Requirement	Prerequisite: Eng 1A or Eng 1 AH  Develops critical thinking, reading and writing skills. Focuses on logical analysis and argumentative writing (page 81)	25

**EXHIBIT "C"**



**Special Admit  
Dual Enrollment Program**

\_\_\_\_\_ Unified School District  
\_\_\_\_\_ *High School*

**Fall, Spring, and/or Summer**  
Start of term @ Mt. SAC  
**Date Here**

**Please read entire packet.**

All Dual Enrollment participants must apply to the College (<http://www.mtsac.edu>) **each term** they wish to attend. This is a Special Admit process.

You **must** turn in all required items, or you will not be able to participate in Dual Enrollment.

All forms are due by: **Date(s)**

**Incomplete forms will not be accepted!!**

**Required Steps:**

- Fill out Special Admit – Dual Enrollment Program form in **Blue** Pen
- Apply to Mt. SAC Online Admissions Application (<http://www.mtsac.edu/apply>) for term attending (Fall, Spring, or Summer)
- Banner Student ID number (*i.e. A01768659*)
- Claim account (Username and Password)
- Student checklist form
- Signed Parent form (signed by parent)
- School Approval form (Signed school principal/designee)
- Placement Test Results (if needed)
- Register for course



<b>Student Checklist</b>		
<b>Statement</b>	<b>Yes</b>	<b>No</b>
<b>Check the appropriate box</b>		
My school principal or designee has recommended me.		
I have parental approval to participate in the program.		
I have completed the Mt. SAC placement test (if applicable).		
I meet all prerequisites for the class I plan to take including Math/English.		
I have read "To the Parent and Minor Student Attending Mt. SAC" information sheet and agree to abide by the student code of conduct.		
I understand that if I do not make satisfactory progress in my course that I will not be allowed to continue to participate in this program.		
I understand that I can only enroll upon approval.		

Student Signature \_\_\_\_\_



## Special Note to the Parents and Minor Students Mt. SAC Dual Enrollment

It is imperative that parents and minors understand that as Dual Enrollment students, they are entering a college course environment, and that carries with it certain possible scenarios, not all of which can be anticipated.

### Parents and students should be aware that:

1. All college coursework and grades become a permanent part of the student's official college academic history and transcript. Poor grades have a far-reaching effect on future entrance to the college or university of choice, scholarships, financial aid, awards, etc.
2. Students must abide by the Student Code of Conduct and are subject to the Student Disciplinary Policy. Copies are available in Student Life, Building 9C. All disciplinary incidents become a part of the student's personal history.
3. Students are expected to:
  - a. meet all deadlines;
  - b. classes must be dropped within the deadlines required by the college;
  - c. grade options selected; and
  - d. assignments turned in on time.
4. Instructors cannot inform parents when classes are cancelled at the last minute or when the class ends early.
5. Instructors cannot supervise a minor while they wait to be picked up.
6. Courses may include frank discussions on sensitive topics.
7. Audio-visual presentations may be graphic in their content.
8. Students may be exposed to vulgar language outside of the classroom.
9. Students may access pregnancy testing, HIV testing and condoms through the Health Center.
10. Group work or class presentations may be expected in class. If required, these activities will be required of all students, regardless of age.

These precautions are not meant to create undue concern for parents or the Dual Enrollment student, only to serve as an advisory to allow you to manage your particular situation so the student will have a positive educational experience with Mt. San Antonio College.

### Right to Access

Under section 49061 of the Education Code, parents of community college students do not have a right to access their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, the student's college records will be released to parents only with the written consent of the student.

### Transcripts

Transcripts will be issued upon student's written request. The college provides two (2) free official transcripts to students.

Students enrolled through the Dual Enrollment Program are not subject to the enrollment fee.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Parent & School Approval Form

Please use **blue pen**

Name: \_\_\_\_\_

Banner Student ID #: A \_\_\_\_\_ Birthdate: \_\_\_\_\_

School Name: \_\_\_\_\_ Grade in School: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Approval of Parent or Legal Guardian

I give my approval for the student named above, a minor in my care, to do the Dual Enrollment through Mt. San Antonio College as a Special Admit student.

I verify that I have read the Special Note to the Parents and Minor Students participating in the Mt. SAC Dual Enrollment program. I the parent understand the responsibilities and expectations of my child enrolling for a Mt. San Antonio College course(s) as a college student. I also understand and agree to the possibility that my child may be exposed to adult oriented themes and discussions while in class.

I also have read and understand that according to state and federal regulations, my minor's college records are available to me only with written consent of the student. Under section 49061 of the Education Code, parents of community college students do not have a right to access their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, student's college records will be released to parents only with the written consent of the student.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To be completed by Principal or Designee:

The above named student is in the \_\_\_\_\_ grade at \_\_\_\_\_ School.

#### **By signing this form I further certify that:**

1. This student is enrolled for at least the "minimum school day" (EC §48801);
2. This student would benefit from "advanced scholastic or vocational work" (EC §48800);
3. This course recommended is for enrichment purposes (EC §48800);
4. The recommended course is currently offered at this high school;
5. The recommended course is not alleviating an academic deficiency or being used to replace a school requirement.
6. I have not given approval to more than 5 percent of the total number of pupils from this grade level to participate in this program (EC §48800) (d) (2). Courses to be taken by a special admit student should be decided in concert with the school counselor. Students are able to enroll in any course if the course prerequisite is met. The student shall receive college credit for community college courses that have been successfully completed at the level determined by Mt. San Antonio College.

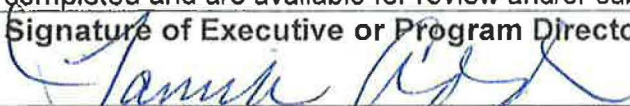
Principal/Designee Name (Please print): \_\_\_\_\_

Designee Title: \_\_\_\_\_

Principal/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note:** The school principal or designee **must** sign the form. Incomplete forms will not be accepted.

