



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 23, 2011

5:30 p.m. Closed Session

6:30 p.m. Public Session

Founders Hall, 1100 N. Grand Avenue
Walnut, CA 91789

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

AGENDA

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

CALL TO ORDER (5:30 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

- **Employment/Appointment of College President**
- **Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6**
CSEA, Chapters 262 and 651

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.

CLOSED SESSION (continued)

- **Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957 – Non-Reemployment of Contract, Faculty**

RECEPTION FOR MT. SAC STATE AND NATIONAL CHAMPIONSHIP FOOTBALL AND STATE CHAMPIONSHIP MEN'S SOCCER TEAMS (6:00 p.m. Dining Hall)

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

MOMENT OF SILENCE

Observe a moment of silence in memory of retired professor Richard Raynard. Professor Raynard joined the College in 1966, as an Art Instructor. He retired in 1993, although he continued to serve the College as a member of the Public Arts Council. In 2009, Mr. Raynard was a major donor in the Art Complex Mural Project. He passed away on January 27, 2011.

INTRODUCTIONS AND RECOGNITION

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

Newly Appointed

Classified Staff

Daniel Gibson, Parking Officer, Public Safety
Salvador Lara, Custodian, Custodial Services
Miguel Mena, Building Automation Technician, Facilities Planning & Management
Florencio Mesa, Parking Officer, Public Safety
Lorenzo Meza, Custodian, Custodial Services

Supervisory

Matthew Pawlak, Supervisor, Farm, Agriculture

Promotions

Classified

Jacqueline Carmona, Scholarship Program Specialist, Financial Aid
Rick Nguyen, Information Technology Specialist: Academic Application & Portal
Content, Information Technology

Supervisory

Maria Macedo, Supervisor, Student Services, Admissions & Records

- **Recognition**

- Awarding of Certificate of Service to the following retiring faculty member:

Mario V. Caputo, Professor of Geology, 17½ years of service

- The **Men's Soccer Team**, under the leadership of Coach Juan Sanchez, for winning the State Championship, and the **Football Team**, under the leadership of Coach Bob Jastrab, for winning the State and National Championships.

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of January 26, 2011. (See backup packet pages 1 through 11.)

REPORTING OF ACTION TAKEN IN CLOSED SESSION

PUBLIC COMMUNICATION

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

REPORTS

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

1. Associated Students Report
2. Senates
 - A. Academic Senate
 - B. Classified Senate
3. Employee Groups
 - A. Faculty Association
 - B. CSEA Units
 - C. Other Unrepresented Groups
4. President – John S. Nixon, President/CEO
 - Oral report by Vicenti, Lloyd & Stutzman representatives (Action item #2)
 - State Budget Update – Vice President Gregoryk
5. Informational Report – College Foundation Update, prepared by Richard Morley, Director, Mt. SAC Foundation (See backup packet page 12.)

CONSENT CALENDAR

All matters listed under **Consent Calendar** are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests a specific item be removed from the Consent Calendar for discussion and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board's vote on the Consent Calendar.

PRESIDENT'S OFFICE

1. Consideration of approval to change the date of the April 2011 Board meeting from April 27 to April 20.

HUMAN RESOURCES

2. Consideration of approval of Personnel Transactions, dated February 23, 2011. (See backup packet pages 13 through 32.)
3. Consideration of approval of the College's participation in the California Community College Registry Job Fair - Los Angeles. (See backup packet page 33.)
4. Consideration of approval of costs related to the Presidential Search interview process. (See backup packet page 34.)
5. Consideration of approval of Recommendation to Employ Faculty Under Second Contract – 2011-12. (See backup packet page 35.)
6. Consideration of approval of Recommendation to Employ Faculty Under Third Contract – 2011-13. (See backup packet page 36.)
7. Consideration of approval of Recommendation to Grant Tenure – 2011-12. (See backup packet pages 37 and 38.)

INSTRUCTION and STUDENT SERVICES

8. Consideration of non-approval of Sabbatical Leave applications for 2011-12. (See backup packet pages 39 and 40.)
9. Consideration of approval of a contract with Los Angeles Southwest College for the Family and Consumer Sciences Discipline/Industry Collaborative Grant. (See backup packet page 41.)
10. Consideration of approval for students to participate in the International College Radio and Webcasting Conference in New York City, March 10-13, 2011. (See backup packet page 42.)

11. Consideration of approval for students to participate in the College Media Advisers National Convention in New York City, March 12-15, 2011. (See backup packet page 43.)
12. Consideration of approval for students to participate in the National Honor Band at the College Band Directors National Association Conference in Seattle, March 22-26, 2011. (See backup packet page 44.)
13. Consideration of approval for students to participate in the Phi Rho Pi National Forensics Tournament in Greenwich, CT, April 6-17, 2011. (See backup packet page 45.)
14. Consideration of approval for students to participate in the Health Occupations Students of American Leadership Conferences. The Statewide event is in Sacramento, April 6-17, 2011, and the National Leadership Conference is in Anaheim, June 22-25, 2011. (See backup packet page 46.)
15. Consideration of approval for students to participate in the Phi Theta Kappa International Convention in Seattle, April 7–11, 2011. (See backup packet page 47.)
16. Consideration of approval for the Chamber Singers to participate in the American International Choral Festival and Competition in Reno, May 1-8, 2011. (See backup packet page 48.)
17. Consideration of approval for the vocal jazz group “Frontline” to participate in the American International Choral Festival and Competition in Reno, April 7-10, 2011. (See backup packet page 49.)
18. Consideration of approval of an addition to the Continuing Education Program. (See backup packet page 50.)
19. Consideration of approval of additions and changes to the Continuing Education Fee Based Program. (See backup packet page 51.)
20. Consideration of approval of a change to an existing contract in Continuing Education. (See backup packet page 52.)
21. Consideration of approval to accept the grant renewal for the Center of Excellence Career and Technical Education Liaison Hub for 2010-11. (See backup packet page 53.)
22. Consideration of approval of a contract with BW Research for the Center of Excellence. (See backup packet page 54.)
23. Consideration of approval of an affiliation agreement with the Henderson Fire Department, effective February 24, 2011. (See backup packet page 55.)
24. Consideration of approval of a contract with TT Mailing Services, Inc. (See backup packet page 56.)
25. Consideration of approval of an agreement with Ambient Solutions, Inc. (See backup packet page 57.)

ADMINISTRATIVE SERVICES

26. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet pages 58 through 65.)
27. Consideration of approval of the Quarterly Investment Report for the period ending December 31, 2010. (See backup packet page 66.)
28. Consideration of approval of the Quarterly Financial Status Report for the period ending December 31, 2010. (See backup packet pages 67 through 69.)
29. Consideration of approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet pages 70 through 72.)
30. Consideration of approval of an agreement with Stradling Yocca Carlson & Rauth for Redevelopment Services. (See backup packet page 73.)
31. Consideration of approval of Emergency Resolution No. 10-04 for Mold Remediation and Repair of the Interior Design and Student Life Center Buildings. (See backup packet pages 74 through 76.)
32. Consideration of approval of agreements with Acorn Paper Products Co. and Buckeye Cleaning Center for the purchase of custodial supplies (RFP No. 2883). (See backup packet pages 77 and 78.)
33. Consideration of approval of the use of the five-year Western States Contracting Alliance Agreement for the purchase of Hewlett-Packard computers. (See backup packet page 79.)
34. Consideration of approval of a three-year Professional Services Agreement with Quinn Power Systems for the Central Plant Generators Annual Maintenance Agreement Project. (See backup packet page 80.)
35. Consideration of approval of a three-year Professional Services Agreement with JAM Fire Protection for the Semi-Annual and Annual Air Sampling and Deluge Valve Inspections Project. (See backup packet page 81.)
36. Consideration of approval of various agreements to provide Professional Design and Consulting Services with Marlene Imirzian & Associates Architects for the Administration Building Site Improvements Project and the Facilities Plan Room Renovation and Addition Project; with P2S Engineering for the Parking Lot B Lighting Project; with PAL idstudio for the Design Technology Center project; with Kern County Superintendent of Schools for the Radio Repeater Systems Project; with Breen Engineering, Inc. for the Design Technology Center Project; and with P2S Engineering for the Data Center Mechanical and Electrical Engineering Project. (See backup packet pages 82 through 84.)

37. Consideration of approval of the following Bid:

- Bid No. 2886 Agreement for School Bus Transportation Services – School Transportation of America, Inc. (Contractor). (See backup packet pages 85 and 86.)

38. Consideration of approval of the following Change Orders:

- Bid No. 2773 Agricultural Sciences Complex (Main Building) – K.A.R. Construction, Inc. (General Contractor) – Change Order No. 6. (See backup packet pages 87 and 88.)
- Bid No. 2775 Agricultural Sciences Complex (Main Building) – Harbor Construction Co., Inc. (General Contractor) – Change Order No. 12. (See backup packet pages 88 and 89.)
- Bid No. 2779 Agricultural Sciences Complex (Main Building) – American Electric Company (Electrical Contractor) – Change Order No. 8. (See backup packet pages 90 and 91.)

39. Consideration of approval of the following Completion Notice:

- Bid No. 2770 Science Building Interior and Exterior Improvements – Nu Age Development, Inc. (Contractor)

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

- Doris Higgins– Registered Quarter Horse Gelding (DW Scottish Freckles “Scotty,” Registration No. 710, 743, Chestnut), valued by donor at \$5,000, to be used by the Natural Sciences Division.
- Alan Seshiki – Canna Substra Flores A & B (1 liter), Canna Substra Vega A & B (1 liter), and Canna PK 13/14 (5 liter), valued by donor at \$718.51, to be used by the Natural Sciences Division.

ACTION ITEMS

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

1. Consideration of approval of Resolution No. 10-05 in Support of California Community Colleges Budget Priorities and Principles. (See backup packet pages 92 and 93.)
2. Consideration of approval to accept the audit reports from Vicenti, Lloyd & Stutzman, Certified Public Accountants, for the fiscal year ending June 30, 2010, relating to books and records of the Mt. San Antonio Community College District Proposition 39, General Obligation Bonds (Measure R, November 2001) Performance and Financial Audits. (Distributed as separate documents.)

3. Consideration of approval of a Three-Year Negotiated Agreement between CSEA Chapter 262 and the District. (See backup packet pages 94 through 102.)
4. Consideration of approval of a Three-Year Negotiated Agreement between CSEA Chapter 651 and the District. (See backup package pages 103 through 112.)

BOARD COMMUNICATION

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

ADJOURNMENT

Future Board Meetings: March 10, 2011 (Special Closed Session Meeting)
 March 23, 2011
 April 20, 2011
 May 25, 2011

Upcoming Events:

February 26, 2011	Cash for College (Financial Aid Workshops) – 9:00 a.m.–2:00 p.m., Founders Hall and Learning Technology Center
February 28, 2011	Spring Semester Begins
March 3, 2011	Foundation Executive Committee and Board Meeting – 3:00 p.m., Founders Hall
March 8, 2011	Presidential Forums – Times TBD, Clarke Theater
March 9, 2011	Spring Opening Faculty Meeting – 3:00-4:30 p.m., Clarke Theater
March 16, 2011	Pathways Spring Welcome & Scholarship Workshop – 12:00-2:00 p.m., Learning Technology Center, Room 16
March 17 and 18, 2011	Seniors' Day – 9:00 a.m.–1:00 p.m., Clarke Theater
March 17-April 14, 2011	Faculty Art Exhibit (Reception on Thursday, March 17, 4:00 p.m.) , Art Gallery
March 26, 2011	10th Annual Spring Thing (One of the season's most popular musical events) – 8:00 p.m., Clarke Theater
March 31, 2011	Cesar Chavez Day (Campus Closed)

Upcoming Sports Events:

February 24, 2011 **Women's Tennis vs. El Camino** – 2:00 p.m., Tennis Courts

March 1, 2011 **Men's Tennis vs. Long Beach** – 2:00 p.m., Tennis Courts
Softball vs. L.A. Harbor – 3:00 p.m., Softball Field

March 5, 2011 **Baseball vs. Ventura** – 1:00 p.m., Baseball Field

March 8, 2011 **Women's Tennis vs. Cerritos** – 2:00 p.m., Tennis Courts
Softball vs. Cerritos – 3:00 p.m., Tennis Courts

March 10, 2011 **Men's Tennis vs. El Camino** – 2:00 p.m., Tennis Courts
Softball vs. Long Beach – 3:00 p.m., Softball Field
Baseball vs. East Los Angeles – 6:00 p.m., Baseball Field

March 12, 2011 **Softball vs. Fullerton** – 2:00 p.m., Softball Field

March 15, 2011 **Women's Tennis vs. Long Beach** – 2:00 p.m., Tennis Courts

March 17, 2011 **Baseball vs. Pasadena** – 6:00 p.m., Baseball Field

March 22, 2011 **Men's Tennis vs. Cerritos** – 2:00 p.m., Tennis Courts
Baseball vs. Compton – 2:30 p.m., Baseball Field
Softball vs. El Camino – 3:00 p.m., Softball Field

March 24, 2011 **Women's Tennis vs. El Camino** – 2:00 p.m., Tennis Courts

March 26, 2011 **Baseball vs. Compton** – 12:00 p.m., Baseball Field
Softball vs. College of the Canyons – 6:00 p.m., Softball Field

March 29, 2011 **Men's Tennis vs. Long Beach** – 2:00 p.m., Tennis Courts
Softball vs. East Los Angeles – 3:00 p.m., Softball Field

March 31, 2011 **Baseball vs. El Camino** – 6:00 p.m., Baseball 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 N. Grand Avenue, Walnut, CA 91789, (909) 274-4250, 7:30 a.m. to 4:30 p.m., Monday-Friday, at least 48 hours prior to the meeting.

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

February 23, 2011





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 26, 2011

MINUTES

CALL TO ORDER

The study session of the Board of Trustees of Mt. San Antonio College was called to order at 4:09 p.m. on Wednesday, January 26, 2011. Trustees Baca, Bader, Chen Haggerty, Chyr, Hall, and Student Trustee Martinez were present.

STAFF PRESENT

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

1. PUBLIC COMMUNICATION

None.

2. STUDY SESSION

Mary Dowell, from Liebert Cassidy Whitmore, provided the Board with Conflicts of Interest and Ethics training. The presentation included Avoiding Abuses of Power: Laws Relating to Personal Financial Gain; Laws Relating to Claiming Perquisites of Office; Acting in Service: Government Transparency Laws; and Laws Relating to Fair Processes.

The Study Session recessed at 5:30 p.m.

3. CLOSED SESSION

The Board convened Closed Session at 6:00 p.m.

Staff Present: John S. Nixon, President/CEO; Virginia Burley, Vice President, Instruction; Michael D. Gregoryk, Vice President, Administrative Services; Audrey Yamagata-Noji, Vice President, Student Services; and Annette Loria, Vice President, Human Resources.

The Board discussed the following items:

- Employment/Appointment of College President
- Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6
CSEA, Chapters 262 and 651
- Conference with Legal Counsel Regarding Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957 (two positions)
- Conference with Legal Counsel – Anticipated Litigation – Initiation of litigation pursuant to subdivision (c) of Section 54956.9: (one case)

4. PUBLIC SESSION

The public meeting reconvened at 6:35 p.m.

5. MOMENT OF SILENCE

A moment of silence was observed in memory of Dusty Jane Achenbach and Alan Reyes. Dusty was a Tutorial Assistant in the Adult Basic Skills Department. She joined the College in 1999 and passed away on Friday, January 7. Alan was a student in the Respiratory Therapy Program. He died in an automobile accident on January 18.

6. INTRODUCTIONS/RECOGNITION

- **Introductions**

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

Classified Staff

Erick McNeil, Lead Custodian, Custodial Services
Hawk Yao, Benefits Specialist, Human Resources

Management

Richard Lee, Manager, Payroll, Fiscal Services

- **Recognition**

- A Certificate of Service will be sent to Cheryl McGee, Media Services Coordinator, who is retiring after 23 years of service. Ms. McGee was not able to be present to receive the certificate, and the Board's thanks for her service.

7. APPROVAL OF MINUTES

It was moved by Trustee Baca, seconded by Trustee Bader, to approve the minutes of the regular meeting of December 15, 2010. Motion unanimously carried. Student Trustee concurred.

8. ACTION TAKEN IN CLOSED SESSION

None.

9. PUBLIC COMMUNICATION

None.

10. REPORTS

A. Xavier Padilla, Associated Students President, reported the following:

- President Padilla thanked the President's Cabinet, Vic Belinski, and the Information Technology staff for addressing students' concerns about the student activities fee. Students believe they will see a positive impact on their 2011-12 budget.

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

- Upon the recommendation of the Academic Senate, the College President has approved revisions to two College Administrative Procedures (4270 and 4280). A third Administrative Procedure which explains and defines the process by which Administrative Procedures and Board Policies are proposed and reviewed is still awaiting classified staff input.
- The Academic Senate is continuing the process of appointing coordinators for fall 2011. Two applicants have stepped forward to apply for Faculty Outcomes Coordinator. The Senate continues to actively seek a new Teacher Preparation Institute Coordinator. In addition, former Study Abroad Coordinators have been given partial funding in order to reestablish Mt. SAC's Study Abroad program. It is hoped that the first offerings will occur in fall 2012.
- Student success is a topic currently being discussed by several statewide organizations. Although there are a number of statewide student success conferences this spring, it is not clear which would be of greatest benefit, and the total cost for each participant (registration, travel, meals) can exceed \$1,000 per person.

In order to optimize participation while keeping costs down, the Student Preparation and Success Council decided to host its own conference, and the Basic Skills Coordinating Committee agreed to join in the effort. Vice President Yamagata-Noji and Academic Senate Vice President Reinhart are coordinating the event. On February 10-11, approximately 40 Mt. SAC faculty, staff, students, and managers will meet at Kellogg West Conference Center to:

- Reflect on the growing state and national student success agenda;
- Explore multiple approaches to defining and measuring student success; and
- Set the course for a comprehensive student success plan for Mt. SAC.

C. Donna Lee, Classified Senate President, reported the following:

- The Classified Senate is accepting nominations for the California Community Colleges Classified Employee of the Year Award. The Chancellor's Office, Board of Governors, and the Foundation for California Community Colleges will

honor up to six community college classified employees who demonstrate the highest level of commitment to professionalism and to their community college.

- The Classified Senate and Academic Senate tried unsuccessfully to combine the annual year-end recognition ceremonies. The Classified Recognition/Awards Ceremony is scheduled for May 25, 9:30 a.m., in the Clarke Theater. Board members were invited to attend.
- Classified Senate President Donna Lee and President-Elect Marchelle Nairne-Proulx will attend the California Community College Classified Senate Southeast Region Leadership Retreat on January 28. Hosted by Mt. San Jacinto College, sessions will focus on classified awareness, appreciation, and communication.

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

- The Faculty Association and the District have begun negotiations on a successor agreement. The teams have agreed to send joint communications to all interested parties after most negotiations meetings. The Faculty Association is looking forward to working collegially with the District.
- Music and lyrics have been sent to all performers for the 2011 Puttin' on the Hits, which will feature music from movies and television. There will once again be three shows with reduced ticket prices on the Saturday matinee for students and seniors.
- The Faculty Association will be sending 13 delegates to the California Community College Association's Winter Conference, February 11-13, in Palm Springs.

E. Laura Martinez, President, CSEA Chapter 262, reported the following:

- President Martinez reported the following results of the Chapter elections, held in December:

Laura Martinez - Chapter President
Cason Smith - 2nd Vice President
Linda Tackett - Treasurer
Julie Hasslock - Chapter Public Relations Officer

As a result of President Martinez vacating the 1st Vice President position, Cason Smith automatically assumed the role. This has resulted in the need for a future special election for a 2nd Vice President.

- The new contract was unanimously ratified by Chapter 262 members. Once the Board approves the contract, President Martinez will survey members in order to prepare an Initial Proposal for a successor agreement. CSEA is committed to completing these negotiations by June 30, 2011.
- President Martinez extended congratulations to Mt. SAC student Claudia Amezcua for winning two Golden Mike Awards last weekend for her work at KSAK, under the leadership of Cason Smith. Congratulations were also extended to the eight KSAK students who were nominated for "Best Newscast Under 15 Minutes."

The Golden Mike Awards is a very expensive ceremony, and these students would not have had an opportunity to attend, without funding from Mt. SAC.

President Martinez thanked Vice President Burley and Linda Potter for expediting the “Stars of Excellence” funding, Dr. Nixon for his continued support of students, Mike Gregoryk for attending the Ceremony, and the Associated Students for providing funding to KSAK operations, which allowed these students to succeed on a professional level.

F. Johnny Jauregui, President, CSEA Chapter 651, reported the following:

- President Jauregui introduced the following new CSEA Chapter 651 Executive Board Members:

Johnny Jauregui – President
 Mike Angle – Vice president
 Jack Tayag – 2nd Vice President
 Debbie Guerra – Secretary
 Manny Marquez – Treasurer
 Royanne Garrison – Chief Job Steward
 Art Morales – Job Steward
 Cesar Castenedas – Chapter Public Relations Officer

- President Jauregui said that Chapter 651 has also completed contract negotiations with the College, which the Board will receive at its February meeting. The current Chapter 651 negotiating team members are: Johnny Jauregui, Cesar Castenedas, Debbie Guerra, Mike Angle, and Robert Montoya.
- President Jauregui said CSEA hosts regional presidents meetings (for Area G) and community college forums to share information and to help procure funding for higher education. Mr. Jauregui said CSEA is very politically active.
- CSEA’s Annual Installation Banquet will be held this Friday, January 28, 6:00 p.m., at the Pomona Valley Mining Co. Board members were invited to attend.
- Facilities staff is interested in supporting the College in Planning for Institutional Effectiveness (PIE). As a result, Director Nellesen scheduled a meeting to discuss how the division can communicate better and better use its resources. Because this was so successful, these meetings will be held every six months.
- On a more somber note, Mr. Jauregui said that some staff in Facilities feel they have been disrespected and even verbally abused on occasion. This has been an ongoing issue – although he stressed that it is not with all management staff. On occasion, staff have been threatened that their job can be outsourced, they have been belittled, and have been spoken to in a sarcastic tone. President Jauregui said the management staff should have a positive tone when dealing with staff. Mr. Jauregui stressed that change needs to happen this year.