**Program Self-Evaluation Process  
Fiscal Year 2016–17**

<b>Contractor Legal Name:</b> Mt. San Antonio Community College District	<b>Vendor Number:</b> 6482
<b>Contract Type(s):</b> CSPP, CCTR	
Check each box verifying the collection, analysis, and integration of each assessment data toward ongoing program improvement for all applicable contract types.	
<input checked="" type="checkbox"/> Program Review Instrument FY 2016–17 – All Contract Types: <a href="http://www.cde.ca.gov/ta/cr/documents/eesos1617.pdf">http://www.cde.ca.gov/ta/cr/documents/eesos1617.pdf</a>	
<input checked="" type="checkbox"/> Desired Results Parent Survey – All Contract Types: <a href="http://www.cde.ca.gov/sp/cd/ci/documents/parentsurvey.doc">http://www.cde.ca.gov/sp/cd/ci/documents/parentsurvey.doc</a>	
<input checked="" type="checkbox"/> Age Appropriate Environment Rating Scales – Center-based/CFCC Contracts Types: <a href="http://www.ersi.info/ecers.html">http://www.ersi.info/ecers.html</a>	
<input checked="" type="checkbox"/> Desired Results Developmental Profile and DRDPtech Reports - Center-based/CFCC Contracts Types: <a href="https://www.desiredresults.us/drdp-forms">https://www.desiredresults.us/drdp-forms</a>	
Using a narrative format, summarize the staff and board member participation in the PSE process: <b>This form can be expanded and is not limited to a single page.</b>	
<p>The Mt. San Antonio Community College District – Child Development Center, began the Program Self-Evaluation (PSE) process in November 2016. The process involved Child Development Specialists, Associate Teachers, Program Director, Assistant Director, parents, and professional experts.</p> <p>Classroom staff and administrators completed the ECERS and ITERS assessments, and developed strategies for improvement in needed areas. Professional experts from both Los Angeles Universal Preschool and California Preschool Instruction Network, observed and coached throughout the year, their observations were incorporated into the program self-evaluation findings.</p> <p>Parent Surveys and parent committee meetings also addressed specific areas of need focused on parent engagement and health/safety practices. Parent feedback was also incorporated into the program self-evaluation findings.</p>	
<b>Statement of Completion:</b> I certify that all documents required as a part of the PSE have been completed and are available for review and/or submittal upon request.	
<b>Signature of Executive or Program Director:</b> 	<b>Date:</b> 5/31/17
<b>Name of Executive or Program Director as listed in the Child Development Management Information System (please print):</b> Tamika Addison, Program Director	<b>Phone Number:</b> 909-274-5275



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**Scan and submit both the EESD 4000A and EESD 4000B TO [FY1617PSE@cde.ca.gov](mailto:FY1617PSE@cde.ca.gov).**

Mail hard copy **ONLY** if the PSE cannot be sent electronically to:

FY 2016–17 Program Self-Evaluation  
Early Education and Support Division  
California Department of Education  
1430 N Street, Suite 3410  
Sacramento, CA 95814

**Summary of Program Self-Evaluation  
Fiscal Year 2016–17**

<b>Contractor Legal Name:</b> Mt. San Antonio Community College District		<b>Vendor Number:</b> 6482
<b>Contract Type(s):</b> CSPP, CCTR	<b>Age Group (Infant/Toddler, Preschool, School-Age)</b> Infant/Toddler and Preschool	
<b>Program Director Name (as listed in the Child Development Management Information System):</b> Tamika Addison		
<b>Program Director Phone Number:</b> 909-274-5275	<b>Program Director E-mail:</b> taddison@mtsac.edu	

**This form can be expanded and is not limited to a single page.**

1. Provide a summary of the program areas that did not meet standards and a list of tasks needed to improve those areas.

### **Environment Rating Scale**

#### **Health Practices/Handwashing:**

Using the Early Childhood Environment Rating Scale (ECERS) and the Infant Toddler Environment Rating Scale (ITERS), the area of Health Practices – Handwashing, did not consistently achieve a minimum score of “5”. This indicates that continued staff training related to the need, frequency, and length of time for handwashing, specifically after transitions from one activity or area to the next, is still warranted. Adults were not adequately consistent in terms of the “frequency” of hand washing. This was also noted during the *previous* program evaluation. Although progress was made for the children, the current evaluation indicates that further improvement is needed for the adult volunteers and staff, specifically *new* staff.

- Administration will facilitate handwashing trainings for new staff, highlighting best practices and NAEYC requirements addressing frequency etc. The program will also post handwashing signs/visual aids as a visible reminder/prompt for staff. All new staff will complete a web-based training on appropriate handwashing practices.
- Program administrators and CDC Specialists (Lead Teachers) will monitor routines and transitions to ensure appropriate handwashing practices are being implemented. Administration will document monitoring visits, and assist individual staff “in the moment” as necessary.

#### **Interaction/Supervision of Gross Motor Activities:**

Using the Early Childhood Environment Rating Scale (ECERS) and the Infant Toddler Environment Rating Scale (ITERS), the area of Interaction for supervision of gross motor activities was noted as an area that did not meet standards. While staff adequately supervised children to minimize safety issues and/or physical accidents, the actual staff/child interactions were inadequate across the program, particularly in the preschool classrooms. Children were not consistently assisted in developing skills needed to use equipment, parts of the playground were “closed off” so that children could not access the area, and staff did not adequately “set up” the outdoor environment to encourage exploration or introduce a variety of materials/resources to promote different physical abilities and interests.

- The program is planning a series of trainings for staff focused on the outdoor environment as an

extension of the indoor classroom. Using elements of Reggio Emilia, other child-centered curricula, as well as professional workshops and/or courses staff will be trained on extending the outdoor "set up" beyond maintaining a safe environment. Staff will also learn how to adequately supervise to ensure children's health and safety, while also using opportunities to extend their play and learning via direct interactions.

- Administration will also participate in these trainings in order to assist staff in implementation via monitoring and helping to develop resources. With the assistance of LAUP, the program will incorporate this into a staff development plan for the upcoming 2017 -2017 school year.

**2. Provide a summary of areas that met standards and a summary of procedures for ongoing monitoring to ensure that those areas continue to meet standards.**

The program self-evaluation indicated that classrooms are continuing to use indoor room arrangement to promote positive interactions and early learning experiences for all children. The program scored beyond a "5" in Space and Furnishings on the Early Childhood Environment Rating Scale (ECERS) and the Infant Toddler Environment Rating Scale (ITERS). Children have spaces for active play that are well equipped and not over stimulating, as well as spaces for privacy that are comfortable. Instructional materials are also in abundance.

- Administration and Lead Teachers will complete modified ECERS and ITERS evaluations of these specific areas every quarter to ensure a high level of quality is still in place. Administration will also complete monitoring checklists periodically to ensure indoor room arrangement and spaces continue to serve as an integral part of children's learning experience in the program.
- Program administrators will continue to work with Lead Teachers to identify appropriate resources in the field and community, to ensure materials are interesting to children and supplies are adequate to offer a variety of experiences, addressing varying abilities. The program will maintain the annual budget for the purchase of classroom supplies and materials.