G. President Nixon’s report included the following:

- President Nixon wished Board President Chen Haggerty a happy birthday.
- Dr. Nixon congratulated the College Flying Team members and coaches for again winning the Top Two-Year School Award (this is a 20-year winning streak) as well as the Sportsmanship Award at the Pacific Coast Intercollegiate Flying Association’s SAFECON held January 13-16, at Bracket Field. In the team rankings, Mt. SAC came in second, behind Embry-Riddle Aeronautical University.

- Not only did the football team win the State and National Championship, Head Coach Bob Jastrab received the highest honor that can be bestowed upon a community college coach by being named the 2010 American Football Coaches Association Community College National Coach of the Year. During his five years as the College's head coach, Coach Jastrab has accumulated an astonishing record of 62 wins and 13 losses (.827 winning percentage).
- Mt. SAC also has an outstanding Turf Team. For the fourth consecutive year, the College sent two teams to the Sports Turf Managers Association's Annual Conference and Exhibition. Of the 33 teams competing, one of Mt. SAC's teams placed first place (in front of Penn State and the University of Maryland). The second team placed sixth.
- Mike Gregoryk, Vice President of Administrative Services, provided an update on the impact of Governor Brown's 2011-12 Proposed State Budget to California's community colleges. The Governor is proposing a 6.8% (\$400 million) budget reduction and a \$10 fee increase to \$36 per unit. It is expected that the implementation of just these two items could cause hundreds of thousands of students to lose access to a community college education.

Vice President Gregoryk shared three scenarios with the Board on how the Governor's proposed budget might affect Mt. SAC. One scenario assumed the June tax package is approved; the second assumed the June tax package fails and Prop 98 is funded at a minimum; and the third assumed the June tax package fails and Prop 98 funding is suspended. The reductions required by the College ranged from \$3.655 million in the best-case scenario to \$18.131 million in the worst-case scenario.

Vice President Gregoryk said cash flow will soon be a problem for Mt. SAC and other community colleges.

11. INFORMATIONAL REPORT

Board members were provided with a written update on the Financial Aid Project: *The Aid Success Project – Aid Like A Paycheck*, prepared by Susan Jones, Director, Financial Aid.

Prior to her report, Vice President Yamagata-Noji announced that Susan Jones had been recognized by her Financial Aid colleagues across the State by being presented with a Lifetime Achievement Award.

The Aid Success Project is a Bill and Melinda Gates Foundation-funded initiative whose purpose is to explore how the communication, delivery, and design of financial aid can improve postsecondary outcomes for low income students. In partnership with MDRC (a nonprofit social policy research group) and, in consultation with the Gates Foundation, The Institute for College Access & Success (TICAS) developed two pilot interventions designed to help low-income students persist and succeed in college by better utilizing financial aid. One of the pilots, Aid Like a Paycheck (ALAP) was designed to help students think about college much like a job by disbursing incremental grant payments in ways that may help students budget and manage their aid more effectively. A desired outcome of disbursing more frequently is that it will reduce the likelihood of students spending financial aid funds too quickly and dropping classes or cutting back on study time to work additional hours. Ultimately, the long-term purpose of the Aid Success Project is to investigate whether the information sessions and financial aid disbursement

mechanisms lead to improvements in academic progress and success. Mt. SAC was the only college selected to participate in the Aid Like a Paycheck pilot for the fall 2010 semester. A second cohort of students will be participating in this project for the spring 2011 semester.

Director Jones also reported the following:

- Funding to all students in all financial aid programs increased from 2007-08 through 2009-10 by nearly \$18 million dollars (83.7%).
- The percent of Federal Student Aid applications received and processed by Financial Aid increased by 10,822 (61.5%) from 2007-08 through 2009-10.
- The Mt. SAC loan default rate has remained below 10% since 1997.

Board members congratulated Director Jones on her Lifetime Achievement Award and commended her and her staff on the large number of applications they process annually.

12. CONSENT AGENDA

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

PRESIDENT'S OFFICE

1. Approval to renew a contract with Economic Modeling Specialists, Inc. through February 28, 2012, at a cost of \$6,000.
2. Approval of a contract with Harris Connect to provide online services for alumni and donor development and communication.

HUMAN RESOURCES

3. Approval of Personnel Transactions, dated January 26, 2011.

INSTRUCTION and STUDENT SERVICES

4. Approval of new courses for the 2011-12 academic year.
5. Approval for Forensics students and faculty to attend the Speech on the Beach Swing Tournament in Corpus Christi, TX.
6. Approval for Forensics students and faculty to attend the Glendale Community College/Mt. SAC Forensics Tournament in Glendale, AZ.
7. Approval to accept funds for a Cohort Document sub-grant.
8. Approval to accept SB 70 grant funds for the Center of Excellence.
9. Approval of an affiliation agreement with Mirada Hills Rehabilitation and Convalescent Hospital for students enrolled in the Nursing Program.
10. Approval of Community Services Contract Training renewal and change.

11. Approval of additions and changes to the Continuing Education fee-based program.
12. Approval of an affiliation agreement for the use of the Fire Training Center, located in Ontario.
13. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 13.

ADMINISTRATIVE SERVICES

14. Approval of the Appropriation Transfers and Budget Revisions Summary.
15. Approval of 2011-12 Nonresident Tuition Fees.
16. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
17. Approval of various Agreements to provide Professional Design and Consulting Services with Converse Consultants for the Gym Site Improvement Project; with Travis Companies, Inc. for the Bracket Airfield Construction Project; and with Winefield and Associates for the South Coast Air Quality Management District 2010 Annual Emissions Report.
18. Approval of the following Change Orders:
 - Bid No. 2775 Agricultural Sciences Complex (Main Building) – Harbor Construction (General Contractor) – Change Order No. 11.
 - Bid No. 2779 Agricultural Sciences Complex (Main Building) – American Electric Company (Electrical Contractor) – Change Order No. 7.
 - Bid No. 2826 Humanities Courtyard Improvements – Green Giant Landscape (Landscape Contractor) – Change Order No. 2.
 - Bid No. 2844 Design Technology Center – Evans Brothers, Inc. (Site Prep and Site Utility Relocation Contractor) – Change Order No. 3.
 - Bid No. 2849 Design Technology Center – RC Construction (General Contractor) – Change Order No. 4.
 - Bid No. 2853 Design Technology Center – Brewster Electrical (Electrical Contractor) – Change Order No. 5.
 - Bid No. 2855 Administration Building Remodel – Angeles Contractor Inc. (General Contractor) – Change Order No. 4.
 - Bid No. 2857 Administration Building Remodel – Empyrean Plumbing (Plumbing Contractor) – Change Order No. 2.

- Bid No. 2859 Administration Building Remodel – Rancho Pacific Electrical, Inc. (Electrical Contractor) – Change Order No. 4.

19. Approval of the following Contract Amendments:

- Contract Design Technology Center – Independent Roofing Consultants (Professional Design and Consulting Services Consultant) – Amendment No. 1.
- Contract Administration Building Remodel – Marlene Imirzian & Associates, Architects (Professional Design and Consulting Services Consultant) – Amendment No. 11.
- Contract Design Technology Center – P2S Engineering, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 1.

20. Approval of the following Completion Notices:

- Bid No. 2781 Agricultural Sciences Complex (Construction and Site Work of Equine Tack and Raptor Building, plus Site Work for Animal Care and Greenhouse Building) – Harik Construction, Inc. (Contractor)
- Bid No. 2875 Parking Lot S Landscape and Irrigation – Martinez Landscape Co., Inc. (Contractor)
- Bid No. 2877 Science Building Cadaver Room HVAC Upgrade – Nu Age Development, Inc. (Contractor)

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

- Larry L. Redinger and Tina Clippinger– Eighty-five 6' to 12' cuttings of Euphorbia Replens succulent specimens, valued by donor at \$6,000, to be used by the Natural Sciences Division.
- Gayle Probert – Six-foot Rotary Harrow, valued by donor at \$1,200, to be used by the Natural Sciences Division.

Motion unanimously carried. Student Trustee concurred.

13. STUDENT SUCCESS WORKSHOP

Trustee Baca said he asked that this item be pulled simply to highlight the conference. We have been hearing a lot about student success nationally, and it's critically important, particularly in light of the budget situation and in light of the national effort driven by competition internationally.

Dr. Baca noted that he was recently one of 21 people appointed to the California Community Colleges Student Success Task Force that will be in charge of making sure students do not just attend college, but complete it. The task force will examine strategies

for promoting student success, including improving student assessment, delivering remedial instruction, increasing access to financial aid and academic counseling as well as identifying national funding models to incentivize completion rates.

It was moved by Trustee Baca, seconded by Trustee Bader, to approve a contract with the Kellogg West Conference Center for a Student Success Workshop offered on February 10 and 11, 2011. Motion unanimously carried. Student Trustee concurred.

14. NOMINATIONS FOR THE 2011 CCCT BOARD OF DIRECTORS

There were no nominations made for the 2011 CCCT Board of Directors.

15. BOARD COMMUNICATION

- All Board members shared the following comments:
 - Best wishes were offered to retiring staff member Cheryl McGee.
 - All new employees were welcomed to the College.
 - Director Susan Jones was congratulated for receiving the Lifetime Achievement Award.
 - Student Claudia Amezcua was congratulated for winning two Golden Mike Awards.
 - Both the Flying Team and Turf Team were congratulated for their accomplishments.
 - Laura Martinez was congratulated for being elected to the position of President, CSEA Chapter 262.
- Student Trustee Martinez said he attended the CCLC Legislative Conference in Sacramento recently with Jill Dolan. While there was lots of bad news, with the State facing \$12.5 billion in budget cuts, he enjoyed meeting with legislators. Student Trustee Martinez said Mt. SAC is a fantastic college and he is proud to be its student trustee.
- Trustee Bader commended Clarence Brown, Director of Marketing, and his staff for the outstanding Annual Report. It is both informative and attractive.
- Trustee Baca said he looks forward to working with Peter MacDougall, Student Success Task Force chairman and president emeritus, Santa Barbara City College, and will provide the Board with regular updates on the task force's progress.
- Trustee Hall said he is pleased to see the College's men's basketball team emerging as a powerhouse in the state. (The team is currently ranked #2 in Southern California and #6 in the state.) Dr. Hall looks forward to honoring the football team and men's soccer team at the February Board meeting.
- Trustee Chyr offered congratulations to all who continually make Mt. SAC the College of Champions.

Trustee Chyr said he recently had a conversation with Academic Senate Vice President Reinhart about the upcoming student success conference. During the conversation, they discussed students' frustration because they aren't able to get classes. Trustee Chyr said first-time students throughout the State are suffering

because they can't get classes. Following that conversation, Mr. Chyr read an article titled, *Should community colleges cut off lingering students?* The article mentions a proposal to cut off access to community college students who linger too long – loading up their transcripts with gym classes, poor grades, and far more units than they need to transfer or graduate. Referenced in the article is a report from the State Legislative Analyst recommending giving first-time students a higher priority for class registration, capping the number of taxpayer-subsidized units that students can take and limiting the number of times students can repeat certain courses.

Trustee Chyr said the College needs to begin having a conversation on how to address this.

President Nixon, while agreeing with Trustee Chyr that this is an important topic and should be discussed at both the College and State levels, said that in the 105-year history of community colleges, 85 of those years have been spent chasing enrollment. It has only been in the relative few years of economic recession that colleges have been in the situation described by Trustee Chyr.

- Trustee Chen Haggerty recently attended the League's Effective Trustee Workshop in Sacramento. She is serving on the committee to help mentor new trustees. Trustee Chen Haggerty said that, with this past election, there are 60 new college trustees in the state.

Trustee Chen Haggerty said that, when you talk about funding and student success, you have to also talk about the CLASS (California Leadership Alliance for Student Success) Project. This two-year project resulted in several benefits to the College, one of which is the College's plan to examine student success by tracking a cohort of Summer Bridge students for the next three years. Trustee Chen Haggerty pointed out that the CLASS Project was funded by the William and Flora Hewlett Foundation and the James Irvine Foundation.

16. CLOSED SESSION

The Board adjourned to Closed Session at 8:08 p.m. The meeting reconvened to regular session at 8:59 p.m.

17. ACTION TAKEN IN CLOSED SESSION

None.

18. ADJOURNMENT

The meeting adjourned at 9:00 p.m.

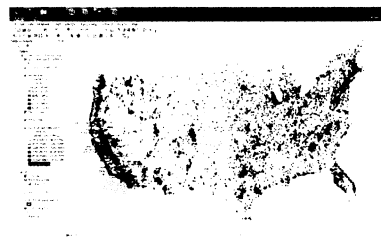
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The Mt. San Antonio College Foundation Expanded Donor Base and Record Individual Giving Mark Successful Year

The Mt. San Antonio College Foundation recorded a third year of significantly increased income, \$918,885 for FY 2009-10, up 20% over FY 2008-09. With strong community leadership from the Board of Directors, the Foundation performed exceedingly well, once again, in an unstable economy. While our faithful donors over time increase their support, the Foundation gained 324 new donors in 2009-10. New donors were secured primarily through the use of state-of-the-art donor database technology, through online social networking and giving, by connecting with Mt. SAC retirees, and through alumni development. Of note, the Foundation is in the process of reaching out to 1.2 million alumni. By the end of the last fiscal year, the Foundation had identified and updated records for over 95,000 alumni who had completed an AA, AS or certificate program at Mt. SAC at some time in the past.

Where are our alumni?

Successful Mt. SAC alumni are spread across the United States, as shown in this geo-coded map of Mt. SAC Alumni over 40 years of age. By June 30, 2010, the Foundation was in touch with over 22,000 Mt. SAC Alumni using state-of-the-art donor database email technology, the first-ever nationwide campaign in reaching out to our alumni for campus support.



Mt. SAC INTERACT and Social Networking

New media and social networking (Facebook, LinkedIn and YouTube) continue to enable the Foundation to reach out to alumni, donors, retirees and new constituents. Recent postings include Alumnus of the Year video on YouTube, as well as daily dialogue and messaging on Facebook and LinkedIn. Alumni can log in to the secured alumni site--www.Mt.SACINTERACT.org-- to catch up with old friends and classmates and update their records.

Climb Higher: The Osher Scholarship Campaign Match

During FY 2009-10, the Foundation launched the largest scholarship campaign in Mt. SAC history. Called "**Climb Higher**," the Foundation is well on the way to creating an endowment of \$2.6 million which will fund 132 one-thousand dollar scholarships annually in perpetuity. This is possible thanks to the Bernard Osher Foundation, which has awarded the largest gift ever to a statewide community college system--\$25 million--and challenged the 110 Foundations across the state to double their gift allocation. With an initial gift of \$651,000 from the Osher Foundation, the "**Climb Higher**" campaign has committed \$581,124 to the Mt. SAC account at the Foundation for California Community Colleges Endowment and has secured another \$240,000 in pledges to date. This commitment generated another matching \$290,562 from the Osher Foundation, putting us at 65% of goal.

It's All About Our Students

The Foundation reached a new level of College support with \$466,396 in student scholarships, as well as support for campus educational programs and capital campaigns. Scholarships totaling \$320,300 were awarded to 186 Mt. SAC students last year...nearly triple the scholarship dollars of 2007-08. Another \$30,000 was allocated for campus projects, including music, arts, humanities, natural sciences, and athletics. The Foundation staff continues to help many campus organizations in fund-raising and support for events. For example, in May 2009, the Foundation created an online registration page for the Mt. SAC Caduceus Club so their 900 members and over 500 local attendees could register online for the Annual Health Fair on campus, saving time and money that the club could put to direct student support for the health fair. The Foundation supported many other campus projects including the Associated Students, the Interclub Council, robotics team, accounting club, childrens' book day, Mt. SAC Faculty Commencement reception, and the Mt. SAC faculty/staff Welcome Back fall BBQ.

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

DATE: February 23, 2011

CONSENT

SUBJECT: Personnel Transactions

CLASSIFIED EMPLOYMENT

Permanent New Hire(s)

Name: Delgado, Rafael
 Position: Tutorial Services Assistant II New: No
 Department: Tutorial Services
 Sal Range/Step: A-52, Step 1 Salary: \$2,801.53/month
 % of Position: 100% # Mos.: 12
 Effective: 02/28/11
 Replaces: Erika Baldwin

Name: Del Rio, Angelica
 Position: Clerical Specialist New: Yes
 Department: Nursing Department
 Sal Range/Step: A-69, Step 1 Salary: \$2,488.42/month
 % of Position: 75% # Mos.: 12
 Effective: 02/24/11

Name: Sweeten, Christopher
 Position: Project/Program Coordinator New: Yes
 Department: Upward Bound
 Sal Range/Step: A-95, Step 1 Salary: \$4,297.55/month
 % of Position: 100% # Mos.: 12
 Effective: 02/24/11

Personal/Professional Growth Benefit(s)

Master's or higher - \$1,500

Fowler, Jamaica

Prepared by: Human Resources Staff

Reviewed by: Annette Loria

Recommended by: John S. Nixon

Agenda Item: Consent #2

SUBJECT: Personnel Transactions

DATE: February 23, 2011

SUPERVISORY EMPLOYMENT

Permanent New Hire(s)

Name:	Jones, Heather	
Position:	Supervisor, Planetarium & Astronomy Observation Center	New: Yes
Department:	Natural Sciences Division	
Sal Range/Step:	S-8, Step 1	Salary: \$6,871.98/month
% of Position:	100%	# Mos.: 12
Effective:	02/28/11	

TEMPORARY EMPLOYMENT

Substitute Employee(s)

Per employment list (See page 16.)

Hourly Non-Academic Employee(s)

Per employment list (See page 16.)

Professional Experts Employee(s)

Per employment list (See pages 17 through 18.)

Student Employee(s)

Per employment list (See pages 18 through 20.)

ACADEMIC EMPLOYMENT

Retirement(s)

Runnebohm, Stephen, Dean, Humanities and Social Sciences, effective 06/30/11

Approval of Payment for Work Experience Instructor/Coordinator – Fall 2010

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

<u>Instructor(s)</u>	<u>Number of Students</u>	<u>Amount</u>
Burnes, Fatemeh	1	\$129.46
Eatman, Elisabeth	3	\$375.25
Hoffman, Ruth Jean	1	\$125.08
Ito, Billy	1	\$120.85
Ramirez, Jesus	1	\$125.08
Shum, Mee	19	\$2,376.56

SUBJECT: Personnel Transactions

DATE: February 23, 2011

ACADEMIC EMPLOYMENT

Approval of Payment for Work Experience Instructor/Coordinator – Winter 2011

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

<u>Instructor(s)</u>	<u>Number of Students</u>	<u>Amount</u>
Ramirez, Jesus	6	\$750.49
Shum, Mee	23	\$3,754.22

Approval of Stipend(s)

Master's Degree - \$1,500

Brown, Ronald, Professor, Fine Arts

Student Intern(s)

Miranda, Sandy, Counseling, California State University, Fullerton, effective 01/10/11-06/19/11

Winter 2011

Credit Hourly Instructors/Substitutes

NAME	HOURLY RATE	NAME	HOURLY RATE
Abdel-Rahman, Ahmad	77.05	Badre, Albert F	67.14
Abuzalaf, Laura Rose	71.92	Bark, Andrew J	71.92
Acuff, Mark Christian	69.49	Barron, Sergio	71.92
Alexander, Carolyn Parker	79.75	Birca, Alina	77.05
Alexander, Eldon Lawrence	77.05	Blyzka, John V	77.05
Al-Malood, Fawaz	74.44	Boerem, R M	74.44
Alvarado, Noel M	77.05	Borella, Frances Teresa	74.44
Andersen, Anne	67.14	Borton, Robert Leroy	79.75
Anderson, Daniel Patrick	71.92	Boryta, Mark Daniel	74.44
Andrade, Renee	74.44	Bowen, Melinda Sibyl	67.14
Andrews, Barry Lynn	77.05	Bowen, Robert Eric	71.92
Archibald, Jeffrey David	67.14	Boyer, Michelle Helen	71.92
Arnold Jr, Robert W	67.14	Brackenhoff, Mary Ruth	74.44
Arterburn, Pamela J	77.05	Bradshaw-Green, Stephanie J	67.14
Avila, Rocio	69.49	Braver, Lane Arthur	77.05
Bacigalupi, Stacy J	67.14	Bro, Glenda Rae	74.44

SUBJECT: Personnel Transactions**DATE:** February 23, 2011**ACADEMIC EMPLOYMENT****Winter 2011****Credit Hourly Instructors/Substitutes** (continued)

NAME	HOURLY RATE	NAME	HOURLY RATE
Brown, Yuka Goto	71.92	Degtyareva, Anna S	79.75
Buckalew, James Kenneth	77.05	Deines, Craig Brian	74.44
Burgos, Matthew Kellen	69.49	Del Castillo, Steve S	71.92
Burnes, Fatemeh	71.92	Dennis, Maria Vradimirovna	74.44
Burnett, Cynthia Dianne	71.92	DePaola, Gina Maria	71.92
Burton, Robert Eugene	67.14	Domingues, Cameron Brooke	74.44
Cahow, Matthew J	77.05	Dorough III, George Dixon	77.05
Calzada Jr, Silverio	74.44	Dua, Amrik Singh	79.75
Carlson, Gina A	67.14	Edwards, William F	77.05
Carroll, Don R	79.75	Engisch, Paulette Marie	71.92
Castillejos, Manuel A	74.44	Enke, Gary David	79.75
Caveness, Allen Antwan	71.92	Erbe, Cynthia Ann	71.92
Ceniceroz, Jonathan R	74.44	Erickson, Eric Luther	69.49
Cevallos-Castaneda, Susana	71.92	Estes, Edwin W	71.92
Chan, Linda Anne	74.44	Estrada, Victor H	67.14
Chang, Chih-Ping	74.44	Ezzell, Sun	74.44
Chang, Derek Kong	77.05	Faradineh, Rahim Alavi	69.49
Chavez Jr, Raul Sierra	74.44	Faraone, Teresa Maria	74.44
Chavez, Dolores	74.44	Farnum, Martin F	77.05
Chevalier, Jason Jerome	71.92	Farris, Bob L	74.44
Clacken, Jennie Marie	74.44	Farschman, Kurt Van	67.14
Coleman, Allan Perry	77.05	Fay, Jason W	67.14
Cooper, Mark Joseph	77.05	Ford, Kelly J	69.49
Coreas, Kelly Leanne	74.44	Francev, Peter K	79.75
Crichlow, Brian James	69.49	Freeman, Criss A	71.92
Curran, Karen O'Brien	77.05	Frickert, Allison N	67.14
Cushing, William P	74.44	Fukushima, Norikazu Jun	79.75
Daigre, Victorine Elizabeth	77.05	Fuller, Maria Luisa	67.14
Damansouz, Firouzeh	74.44	Gagnon, Cathy Ann	77.05
Damico, Anthony P	69.49	Galbraith, Jennifer Lyn	71.92
Darke, Tammy	74.44	Gallarde, Marlene K	71.92
Davis Jr, Charles M	74.44	Garcia, Daniel James	71.92
Davis, Maria	77.05	Gardner, John C	79.75
Davis, Victor B	69.49	Gau, Jim Jin-Hae	74.44