**Scan and submit both the EESD 4000A and EESD 4000B TO [FY1617PSE@cde.ca.gov](mailto:FY1617PSE@cde.ca.gov).**

Mail hard copy **ONLY** if the PSE cannot be sent electronically:

FY 2016--17 Program Self-Evaluation  
Early Education and Support Division  
California Department of Education  
1430 N Street, Suite 3410  
Sacramento, CA 95814

California Department of Education  
March 2017



# Associated Students Report

*Presented by A.S. President Brian Moon*

*July 12<sup>th</sup>, 2017*

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## **Good evening esteemed Members of the Board,**

My name is Brian Austin Moon, I was last years associated students Inter-Club Council chair. I will be completing my Associates of Arts in political science and Associates of Arts to Transfer in humanities. I am a member of the Honors and DSP&S programs. I will be applying to 4 year universities this coming year. For the 2017-2018 term I hope to rally more student involvement by reinforcing Associated Students connections with programs, departments and student organizations, while also continuing the good work and projects initiated by my predecessors.

## **Campus Wide Committee Appointments**

Appointments of the 2017-2018 student representatives to college wide committees has begun. We are in the process of compiling a list of new student representatives that will be appointed for the upcoming academic year. Associated Students is grateful to college administration for their continued support involving students in the shared governance process.

## **Associated Students Training**

Associated Students will be training our new officers on August 21<sup>st</sup> and 22<sup>nd</sup>. We have the largest incoming leadership cohort in the past five years which will include participation from Executive Board, Senate and Student Court. This training retreat is critical to set the foundation for our service, advocacy, and leadership as an organization who is committed to serving all students.

## **New Student Welcome**

New Student Welcome will be held on August 16<sup>th</sup>. This collaboration between Associated Students, Student Life and High School Outreach and the kick-off event for new students to help establish a sense of belonging to our College. We are currently recruiting student volunteers for this event, have commitment for faculty and staff, and look forward to seeing Board members and administrators join us in welcoming new students to campus life.

In closing, I look forward to serving the Mt. SAC community in partnership with college faculty and administrators, to ensure a productive and successful year for our institution.

Thank you ~ Brian Moon, A.S. President 17-18



# MT. SAN ANTONIO COLLEGE CLASSIFIED SENATE

REPORT TO THE BOARD OF TRUSTEES  
WEDNESDAY JULY 12, 2017

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1. Classified Senate has started setting up its committees to plan activities and events for the upcoming year.

A Constitutional sub-committee of senators will review, and proposes changes to the Classified Senate's constitution. An Events committee will plan and recommend the scope, dates and details for the senate's annual events, as well as suggest possible new events.

2. The **Classified Professional Development Committee's** (CPDC), **CPD-Day Task Force**, has completed most of the details for the Annual CPD-Day (Classified Professional Development Day), in coordination with the **Professional & Organizational Development Office**, (POD) for the day-long event happening Friday, August 18.

The **Classified Professional Development Day (CPD-Day) Task Force** had been meeting weekly for the past several weeks. Planning is going well and a breakdown of the day's schedule has been drafted. A keynote speaker has also been secured. CPD-Day will be Fri., August 18, 2017. Classified have release time for the day in order to attend the full roster of workshops and events.

3. **Classified School Employee Week** (CSEW) was May 22–26. Enjoy a few pics from the week of events celebrating Classified Employees.

*(Pictures on page 2)*

Respectfully submitted by,  
John Lewallen  
*President, Classified Senate*  
(909) 274-4137

# Classys Awards Show



Scotsman's Sexy Legs Contest



Opening Dance Number



Honoree Craig Hobbs,  
30 Years of Service



Dance!



Classy Award winner, Anna Thatcher



Service Years honorees

## Classified Manager's Lunch

## Monday Morning Mixer



Goofy  
Golf  
BBQ



Bingo



CSEA Chapter 262  
2017 Executive Board

**Sandra Bollier**  
President  
[president@csea262.org](mailto:president@csea262.org)  
Ext. 5679

**Lee Jones**  
1<sup>st</sup> Vice President  
[vp1@csea262.org](mailto:vp1@csea262.org)  
Ext. 5612

**Rosa Asencio**  
2<sup>nd</sup> Vice President  
[vp2@csea262.org](mailto:vp2@csea262.org)  
Ext. 5941

**Barbara Carrillo**  
Secretary  
[secretary@csea262.org](mailto:secretary@csea262.org)  
Ext. 5953

**Zak Gallegos**  
Treasurer  
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Ext. 5689

**Katherine MacDonald**  
Chief Job Steward  
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Ext. 4460

**Robert Stubbe**  
Site Representative Coordinator  
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Ext. 4385

**John Lewallen**  
Chapter Communications Officer  
[cpro@csea262.org](mailto:cpro@csea262.org)  
Ext. 4137

**Bill Rawlings**  
Past President  
[pastpresident@csea262.org](mailto:pastpresident@csea262.org)  
Ext. 6602

*"To improve the lives  
of our members,  
students, and  
community."*

Wednesday, July 12, 2017

Ladies and Gentlemen, members of the Board, Dr. Scroggins. I am Lee Jones, 1st Vice President of CSEA Chapter 262, the exclusive labor representative for Classified Staff Unit A. Thank you for your time and attention.

First, Chapter 262 would like to welcome Dale Vickers in his new position as Chief Technology Officer, and bid a fond farewell to Victor Belinski.

Second, Chapter 262 recently participated the Introduction to Governance class as part of the New Employee Welcome seminar series. Our Past President Bill Rawlings and 2<sup>nd</sup> VP Rosa Asencio led the session and discussed the impact of shared governance and its importance to the College, including Accreditation. The New Employee Welcome series is a very useful venue to engage Classified employees and it seems to very well-received.

Next, we are happy to report that a new Chapter Secretary has been elected to office. Barbara Carrillo, Student Services Program Specialist II in Student Life is serving the remainder of 2017. Barbara has been with Mt. SAC for four years, and we welcome her to the team.

Also, the 91<sup>st</sup> CSEA Annual Conference will be held from Monday, July 31 through Friday, August 4. A significant portion of our Executive Board will be attending the Annual Conference. During the conference, our 2<sup>nd</sup> VP Rosa Asencio will be acting in place of President Sandra Bollier, and our Assistant Chief Union Steward Elizabeth Jauregui will be acting in place of our Chief Union Steward Katherine MacDonald.

Negotiations are continuing with many creative solutions, although we have nothing new to report since the last Board of Trustees meeting.

Thank you for your time and your efforts to help us serve our students.



**Foundation & Alumni Association Report to the Board of Trustees  
July 12, 2017**

We ended the Fiscal Year with the largest response to an alumni engagement event we have experienced to date. More than 750 members of the Mt. SAC community including faculty, staff, alumni and friends joined us at Angel Stadium for the last game of the Freeway Series – Dodgers vs. Angels on Thursday, June 29. We had field access opportunities to view batting practice available to some guests. Mt. SAC alumnus and former GM of the Angels, Bill Stoneman escorted our group onto the field, he introduced Ron Roenicke, Mt. SAC alumnus and Angels third base coach, then Tommy Lasorda made his way over to our lucky few as well. While our community might be quite divided in their support for these two teams, everyone showed great commitment to Mt. SAC through their pride!

Support for this event spans several areas across the campus. Thank you to Melissa Berkley, Cason Smith and Kip Pesuti for producing the super fun promo video of secret President’s office footage, and of course to Dr. Scroggins, Carol Nelson, Caitlin Rodriguez and Roger Sneed for starring in this ESPN inspired spot. Thank you to Andi Simms and Associated Students for agreeing to purchase 100 tickets to share with students. And we owe a very special thank you to Dalia Puentes and Aimee Karr for going above and beyond to make the ticket purchase option as user-friendly as possible. They recreated the Angel Stadium seating chart online and input all 750 seats individually which allowed guests to purchase their desired tickets.

This really was a community effort to bring the community together and we thank each of you!

Recap of the Mt. SAC Foundation FY16/17 Event and Fundraising Operations:

- 21 Events that we either hosted or assisted with execution
  - 9 had 100+ attendees
  - 2 had 750+ attendees
- 46 Donor meetings
  - \$213K new dollars in FY16/17
  - 22 new scholarships totaling \$44K in FY16/17
  - \$100K commitment for FY17/18
- 5 Direct mail solicitations
  - Alumni general appeal to their area of interest
  - Athletics alumni Heritage Hall appeal
- 5 Corporate grant requests
  - Totaling \$120K
- Grew Faculty and Staff giving from 82 donors in FY15/16 to 198 donors in FY16/17
- Grew Alumni Association membership to over 1,200 from less than 900 in FY15/16
- Participated in nine department year-end ceremonies during the months of May and June

Upcoming Events:

- Mt. SAC Foundation hosting CCC Foundation Round Table – Thursday, July 27
- Foundation Board Retreat – Thursday, August 3
- Great American Eclipse – Monday, August 21

Annual Giving Stats	FY2015/16	FY2016/17 To-Date	FY2016/17 Goal	FY2016/17 % to Goal
Total Dollars Raised	\$672,072.30	\$1,010,448.87*	\$706,000	143.12%
Total # of Donors	514	689	540	129.59%

FYE dollars will be finalized in August 2017

*Submitted by Marisa Fierro, Director of Development and Alumni Relations, Mt. SAC Foundation*



**Management Steering Team  
Report to Board of Trustees  
July 12, 2017**

1. The Management Steering Team would like to thank our outgoing chair, Jim Jenkins for his contributions and leadership. It was under Jim's leadership and vision that the Management Steering Team evolved into the representative body we now are. Additionally, it was his vision that provided the impetus for our retreat and being committed to develop, support, include and empower managers.
2. On July 11 the Management Steering Team and Management Professional Development Committee held a joint meeting to review what was done this year and set into motion plans for the upcoming year. At that meeting new chairs were elected for both groups. Marisa Fierro and Jennifer Galbraith were elected as Co-Chairs of Management Steering and Uyen Mai was elected as Chair of MPDC.
3. The MST appointed Rosa Royce to President's Advisory Council and Clarence Banks to the Campus Equity and Diversity Committee.
4. MST is in the process of gathering information for our Meet and Confer Meeting with Dr Scroggins.

**BOARD OF TRUSTEES**

Dr. Manuel Baca • Rosanne M. Bader • Jay F. Chen • Judy Chen Haggerty, *Esq.*  
Dr. David K. Hall • Robert F. Hildago • Laura L. Santos

**COLLEGE PRESIDENT / CEO** – Dr. William T. Scroggins





# **FINANCIAL AID REPORT TO THE BOARD OF TRUSTEES**

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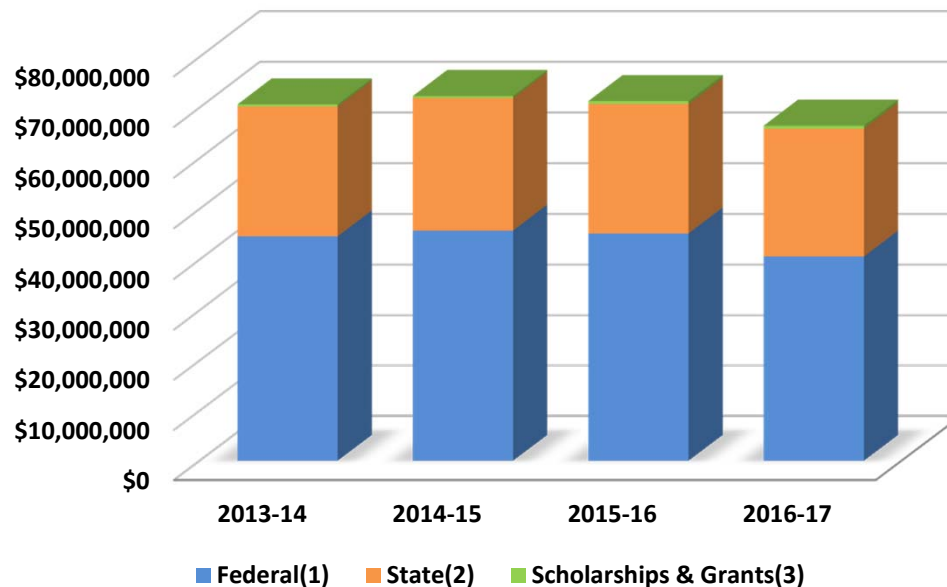
**Chau Dao, Ed. D.**

**Director, Financial Aid and Scholarships**

**July 2017**

# Four-Year Comparison of Financial Aid Dollars Awarded

Year	Federal <sup>(1)</sup>	State <sup>(2)</sup>	Scholarships & Grants <sup>(3)</sup>	Dollar Value of All Aid Programs
2013-14	\$ 44,556,851	\$ 25,616,961	\$ 406,533	\$ 70,580,345
2014-15	\$ 45,694,935	\$ 26,137,354	\$ 411,909	\$ 72,244,198
2015-16	\$ 45,122,125	\$ 25,558,717	\$ 556,808	\$ 71,237,649
2016-17	\$ 40,566,837	\$ 25,261,285	\$ 557,229	\$ 66,385,350