SUBJECT: Personnel Transactions

DATE: February 23, 2011

ACADEMIC EMPLOYMENT

Winter 2011

Credit Hourly Instructors/Substitutes (continued)

NAME	HOURLY RATE	NAME	HOURLY RATE
Gentry, Lavon L	77.05	Hoekstra, Thomas Richard	69.49
Gilbert, Jeff Inouye	69.49	Hoffman III, Harlan L	71.92
Giles, Naomi Ruth	74.44	Hoffman, Ruth Jean	69.49
Goff, Michael Eugene	74.44	Hoggan, Lynda Smith	71.92
Gomez-Lecaro, Maria Elena	71.92	Holland, Daniel Patrick	79.75
Gonzalez, Gail M	71.92	Hoover, Karelyn G	74.44
Graham, Chris Giles	74.44	Horton, Tamra Lynn	77.05
Green, Michael G	71.92	Howell, Luisa Jacinta	77.05
Greenberg, Herschel	71.92	Howey, Dawn Marie	74.44
Gregoire Jr, Ernest	74.44	Hsieh, Mei-Ling	67.14
Griffith, Hugh Michael	77.05	Hughey, Douglas J	74.44
Grimes-Hillman, Michelle	77.05	Hunter-Buffington, Carri Marie	67.14
Guerrero, Lisa M	71.92	Hutchinson, James Gregory	74.44
Guth, Scott A	67.14	Impara, Carol Susan	71.92
Habayeb, Olga N	77.05	Imrich-Snow, Susie	67.14
Hackmann, Debra Jeanne	77.05	Jackson, Christopher David	67.14
Haines, Janice Jacqueline	71.92	Jagodka, Ralph Frank	77.05
Halabi, Solene Alghannam	71.92	Jenkins, Tina S	69.49
Hall, Kathryn S	74.44	Johnpeer, Gary D	71.92
Hallsted, Christopher Anthony	74.44	Johnson, Mary Theresa	71.92
Hancock, Joy Elizabeth	74.44	Johnson, Michelle Drazba	77.05
Haney, Randy G	69.49	Jollevet Jr, Felix	74.44
Harirchi, Madjid	74.44	Joneja, Kamal Preet	69.49
Hartman, Laurie J	69.49	Jones, Lorraine A	71.92
Hatch, Rebecca Gronvold	71.92	Jones, William David	74.44
Heinicke, David Ross	71.92	Joshua, Stacey Jae	71.92
Hendrix, Jeffrey Glenn	77.05	Kakiba-Russell, Karyn M	77.05
Henkins, Kathryn M	79.75	Kamaka, Ron K	69.49
Henry, Anthony J	71.92	Kang, Eun Suk	74.44
Herbert, Shelton S	74.44	Karn, Tamara Metz	71.92
Hernandez, Corie M	69.49	Kaur, Raminder	79.75
Hight, Deana Marie	67.14	Kay, Gary L	67.14
Hill Enriquez, Evelyn	69.49	Kelly, Donna R	79.75
Hischar, Paul William	69.49	Kemp, Kurt Andrew	77.05

SUBJECT: Personnel Transactions**DATE:** February 23, 2011**ACADEMIC EMPLOYMENT****Winter 2011****Credit Hourly Instructors/Substitutes** (continued)

NAME	HOURLY RATE	NAME	HOURLY RATE
Kemp, Kurt Andrew	77.05	Loera-Ramirez, Dionne Leigh	69.49
Khan, M Zahir	71.92	Lug, Karyn C	71.92
Kiang, Grace Hwei-Ching L	71.92	Lukenbill, Casey Maureen	74.44
Kim, Candice Sung Eun	71.92	Ma, Jannie Thuan	71.92
King, William F	188.77	Mac Donald, Jennifer Lee	67.14
Kirchgraber, Albert G	77.05	Mageean, Michael Joseph	74.44
Klawitter, Kenneth Edward	71.92	Mallard, Julie Ann	71.92
Klein, Joy Noel	71.92	Mason IV, Martin Sydney	71.92
Kohn, Dafna	74.44	Mattoon, Mark D	77.05
Kojima, Tetsuro	71.92	Maynard Sr, Phillip Donald	69.49
Kordich, Jason	69.49	Mbuthi, Stanley Wariba	77.05
Lahey, Michael John	71.92	Mc Cready, Lynne Ann	69.49
Lahr-Dolgovin, Roberta Ellen	77.05	Mc Donald, Christopher Sean	77.05
Lam, Albert	77.05	Mc Farland, Thomas Howard	77.05
Lampert, Karen Michelle	67.14	Mc Faul, Jason Derek	79.75
Landeros, Darlene Michelle	74.44	Mc Geough, Daniel Joseph	79.75
Landeros, Teresa Alonso	67.14	Mc Gruder, Charles Thomas	77.05
Lane, David C	71.92	Mc Intosh, William J	74.44
Lane, John Stanton	67.14	Mc Laughlin, David L	74.44
Laub, Kathleen Ann	71.92	McIntosh Landis, Melissa A	69.49
Lawson Sr, Martis Alan	67.14	Medina, David J	74.44
Lawson, Katherine A	67.14	Meggelin, Nancy Ann	74.44
Ledeboer, Lisa Jean Amos	71.92	Megowan, John Gregory	71.92
Lee, Bianca Aquilla	74.44	Mendoza, Hugo	67.14
Lee, Chongui Keith	74.44	Metter, Jean Margaret	71.92
Lee, Johnnie S	69.49	Meyer, Elizabeta Borer	77.05
Lefler, Patricia S	71.92	Mezaki, Barbara	74.44
Lepp, Jodi Lynn	69.49	Mezquita, Jesse A	79.75
Leung, Sing Lit	77.05	Mo, Daisy Carmen	71.92
Lewis, Nicole Beth	74.44	Moden, Lisa Marie	69.49
Lim, Camilla O	71.92	Molina, Lorena	69.49
Lizarraga II, Max	74.44	Montero, Sasha	69.49
Lloyd, Anthony Frazier	77.05	Moore, Barbara J	71.92
Lobb, Elizabeth A	71.92	Morales, Stacey A	69.49

SUBJECT: Personnel Transactions

DATE: February 23, 2011

ACADEMIC EMPLOYMENT

Winter 2011

Credit Hourly Instructors/Substitutes (continued)

NAME	HOURLY RATE	NAME	HOURLY RATE
Mullane, Douglas M	74.44	Richardson Jr, Lanny Ray	69.49
Muniz, Edgar	69.49	Rietveld, Liza Anne	74.44
Munro, Matthew Jackson	71.92	Rinaldi, Jane Howell Whitehea	77.05
Musallet, Omar A	74.44	Ritz, Karol Elizabeth	71.92
Myers-Mc Kenzie, Laurel	69.49	Rivas, Hector E	77.05
Nafzgar, Sara Ann	74.44	Rivas, Michael Rodney	74.44
Nahabedian, Steven Anthony	74.44	Rivera, David	69.49
Nakamura, Amy Bates	69.49	Roberts III, Charles Lewis	69.49
Nemeth, Stanley Harvey	79.75	Roberts, Rhonda K	69.49
Nguyen, Bao-Chi Thai	71.92	Robinson, Carolyn Freeman	71.92
Nguyen, Kim-Leiloni Thi	71.92	Robles, Donice Kaye	74.44
Nguyen, Tracy	69.49	Rodriguez, Carmen B	69.49
Nitta, Akira	79.75	Rodriguez, Leonard J	69.49
Nixon, Bruce James	71.92	Rodriguez, Raul	43.64
O'Brien, Paul Patrick	77.05	Rogers, Bruce F	71.92
O'Dell, Rene L	71.92	Rogus, Robert James	69.49
Olds, Jennifer L	77.05	Rowley, Dianne Louise	71.92
Ong, Hai Tuan	67.14	Rudd, Terry Shaylor	71.92
Oropeza, Raymond A	67.14	Ruh, Marc Thomas	67.14
Pai, Ronald	77.05	Russell, John A	67.14
Palmeri, Thomas F	71.92	Russell, Paul	79.75
Panosian, Alis	77.05	Salvador, So-Young Han	74.44
Pappas SR, Gus T	74.44	Sampat, Michelle S K	74.44
Parker, Stacy S	67.14	Sanchez, Andrew AVECILLA	77.05
Penido, John L	79.75	Sanchez, Juan Carlos	71.92
Perez Gonzalez, Jose	74.44	Santillan, Richard Anthony	77.05
Perez, Christopher Gene	71.92	Schenck, Steven L	69.49
Phillips, Kimberly M	74.44	Sciore II, Donald Philip	69.49
Poehner, William John	77.05	Sharpe, Paul Walter	77.05
Purcell Jr, Robert T	71.92	Shear, Michelle J	71.92
Quintana-Mullane, Kimberly Jo	67.14	Shirinyan, Ara A	71.92
Ramal, Randy	77.05	Sholars, Joan Dianne	74.44
Ramos, Christopher Michael	79.75	Shull, Stephen Patrick	74.44
Reyes, Mary-Ellen	71.92	Smith, Daniel Edwin	71.92

SUBJECT: Personnel Transactions**DATE:** February 23, 2011**ACADEMIC EMPLOYMENT****Winter 2011****Credit Hourly Instructors/Substitutes** (continued)

NAME	HOURLY RATE	NAME	HOURLY RATE
Soares, Darrow P	74.44	VanderVis, Melinda K	71.92
Sorcabal, Charles John	74.44	Vargas, Albert Thomas	79.75
Soto, Sandi Marie	67.14	Villarreal Salgado, Guillermo	71.92
Spanu, Luisa	71.92	Vincent, Nedra Ann	67.14
Spaulding, Ralph A	71.92	Vitullo, John W	69.49
Spicher, Susan Marie	71.92	Vo, Tuan Anh	69.49
Spitzer, Jessica H	77.05	Wakefield, Jeffrey William	71.92
Spoor, Aaron T	71.92	Walker, Lori Ann	74.44
Stevens, Kathleen A	71.92	Walker, Rebecca A	69.49
Stier, Gregory Wade	79.75	Ward, Elizabeth Jo	77.05
Stokes, Nona Hopson	79.75	Watanabe, Kathlene K	71.92
Stone, James R	71.92	Webb, Craig A	67.14
Strand, Richard William	71.92	Wessinger, Nancy Louise	79.75
Stubbs, Thomas Edward	77.05	Wiesner, Mary-Rose	71.92
Sullivan, Michael P	74.44	Wiley, Kevin Bruce	67.14
Summers, Melody Luan	71.92	Williams, Deborah Ann	77.05
Swift, Crystal Lane	71.92	Williams, Stephen A	74.44
Tamayo, Santiago	79.75	Willingham, Leticia	67.14
Tatoian, Vahe	79.75	Wilson, Ann Marie	67.14
Tellez, April M	71.92	Wilson, Jacob Bryan	74.44
Thomas, James David	77.05	Wolde-Yohannes, Samuel	71.92
Todd, Douglas Richard	71.92	Wong, Francis S	69.49
Todd, Janet L	79.75	Wong, Jack Yim-Yin	71.92
Tram, Vui K	71.92	Wright, Jill Yvonne Gold	74.44
Tran, Frank Van	79.75	Yates, Sheryl Ann	67.14
Trejo, Lyssette C	69.49	Yokoyama, Brian Akira	71.92
Troxell, Cameron Gregory	71.92	Yost, David Roland	67.14
Trujillo, Tamara C	74.44	Young, Paula Jean	67.14
Trull, Stephen Tyler	69.49	Zawahri, Louis	71.92
Truttmann, Janet Marie	71.92	Zeidel, Scott Wayne	79.75
Tsai, Jennifer	67.14	Zentmyer, Rebecca Anne	67.14
Uranga, Jaime F	74.44	Ziolkowski, Tina Louise	71.92