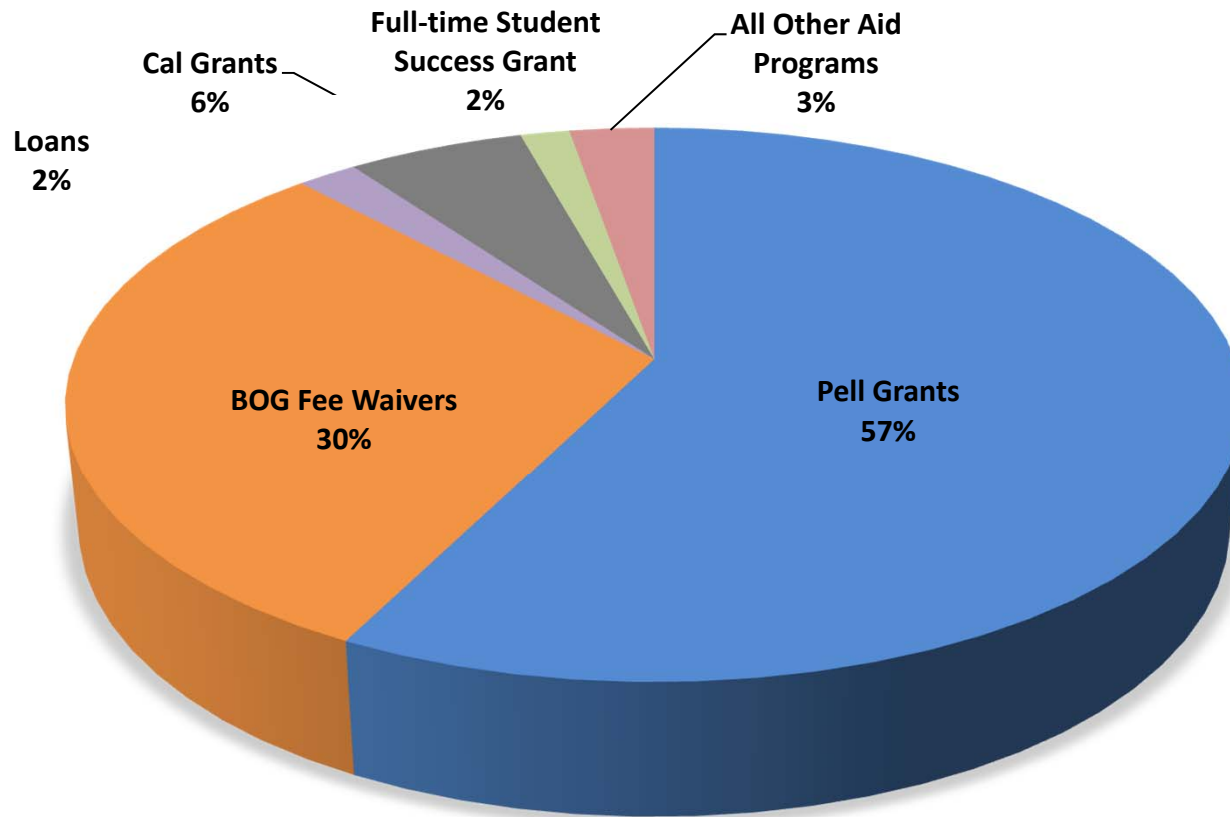
(1) Federal Programs include Pell, SEOG, Direct Loans, Parent Loans, and Federal Work Study.

(2) State Programs include Cal Grant B and C, BOGFW, Chafee, and Full-time Student Success Grant.

(3) Scholarship programs include both institutional and private scholarships.

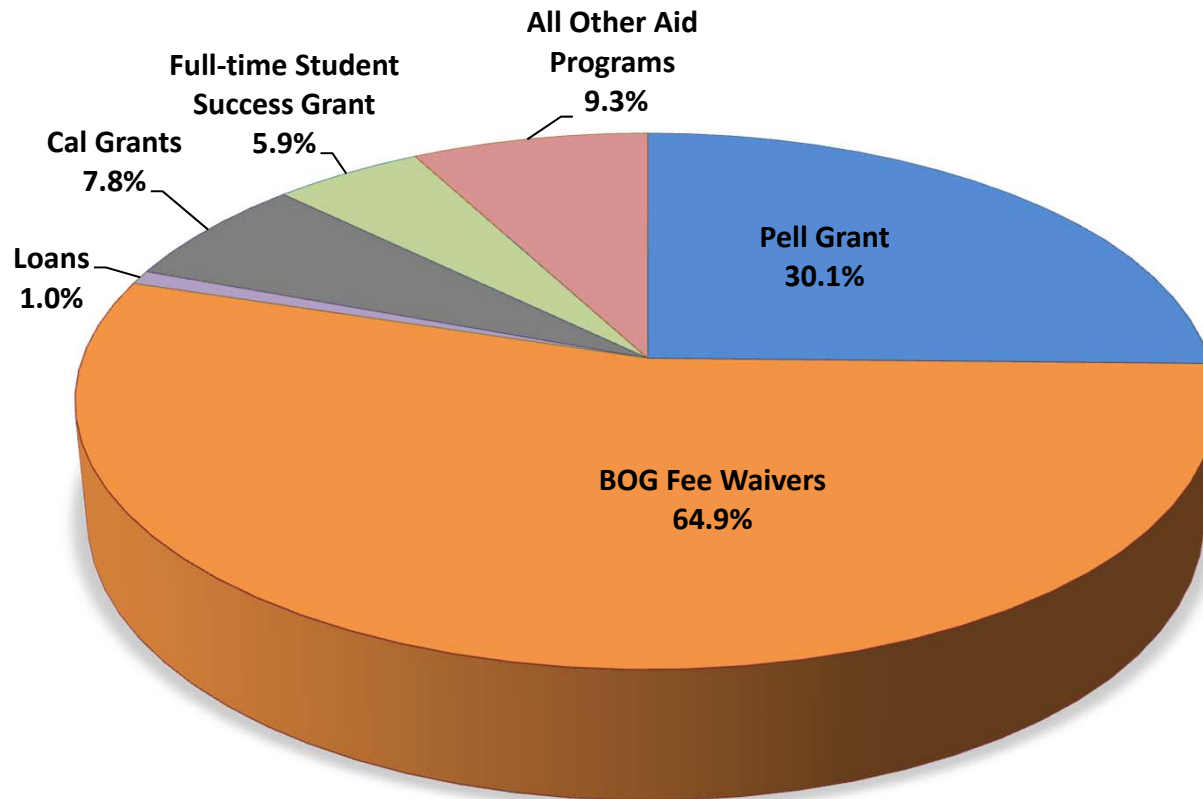
# 2016-2017 Distribution of Financial Aid Dollars by Program

Type of Financial Aid	Pell Grant	BOG Fee Waiver	Loans	Cal Grant	Full time Student Success Grant	All Other Aid Programs	Total Dollars
Financial Aid Dollars	\$ 38,141,295	\$ 20,299,478	\$ 1,293,293	\$ 3,783,456	\$ 1,052,700	\$ 1,815,128	\$66,385,350
% Dollars by Program	57.5%	30.6%	1.9%	5.7%	1.6%	2.7%	



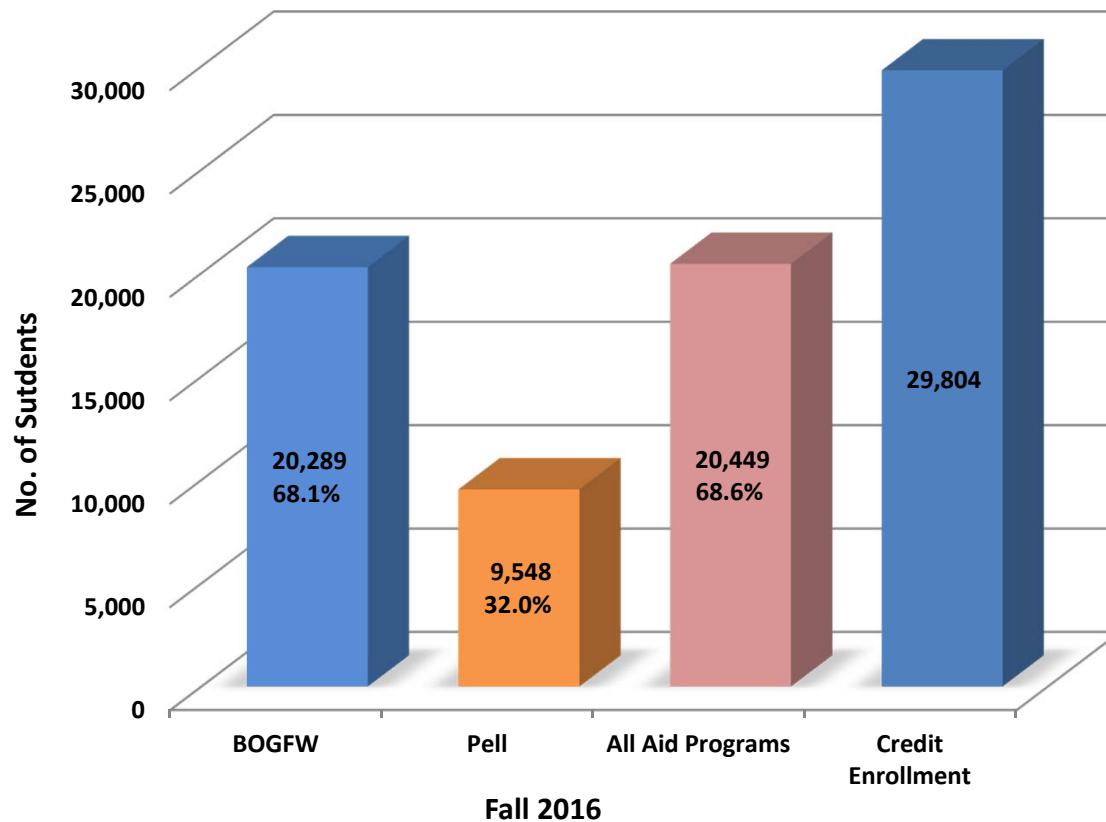
# 2016-2017 Financial Aid Student Count by Program

Type of Financial Aid	Pell Grant	BOG Fee Waiver	Loans	Cal Grant	Full-time Student Success Grant	All Other Aid Programs	2016-2017 Enrollment
No. of Students	11,682	25,154	385	3,040	2,275	3,594	38,775
% Students Awarded Aid	30.1%	64.9%	1.0%	7.8%	5.9%	9.3%	



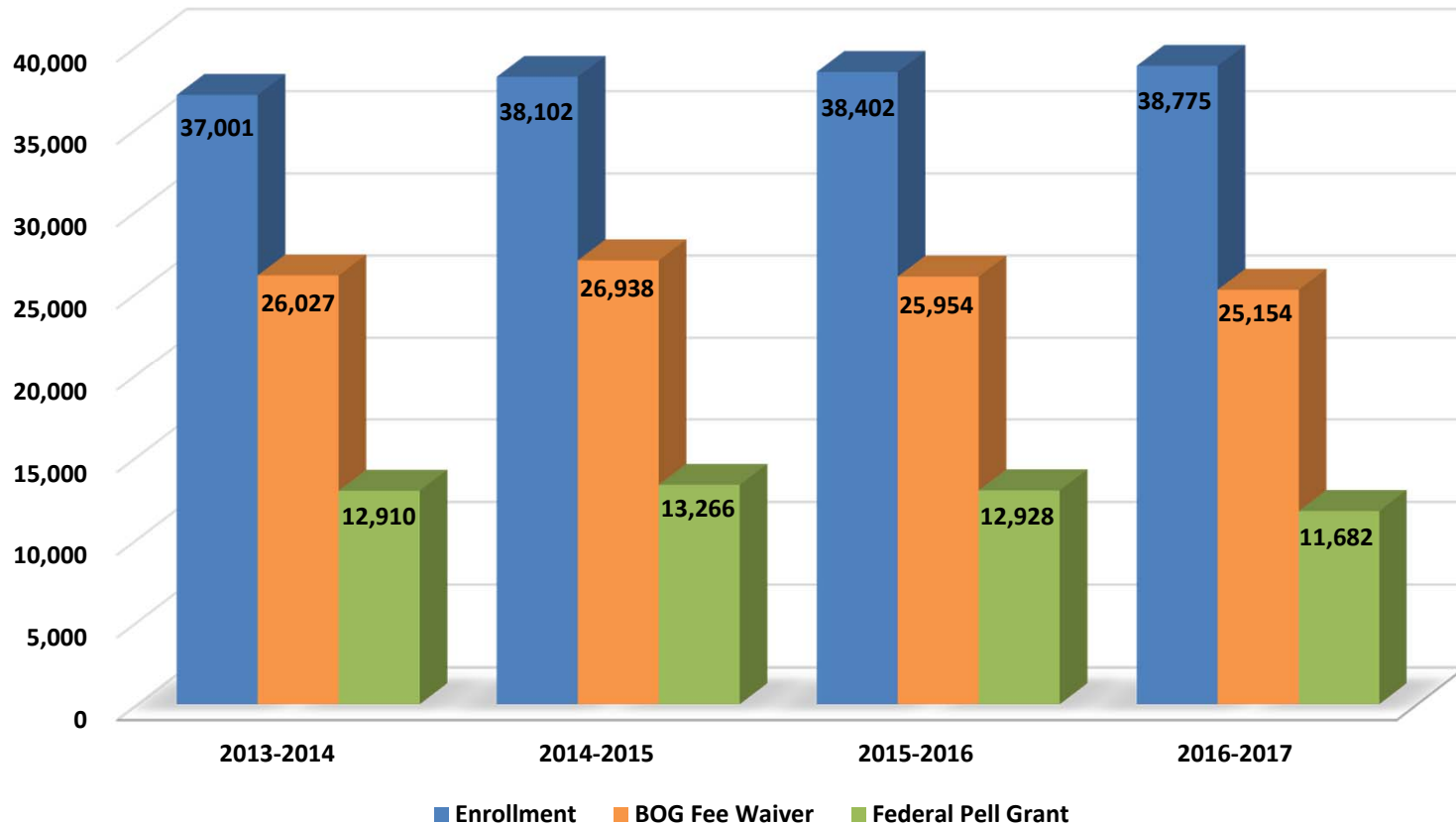
# Percentage of Unduplicated Credit Headcount Served by BOGFW and Pell