SUBJECT: Personnel Transactions

DATE: February 23, 2011

ACADEMIC EMPLOYMENT

Winter 2011

Non Credit Hourly Instructors/Substitutes

NAME	HOURLY RATE	NAME	HOURLY RATE
Aghyarian, Meray M	47.38	Devi, Maya P	47.38
Allen, Yvonne Chen	50.75	Drewry-Van Ommen,	47.38
Arzate, Jesus	47.38	Edwards, Augusta Jo Ann	47.38
Azul, Amy Rebekah	47.38	Eldred, Stacy Lynn	47.38
Baker, Nathalie Willemze	47.38	Espinoza, Raquel	47.38
Barry, Angela	47.38	Evans, Douglas Mc Call	49.04
Baum, Richard Howard	50.75	Ewing, Lynn A	47.38
Beightol, Donna Marie	47.38	Fong, Tom	47.38
Beizai, Robin F	47.38	Fowler, Mina	49.04
Belblidia, Abdelillah	49.04	Friedman, Karena	47.38
Bhowmick, Nivedita	47.38	Gilbertson, Cathy Sue	47.38
Bowman, Deanna Dawn	47.38	Golden, Kristin L	49.04
Briggs, Carol P	47.38	Gyurindak, Katalin	49.04
Brink, Janna Kathryn	47.38	Hannon, Laura Ann	49.04
Capraro Jr, John Carl	47.38	Hardman, Douglas James	50.75
Caranci, Dayna Lee	47.38	Henry, Pamela L	47.38
Chang, Linda Gale	47.38	Herbst, Mark A	49.04
Chaplot, Surekha	50.75	Hutter, Donna Marie	47.38
Chavarria, Elvia	47.38	Im, Anne Kwang B	47.38
Cheng, Anny Ho-Ting	49.04	Iversen, Gary Steven	47.38
Chinn, Sherry Lee	49.04	James, Darrell	47.38
Chou, Kathy Jame Chu	50.75	James, Elvira	47.38
Chu, Amy K	49.04	Jansen, Dana L	47.38
Cogger, Charles E F	47.38	Johnson, Jean Ella	50.75
Conte, Kelly Okura	47.38	Kao, Brenda	49.04
Cooke IV, David G	47.38	Kim, Grace Unkyong	49.04
Cridland, Patricia Lea	47.38	Kletzien, Kristi Pederson	49.04
Cunningham, Angelica G	47.38	Kolta, Shirley G	49.04
Dapello Jr, Alfred	47.38	Laffey, Mary	50.75
Daugherty, Sue Lynn	49.04	Ledezma, Erica Yolanda	47.38
De Franco, Xinhua Li	49.04	Litle, Jeanne Marie	47.38
De Vries, Judy Kay	47.38	Lundblade, Shirley Mae	49.04

SUBJECT: Personnel Transactions**DATE:** February 23, 2011**ACADEMIC EMPLOYMENT****Winter 2011****Non Credit Hourly Instructors/Substitutes** (continued)

NAME	HOURLY RATE	NAME	HOURLY RATE
Matte, Angela M	47.38	Sanetrick, Michael Peter	49.04
Mc Farlin-Stagg, Zina	47.38	Shreve, Robin L	47.38
McClelland, Jana Kay	47.38	Silva, Sandra Jane	47.38
Messore, James L	47.38	Smith, Heather J	47.38
Middleton, Michael Joseph	47.38	Stringfellow, Susan Joy	47.38
Miho, Yoshiko Dana	47.38	Stump, Celeste S	49.04
Mireles, Marlene Rocio	47.38	Sunnaa, Andrea J	47.38
Myers, Richard M	47.38	Szok, Kenneth Francis	47.38
Nguyen, Hoang Quyen	47.38	Tamburro, Melody Lynn	47.38
Oppenstein, Caridad	47.38	Toloui, Mitra	47.38
Ortega, Sonia E	50.75	Tom, Aaron Patrick	47.38
Paphatsarang, Bounyou	47.38	Trimble, Jill Ann	47.38
Pedroza, Amparo Isabel	47.38	Tucker, Raymond Michael	47.38
Poortenga, Debra Sue	49.04	Velarde, Margaret G	47.38
Prasad, Gayatri K	49.04	Walden, Carl Eugene	47.38
Rafter, John Michael	49.04	Walter, Kenneth	47.38
Rendon, Deborah J	49.04	Warner, Angela S	47.38
Reynolds, Martha Esta	47.38	Warner, Benjamin L	47.38
Rodriguez, Guillermina	47.38	White, Shelby Lynn	47.38
Rodriguez, Linda M	47.38	Williams, Anne Ross	47.38
Rogers, Rosalind Rochelle	47.38	Williams, Stephen Odeal	47.38
Rohrenbacher, Jennifer J	47.38	Willis, Geneie Louise	47.38
Rojas, Rubilena	47.38	Wilson, Joseph Alfred	50.75
Ryan, Rebecca A	47.38	Winner, Nacira	47.38
Rzonca, Shelly Kristin	47.38	Yanuarua, Christina M	47.38

SUBJECT: Personnel Transactions

DATE: February 23, 2011

ACADEMIC EMPLOYMENT

Employees – Not Independent Contractor(s)

PROVIDER	AREA/DEPT.	SERVICE / ASSIGNMENT	DATE(S)	AMOUNT
Abuzalaf, Laura	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$43.15/hr. not to exceed \$200
Adebayo-Ige, Morenike	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$40.28/hr. not to exceed \$200
Altmire, Matthew	Music	Percussion Coach for Chamber Winds Program	03/07/11, 03/14/11, 03/21/11, 03/28/11, 04/04/11, 04/11/11, 04/18/11, 04/25/11, 05/02/11, 05/09/11, 05/16/11, 05/23/11 & 05/30/11	\$43.15/hr. not to exceed \$600
Andersen, Anne	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$40.28/hr. not to exceed \$200
Chhabra, Usha	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$40.28/hr. not to exceed \$200
Chien, Gwendoline	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$40.28/hr. not to exceed \$200
Damansouz, Firouzeh	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$44.66/hr. not to exceed \$200
Gaynor, Meghan	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$40.28/hr. not to exceed \$200

SUBJECT: Personnel Transactions**DATE:** February 23, 2011**ACADEMIC EMPLOYMENT****Employees – Not Independent Contractor(s)** (continued)

PROVIDER	AREA/DEPT.	SERVICE / ASSIGNMENT	DATE(S)	AMOUNT
Gomez-Lecaro, Maria	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$43.15/hr. not to exceed \$200
Hamby, Bobbi	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$40.28/hr. not to exceed \$200
Hernandez-Patlan, Patty	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$44.66/hr. not to exceed \$200
High, Kathleen	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$44.66/hr. not to exceed \$200
Hunter-Buffington, Carrie	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$40.28/hr. not to exceed \$200
Kantenwein, Karin	Music	Flute Coach for Chamber Winds Program	03/11/11, 03/18/11, 03/25/11, 04/01/11, 04/08/11, 04/15/11, 04/22/11, 04/29/11, 05/06/11, 05/13/11, 05/20/11 & 05/27/11	\$40.28/hr. not to exceed \$600
Kelly, Donna	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$47.84/hr. not to exceed \$200
Lahey, Michael	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$43.15/hr. not to exceed \$200

SUBJECT: Personnel Transactions

DATE: February 23, 2011

ACADEMIC EMPLOYMENT

Employees – Not Independent Contractor(s) (continued)

PROVIDER	AREA/DEPT.	SERVICE / ASSIGNMENT	DATE(S)	AMOUNT
Lowe, Josephine	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$41.69/hr. not to exceed \$200
Mo, Daisy	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$43.15/hr. not to exceed \$200
Nazzal, Jane	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$43.15/hr. not to exceed \$200
Nguyen, Tracy	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$41.69/hr. not to exceed \$200
Omidzalar, Teresa	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$40.28/hr. not to exceed \$200
Pai, Ronald	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$46.22/hr. not to exceed \$200
Petrilla, Ginny	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$43.15/hr. not to exceed \$200
Pewthers, Van	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$43.15/hr. not to exceed \$200
Poulter, Clint	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$44.66/hr. not to exceed \$200
Prehn, Richard	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$41.69/hr. not to exceed \$200
Provenzano, Maureen	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$40.28/hr. not to exceed \$200

SUBJECT: Personnel Transactions**DATE:** February 23, 2011**ACADEMIC EMPLOYMENT****Employees – Not Independent Contractor(s)** (continued)

PROVIDER	AREA/DEPT.	SERVICE / ASSIGNMENT	DATE(S)	AMOUNT
Rios-Rietveld, Liza	Student Services/ Student Life/ LEAD Program	Three presentations for the LEAD program on "Effective Communication Skills and Public Speaking"	03/11/11, 03/14,11 & 05/13/11	\$44.66/hr. not to exceed \$225
Roberts, Janet	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$44.66/hr. not to exceed \$200
Rowley, Dianne	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$43.15/hr. not to exceed \$200
Saul, Julie	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$40.28/hr. not to exceed \$200
Shiao, Irene	Music	Violin Coach for Chamber Winds Program	03/11/11, 03/18/11, 03/25/11, 04/01/11, 04/08/11, 04/15/11, 04/22/11, 04/29/11, 05/06/11, 05/13/11, 05/20/11 & 05/27/11	\$40.28/hr. not to exceed \$600
Strivewell, Daniel	Library & Learning Resources	Participate in State-of-the-Division Planning Retreat	02/24/11	\$43.15/hr. not to exceed \$200
Stuntz, Lori	Music	Brass Coach for Chamber Winds Program	03/11/11, 03/18/11, 03/25/11, 04/01/11, 04/08/11, 04/15/11, 04/22/11, 04/29/11, 05/06/11, 05/13/11, 05/20/11, 05/27/11	\$43.15/hr. not to exceed \$600

SUBJECT: Personnel Transactions**DATE:** February 23, 2011**ACADEMIC EMPLOYMENT****Employees – Not Independent Contractor(s) (continued)**