<b>No. of Students</b>	<b>20,289</b>	<b>9,548</b>	<b>20,449</b>	<b>29,804</b>



# Four-Year Comparison of Students Enrolled with BOG Fee Waiver or Pell Grant

	2013-2014	2014-2015	2015-2016	2016-2017
Enrollment	37,001	38,102	38,402	38,775
BOG Fee Waiver	26,027	26,938	25,954	25,154
Federal Pell Grant	12,910	13,266	12,928	11,682



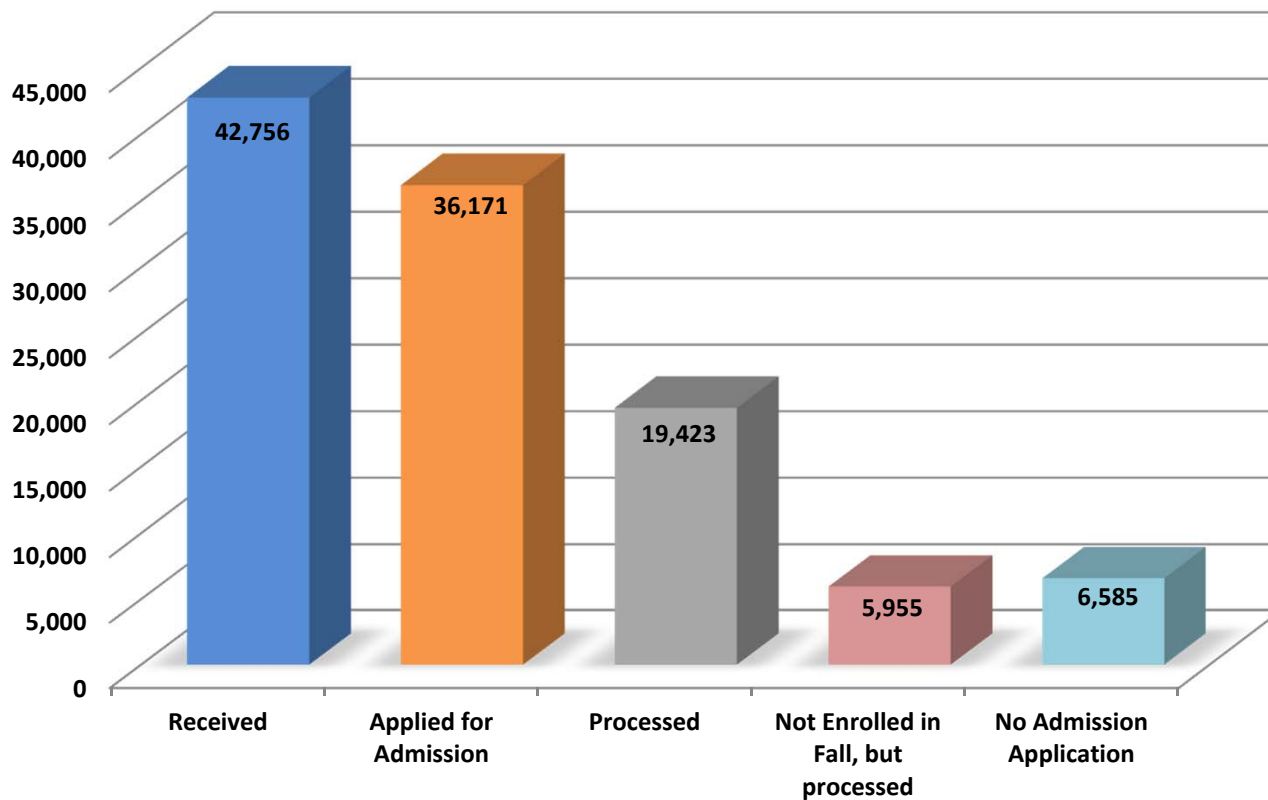
# 2016-2017 Financial Aid Applications

- 15% (6,585) of total Financial Aid applications received did not apply for admission
- 54% (19,423) of remaining Financial Aid applications have been processed
- 31% (5,955) of the processed Financial Aid applications did not enroll in the Fall 2016 semester



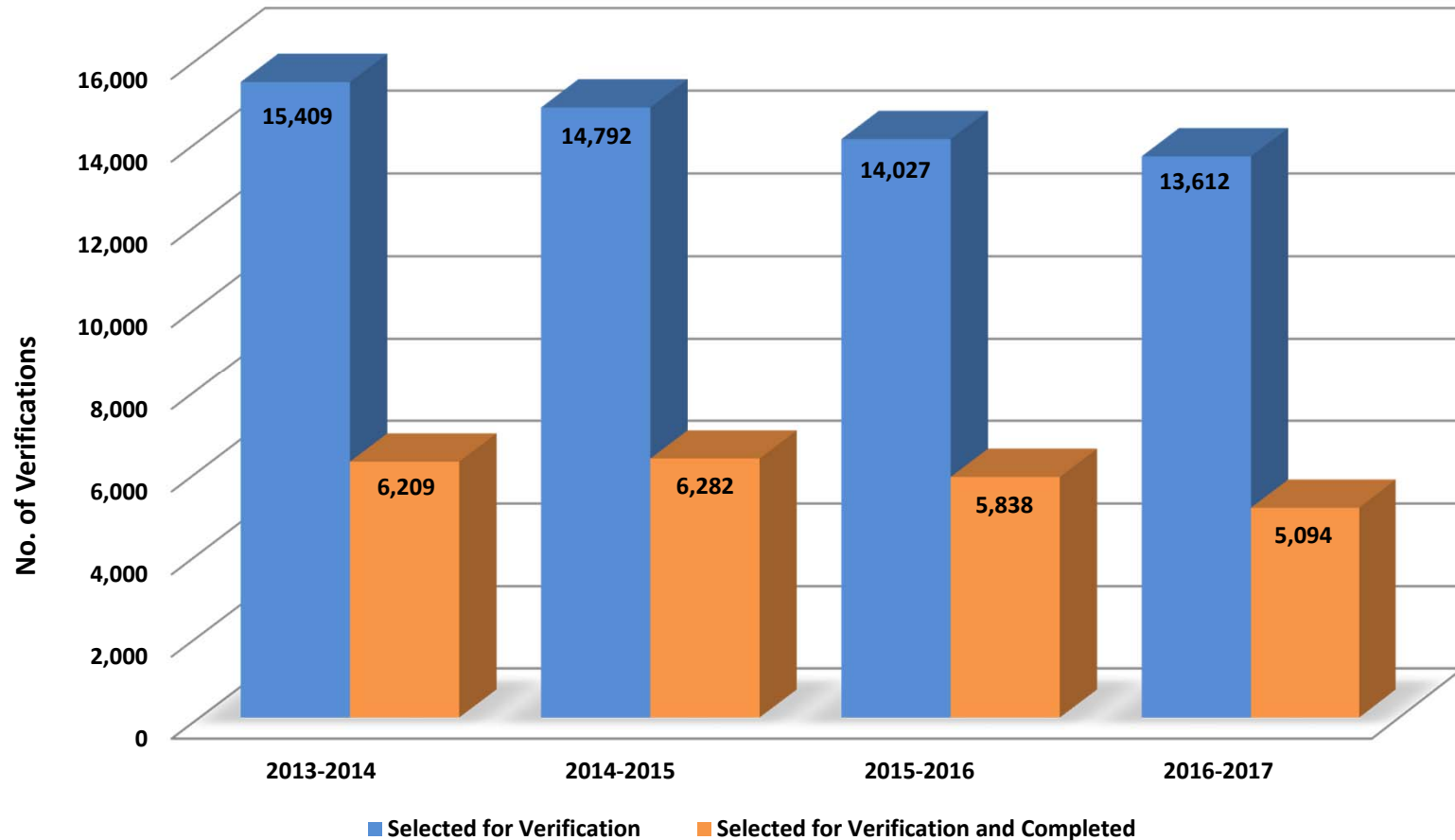
# 2016-2017 Financial Aid Applications

2016-2017 Financial Aid Applications	Total
Received	42,756
Applied for Admission	36,171
Processed	19,423
Not Enrolled in Fall, but processed	5,955
No Admission Application	6,585



# Students Selected for Verification

	2013-2014	2014-2015	2015-2016	2016-2017
<b>Selected for Verification</b>	<b>15,409</b>	<b>14,792</b>	<b>14,027</b>	<b>13,612</b>
<b>Selected for Verification and Completed</b>	<b>6,209</b>	<b>6,282</b>	<b>5,838</b>	<b>5,094</b>
<b>% Completed</b>	<b>40.3%</b>	<b>42.5%</b>	<b>41.6%</b>	<b>37.4%</b>



# Mt. SAC Dreamers

- CA Dream Applications received
  - 2014-2015: 983
  - 2015-2016: 962
  - 2016-2017: 1,012
- Cal Grants Awarded to Dreamers
  - 2014-2015: Mt. SAC awarded 118
  - 2015-2016: Mt. SAC awarded 174
  - 2016-2017: Mt. SAC awarded 183
- BOG Fee Waivers
  - 2014-2015: 1,155
  - 2015-2016: 1,223
  - 2016-2017: 1,229

# Inreach and Outreach Efforts

- Inreach
  - 111 events - 5,144 students served
  - 8 Athletics – Orientation as well as by teams
  - 10+ BOGW Loss specific workshops
  - 29 Scholarship specific workshops
  - 40 Presentations for Academic Departments
  - 58 within Student Services – special programs with targeted populations
- Outreach
  - 34 events - 2,820 individuals served
  - 1 Alumni Group
  - 1 Elementary School
  - 1 School District
  - 1 State Agency
  - 2 Cash for College events
  - 28 Presentations for High Schools
- Total
  - 145 events - 7,934 students/individuals served



# Continued Efforts & Collaboration

- Homeless Youth
- Loss of BOG Fee Waiver

2016-2017 BOG Fee Waiver Loss	Fall 2016	Spring 2017
<b>Total Students with BOG Loss</b>	<b>1,088</b>	<b>1,534</b>
Not Enrolled due to Academic Dismissal	552	997
Students Enrolled	536	537
BOG Loss Appeal Approved	132	91
BOG Loss Exceptions and Manual Overrides	95	126
Enrolled in 0.5 units or more without BOG	309	320
% Received BOG via Appeal/Exception	42%	40%
% Enrolled without BOG	58%	60%

- Community College Completion Grant
- Year Round Pell
- Federal Budget



# Team Financial Aid



The background of the slide is a photograph of a landscape. In the foreground, there is a green field with some structures and lights. In the middle ground, there are rolling hills and a town with lights. In the background, there are large, rugged mountains with snow-capped peaks under a clear sky.

# Mt. San Antonio College

**Physical Educational Project**

**July 12, 2017**

# Hilmer Lodge Stadium

- Constructed in 1946 – 1948
- Dedicated October 1948
- 15,000 Seat Capacity
- Olympic Trials
- Mt. SAC Relays
- Physical Education Academic Programs



# Physical Education Project History

- 2008 Initial Investigation of Existing Conditions
  - Structural
  - Hazardous Materials
  - Utility Infrastructure
  - Accessibility
  - Instructional Program Requirements
  - Community Use and Events
- 2017 State Funding Approval for Phase 4

# Physical Education Project Scope

- Phase 1
  - Demolition
  - Site Utilities
  - Hazardous Materials Abatement
  - Temporary Parking
- Construction
  - December 2016 through October 2017

# Physical Education Project Scope

- Phase 2
  - Stadium
  - Competition Track and Natural Grass Field
  - Warm Up Track and Synthetic Practice Field
  - Athletics Support Facilities
  - Classrooms and Faculty Offices
- Construction
  - July 2017 through July 2019

# Physical Education Project Scope

- Phase 3
  - Surface and Structure Parking
  - Tennis Courts
  - Heritage Hall
- Construction
  - March 2019 through June 2020

# Physical Education Project Scope

- Phase 4
  - Gymnasium
  - Wellness Center
  - Classrooms and Faculty Offices
  - Aquatic Center
  - Support Facilities
- Construction
  - September 2020 through July 2022

**Mt. San Antonio College  
Physical Education Project  
7/12/2017**