PROVIDER	AREA/DEPT.	SERVICE / ASSIGNMENT	DATE(S)	AMOUNT
Tarman, Shana Levete	Library & Learning Resources	Participate in State- of-the-Division Planning Retreat	02/24/11	\$44.66/hr. not to exceed \$200
Tsai, Chiunling Christine	Library & Learning Resources	Participate in State- of-the-Division Planning Retreat	02/24/11	\$44.66/hr. not to exceed \$200
VanSistine, Mary Kay	Library & Learning Resources	Participate in State- of-the-Division Planning Retreat	02/24/11	\$40.28/hr. not to exceed \$200
Varnes, Charles	Library & Learning Resources	Participate in State- of-the-Division Planning Retreat	02/24/11	\$40.28/hr. not to exceed \$200
Vicedo, Melanee	Library & Learning Resources	Participate in State- of-the-Division Planning Retreat	02/24/11	\$40.28/hr. not to exceed \$200
Vu, Anne	Library & Learning Resources	Participate in State- of-the-Division Planning Retreat	02/24/11	\$46.22/hr. not to exceed \$200
Watkins, Priscilla	Library & Learning Resources	Participate in State- of-the-Division Planning Retreat	02/24/11	\$44.66/hr. not to exceed \$200
Wheeler, Dan	Library & Learning Resources	Participate in State- of-the-Division Planning Retreat	02/24/11	\$41.69/hr. not to exceed \$200
Worsley, Margaret	Music	Woodwind Coach for Chamber Winds Program	03/11/11, 03/18/11, 03/25/11, 04/01/11, 04/08/11, 04/15/11, 04/22/11, 04/29/11, 05/06/11, 05/13/11, 05/20/11 & 05/27/11	\$40.28/hr. not to exceed \$600

SUBJECT: Personnel Transactions**DATE:** February 23, 2011**TEMPORARY EMPLOYMENT****Substitute Employee(s)**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Gutierrez, Jose	Custodian	Custodial Services	16.65	02/07/11-06/30/11
Homs, Jamil	Custodian	Custodial Services	16.65	02/07/11-06/30/11
Kellogg, Ronald	Ld. Const. & Repair Worker	Maintenance	25.29	01/31/11-06/30/11
Rangel, Sergio	Computer Technician	DSPS	23.13	02/24/11-06/30/11
Rush, Steven	Custodian	Custodial Services	16.65	12/21/10-06/30/11

Hourly Non-Academic Employee(s)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Akop, Michael	Cashier II	Bursar's Office	9.00	04/01/11-06/30/11
Andreo, Rena	Clerk Typist II	Adult Basic Education	10.05	02/28/11-06/30/11
Arrua, Alicia	Study Skills Assistant I	Tutorial Services	10.27	02/24/11-06/30/11
Attaalla, Matilda	Study Skills Assistant I	The Writing Center	10.27	02/28/11-06/30/11
Bharwani, Henna	Study Skills Assistant III	Tutorial Services	12.48	01/12/11-02/20/11
Bowman, Patricia	Study Skills Assistant II	Teacher Prep. Inst.	11.32	01/10/11-06/16/11
Broberg, Robert	Study Skills Assistant III	Tutorial Services	12.48	02/28/11-06/30/11
Brown, Jennifer	Study Skills Assistant III	Tutorial Services	12.48	02/28/11-06/30/11
Caioli, Oscar	Tutor II	Tutorial Services	9.25	02/28/11-06/30/11
Chang, Andrew	Study Skills Assistant I	Tutorial Services	10.27	02/28/11-06/30/11
Corcuera, Raul	Study Skills Assistant III	The Writing Center	12.48	02/28/11-06/30/11
Daniels, Ja'Nice	Secretarial Aide	CDC	11.88	01/03/11-06/30/11
Girdner, Donald	Study Skills Assistant III	Tutorial Services	12.48	02/28/11-06/30/11
Grant, Veronica	Clerk Typist II	HSS Division	10.05	02/28/11-06/20/11
Gulmesoff, Dimiter	Model	Fine Arts	21.00	02/24/11-06/30/11
Hanlon, Lisa	Cashier III	Bursar's Office	10.00	04/01/11-06/30/11
Hardgrow, Jamila	Study Skills Assistant III	Tutorial Services	12.48	02/24/11-06/30/11
Ho, Ying Hsing	Study Skills Assistant III	Tutorial Services	12.48	02/24/11-06/30/11
Jauregui, Amparo	Program Supervisor, II	Continuing Education	16.64	02/22/11-06/30/11
Jow, Kimberly	Study Skills Assistant I	Tutorial Services	10.27	02/24/11-06/30/11
Mahler, Ryan	Interpreter Trainee	DSPS	13.00	02/28/11-06/30/11
Martinez, Lyle	Cashier I	Bursar's Office	8.00	04/01/11-06/30/11
Nakatani, Adam	Study Skills Assistant III	Tutorial Services	12.48	02/24/11-06/30/11
Niño, Fabian	Model	Fine Arts	21.00	02/24/11-06/30/11
Qu, Brian	Laboratory Assistant	Physics, Engineering	13.27	02/08/11-06/30/11
Ramirez, Priscilla	Cashier III	Bursar's Office	10.00	04/01/11-06/30/11
Rocha, Lauren	Study Skills Assistant III	The Writing Center	12.48	02/28/11-06/30/11
Sanchez, Vincent	Study Skills Assistant III	Tutorial Services	11.32	02/28/11-06/30/11
Sarsak, Ali	Study Skills Assistant I	Tutorial Services	10.27	02/28/11-06/30/11
Silva, Azael	Student Center Assistant	Student Life	12.00	02/24/11-06/30/11
Smith, Dana	Study Skills Assistant III	Tutorial Services	12.48	02/28/11-06/30/11
Vella, James	Study Skills Assistant III	Tutorial Services	12.48	02/24/11-06/30/11

SUBJECT: Personnel Transactions**DATE:** February 23, 2011**TEMPORARY EMPLOYMENT****Professional Expert Employee(s)**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aguirre, Nancy	Project Coordinator	Research & Inst. Effect.	35.00	03/01/11-06/30/11
Alba, Jennifer	Interpreter I	DSPS	18.00	01/10/11-06/30/11
Ameral, Marne	Interpreter II	DSPS	22.00	01/10/11-06/30/11
Anaya, Sandra	CDC Teacher I	CDC	8.75	02/01/11-06/30/11
Antwine, Nakia	Interpreter III	DSPS	30.00	01/10/11-06/30/11
Armellini, Daniel	Lecturer-Fire Technology	Fire Technology	37.26	11/22/10-06/30/11
Baeza, Veronica	Project Expert/Specialist	Teacher Prep. Institute	25.00	03/01/11-06/15/11
Barajas, Orel	Interpreter I	DSPS	18.00	01/10/11-06/30/11
Bartling, Katherine	Interpreter I	DSPS	18.00	01/10/11-06/30/11
Blake, Nicholas	Teaching Aide	Adult Basic Education	13.27	02/28/11-06/30/11
Cadena, Kimberleigh	Interpreter IV	DSPS	38.00	01/10/11-06/30/11
Chapman, Lisa	Interpreter III	DSPS	30.00	01/10/11-06/30/11
Christensen, Jared	Interpreter III	DSPS	30.00	01/10/11-06/30/11
Corcuera, Raul	Not-For-Credit Instructor I	Basic Skills	35.00	01/10/11-06/20/11
Cunningham, Gina	Technical Expert I	Agricultural Sciences	35.00	01/03/11-06/30/11
Darwin, Katherine	Interpreter II	DSPS	22.00	01/10/11-06/30/11
Daum, Emily	Project/Program Aide	Research & Inst. Effect.	19.76	01/31/11-06/30/11
Dave, Mala	Teaching Aide	Adult Basic Education	13.27	02/28/11-06/30/11
Davis-Soriano, Michelle	Real Time Captioner IV	DSPS	32.00	01/10/11-06/30/11
Dominguez, Gabriela	CDC Teacher I	CDC	8.75	01/03/11-06/30/11
Dorough, Darlene	Interpreter II	DSPS	22.00	01/10/11-06/30/11
Dougherty, Richard	CDC Teacher II	CDC	9.25	01/03/11-06/30/11
Dufresne, Sheila	Technical Expert I	RISSC Grant	35.00	01/03/11-06/30/11
Eiseman, Stephanie	Interpreter I	DSPS	18.00	01/10/11-06/30/11
Flores, Sandra	Teaching Aide	Adult Basic Education	13.27	02/28/11-06/30/11
Gilbreath, Fern	Interpreter IV	DSPS	38.00	01/10/11-06/30/11
Gleicher, Ginger	Interpreter V	Human Resources	45.00	12/16/10-12/16/10
Ha, Chauly	Technical Expert II	Nursing	45.00	02/28/11-06/19/11
Hankerd, Lisa	Health Promotions Spec.	Fire Technology	24.00	02/28/11-06/30/11
Harrington, Maria	Technical Expert II	Nursing	45.00	02/28/11-06/19/11
Huber, Peggy	Interpreter V	DSPS	45.00	01/10/11-06/30/11
Ihrke, Junko	Teaching Aide	Adult Basic Education	13.27	02/28/11-06/30/11
Jones, Charlona	Real Time Captioner IV	DSPS	32.00	01/10/11-06/30/11
Juracan, Byron	Technical Expert II	Nursing	45.00	02/28/11-06/19/11
Kelly, Meagan	Interpreter I	DSPS	18.00	01/10/11-06/30/11
Mc Donald, Russell	Teaching Aide	Adult Basic Education	13.27	08/23/10-06/30/11
Mendoza, Christopher	House Manager	Technical Services	12.75	01/01/11-06/30/11
Moncada, Rudy	Interpreter IV	DSPS	38.00	01/10/11-06/30/11
Pence, Britni	Teaching Aide	Adult Basic Education	13.27	07/01/10-06/30/11
Price, Kimberli	Real Time Captioner III	DSPS	27.00	01/10/11-06/30/11
Pritzker, Pamela	Interpreter III	DSPS	30.00	01/25/11-06/30/11
Qu, Brian	Laboratory Technician	Physics, Engineering	13.27	02/08/11-06/30/11
Rasmussen, Keith	Technical Expert II	Nursing	45.00	01/18/11-06/30/11
Razo, Angelica	Technical Expert II	Nursing	45.00	01/21/11-06/30/11

SUBJECT: Personnel Transactions**DATE:** February 23, 2011**TEMPORARY EMPLOYMENT****Professional Expert Employee(s)** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Riggs, Alison	Technical Expert II	Nursing	45.00	02/28/11-06/09/11
Roa, Ashley	Program Supervisor II	Continuing Education	16.64	01/03/11-06/30/11
Robinson, Franklin	Teaching Aide	Adult Basic Education	13.27	02/28/11-06/30/11
Stephenson, Jennifer	Interpreter V	DSPS	45.00	01/10/11-06/30/11
Thompson, Wendy	Interpreter I	DSPS	18.00	01/10/11-06/30/11
Todd, David	Director of Flight Training	Aeronautics	40.00	01/03/11-06/30/11
Vasquez, Byron	Interpreter I	DSPS	18.00	01/10/11-06/30/11

Student Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aguilar, Sara	Student Assistant II	Counseling	8.75	01/03/11-02/27/11
Aguilar, Sara	Student Assistant II	Counseling	8.75	02/28/11-06/30/11
Alvidrez, Erica	Student Assistant V	Agricultural Sciences	12.50	10/10/10-02/25/11
Arias, Eduardo	Student Assistant I	Technical Services	8.00	02/28/11-06/30/11
Aspel, Molly	Student Assistant V	Agricultural Sciences	12.50	10/10/10-02/25/11
Attaalla, Matilda	Student Assistant III	The Writing Center	10.00	01/03/11-02/25/11
Ayala, Andy	Student Assistant III	Financial Aid	10.00	01/14/11-02/27/11
Bantayan, Aliza	Student Assistant II	Assessment	8.75	01/03/11-02/25/11
Bastio, Lisa	Student Assistant I	DSPS	8.00	01/21/11-02/18/11
Bayani, Krystle	Student Assistant I	DSPS	8.00	01/21/11-02/18/11
Bennison, Ayana	Student Assistant IV	Purchasing	11.25	02/28/11-06/30/11
Bera, Usha	Student Assistant III	Business Division	10.00	02/28/11-06/18/11
Briggs, Charles	Student Assistant V	Tutorial Services	12.50	01/10/11-02/20/11
Burboa, Maria	Student Assistant I	DSPS	8.00	01/21/11-02/18/11
Bushnell, Brianna	Student Assistant IV	Student Support Svcs.	11.25	02/01/11-02/25/11
Bushnell, Brianna	Student Assistant IV	Student Support Svcs.	11.25	02/28/11-06/30/11
Caigoy, Joseph	Student Assistant III	Music	10.00	02/28/11-06/12/11
Carrera, Michael	Student Assistant III	I.T.	10.00	01/03/11-02/25/11
Castro, Candice	Student Assistant III	Adult Basic Education	10.00	01/01/11-02/27/11
Castro, Candice	Student Assistant III	Adult Basic Education	10.00	02/28/11-06/30/11
Catingub, Nolan	Student Assistant V	Technical Services	12.50	02/28/11-06/30/11
Chatarpaul, Rajwattie	Student Assistant IV	Adult Basic Education	11.25	02/28/11-06/30/11
Cordova, Miriam	Student Assistant III	Bursar's Office	10.00	04/01/11-06/30/11
Covarrubias, Edward	Student Assistant I	DSPS	8.00	01/21/11-02/18/11
Culross, Leeann	Student Assistant II	Admissions & Records	8.75	01/10/11-02/20/11
Davila, Maria	Student Assistant II	Tutorial Services	8.75	01/13/11-02/20/11
Ferrara, Deanna	Student Assistant V	Technical Services	12.50	02/28/11-06/30/11
Flores-Aria, Rodrigo	Student Assistant I	ESL	8.00	02/28/11-06/30/11
Flores, Sean	Student Assistant I	History	8.00	01/10/11-02/25/11
Garcia-Estrada, Griselda	Student Assistant I	ESL	8.00	02/28/11-06/30/11
Garcia Untz, Gabrielle	Student Assistant III	The Writing Center	10.00	01/04/11-02/25/11
Garcia, Krystal	Student Assistant III	The Writing Center	10.00	01/03/11-02/25/11
Gomez, Nicolle	Student Assistant II	Assessment	8.75	01/03/11-02/25/11

SUBJECT: Personnel Transactions**DATE:** February 23, 2011**TEMPORARY EMPLOYMENT****Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Gonzalez, Amanda	Student Assistant V	Student Health Services	12.50	02/28/11-06/30/11
Guadarrama, Isabel	Student Assistant IV	Upward Bound	11.25	01/18/11-06/30/11
Hardman, Eric	Student Assistant IV	Adult Basic Education	11.25	02/28/11-06/30/11
Harris, Shanna	Student Assistant II	CDC	8.75	02/04/11-02/27/11
Hernandez, Priscilla	Student Assistant IV	Adult Basic Education	11.25	02/28/11-06/30/11
Holder, Jeffery	Student Assistant V	Community Collaborative	12.50	02/01/11-02/27/11
Hong, Connie	Student Assistant V	Adult Basic Education	12.50	02/28/11-06/30/11
Hosbach, Shelly	Student Assistant II	Admissions & Records	8.75	01/10/11-02/20/11
Jasinski, Barbara	Student Assistant II	Technical Services	8.75	02/28/11-06/30/11
Juarez, Bryan	Student Assistant IV	Fine Arts	11.25	02/19/11-02/27/11
Juarez, Deborah	Student Assistant II	CDC	8.75	02/07/11-02/27/11
Karr, Aimee	Student Assistant III	Technical Services	10.00	02/28/11-06/30/11
Klam, Seyha	Student Assistant I	Technical Services	8.00	02/28/11-06/30/11
Lee, Christopher	Student Assistant II	Technical Services	8.75	02/28/11-06/30/11
Lopez, Steven	Student Assistant II	Technical Services	8.75	02/28/11-06/30/11
Lovich, Juliane	Student Assistant II	Technical Services	8.75	02/28/11-06/30/11
Ma, Rachel	Student Assistant I	HSS Division	8.00	01/10/11-02/25/11
Mages, Daniel	Student Assistant II	Technical Services	8.75	02/28/11-06/30/11
Mamaril, Adrian	Student Assistant II	Technical Services	8.75	02/28/11-06/30/11
Martin, Larry	Student Assistant I	DSPS	8.00	01/21/11-02/18/11
Medina, Maria	Student Assistant II	Counseling	8.75	01/03/11-02/27/11
Mendoza, Samantha	Student Assistant I	DSPS	8.00	01/10/11-02/17/11
Moore, James	Student Assistant IV	Adult Basic Education	11.25	02/28/11-06/30/11
Muscat, Joshua	Student Assistant V	Agricultural Sciences	12.50	10/10/10-02/25/11
Navarro, Carla	Student Assistant II	Assessment	8.75	01/03/11-02/25/11
Ocampo, Marisa	Student Assistant I	Bursar's Office	8.00	02/28/11-06/30/11
Ojeda, Evelyn	Student Assistant III	Information Technology	10.00	01/03/11-02/25/11
Ojeda, Evelyn	Student Assistant III	Information Technology	10.00	02/28/11-06/30/11
Orantes, Erik	Student Assistant III	Technical Services	10.00	02/28/11-06/30/11
Ortega, Dominic	Student Assistant V	Agricultural Sciences	12.50	10/10/10-02/25/11
Ortiz, David	Student Assistant II	Counseling	8.75	01/03/11-02/27/11
Palomares, Susana	Student Assistant IV	Counseling	11.25	01/03/11-02/27/11
Pan, Daphne	Student Assistant II	Tutorial Services	8.75	01/13/11-02/20/11
Parra, Rosa	Student Assistant II	Assessment	8.75	01/03/11-02/25/11
Payne, Jonathan	Student Assistant I	DSPS	8.00	01/14/11-02/18/11
Perez, Raylinda	Student Assistant I	DSPS	8.00	01/21/11-02/18/11
Pervez, Amna	Student Assistant III	Career & Transfer Serv.	10.00	01/24/11-06/30/11
Phillips, Elisa	Student Assistant IV	Animation	11.25	01/10/11-02/20/11
Piercy, Marylinda	Student Assistant III	Tutorial Services	10.00	01/10/11-02/20/11
Pimentel, Karissa	Student Assistant IV	Teacher Prep. Institute	11.25	01/10/11-02/27/11
Quintana, Krystal	Student Assistant I	ESL	8.00	02/28/11-06/30/11
Quiroz de Corona, Rosario	Student Assistant I	ESL	8.00	02/28/11-06/30/11
Qureshi, Maryam	Student Assistant II	Assessment	8.75	01/03/11-02/25/11
Qureshi, Maryam	Student Assistant III	Technical Services	10.00	02/28/11-06/30/11

SUBJECT: Personnel Transactions**DATE:** February 23, 2011**TEMPORARY EMPLOYMENT****Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Rabbady, Wessam	Student Assistant I	DSPS	8.00	01/21/11-02/18/11
Razo, Monica	Student Assistant IV	HSS Division Office	11.25	01/04/11-02/25/11
Rusich, Brittany	Student Assistant I	ESL	8.00	01/03/11-02/27/11
Salinas, Krystal	Student Assistant II	Counseling	8.75	01/03/11-02/27/11
Sandhu, Jasmen	Student Assistant I	DSPS	8.00	01/21/11-02/18/11
Sandoval, Glenn	Student Assistant IV	Purchasing	11.25	02/28/11-06/30/11
Sarekhani, Kevin	Student Assistant I	Technical Services	8.00	02/28/11-06/30/11
Servin, Jose	Student Assistant II	Technical Services	8.75	02/28/11-06/30/11
Sikander, Mirza	Student Assistant IV	Upward Bound	11.25	01/20/11-06/30/11
Srulevitch, Philip	Student Assistant III	Bursar's Office	10.00	02/28/11-06/30/11
Suarez, Maria	Student Assistant II	Adult Basic Education	8.75	01/01/11-02/27/11
Vasquez, Monique	Student Assistant I	Technical Services	8.00	02/28/11-06/30/11
Vo, Tina	Student Assistant III	Adult Basic Education	10.00	02/28/11-06/30/11
Wangsadipura, Amy	Student Assistant III	Communication	10.00	01/10/11-06/20/11
Weiss, Cheryl	Student Assistant V	Agricultural Sciences	12.50	10/10/10-02/25/11
Wendt, James	Student Assistant I	Technical Services	8.00	02/28/11-06/30/11
Wiley, Rebecca	Student Assistant III	The Writing Center	10.00	01/04/11-02/25/11
Wolf, Zephram	Student Assistant III	Tutorial Services	10.00	01/10/11-02/20/11
Yao, Peng	Student Assistant I	ESL	8.00	02/28/11-06/30/11
Young, Micael	Student Assistant I	Technical Services	8.00	02/28/11-06/30/11
Yujuico, Kimberly	Student Assistant I	Bursar's Office	8.00	02/28/11-06/30/11
Zaldivar, Leo	Student Assistant II	Technical Services	8.75	02/28/11-06/30/11
Zambrano, Diana	Student Assistant V	Adult Basic Education	12.50	02/28/11-06/30/11
Zamora, Marisol	Student Assistant II	Counseling	8.75	01/03/11-02/27/11
Zangenberg, Elizabeth	Student Assistant I	Photography	8.00	01/13/11-02/17/11
Zollinger, Brittany	Student Assistant I	DSPS	8.00	01/14/11-02/18/11

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

DATE: February 23, 2011

CONSENT

SUBJECT: California Community College Registry Job Fair – Los Angeles

BACKGROUND

Human Resources staff attended the annual California Community College Registry Job Fair in an effort to increase recruitment and diversity throughout the College. The California Community College Registry sponsors two job fairs annually, one in San Francisco and one in Los Angeles. Mt. SAC attended the January 22, 2011, job fair at the Westin Los Angeles Airport hotel. Mt. SAC is recruiting approximately twenty-two vacant faculty positions for the Fall 2011 semester.

ANALYSIS AND FISCAL IMPACT

Expenses associated with the California Community College Registry Job Fair at the Westin Los Angeles hotel included facility rental (booth and conference room) fees and light snacks for prospective applicants. The College also purchased promotional items to distribute to prospective applicants. The total cost for the California Community College Registry Job Fair expenses did not exceed \$5,100.

Funding Source

Restricted General Fund – Equal Opportunity Employment Funds.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies expenditures for the California Community College Registry Job Fair.

Prepared by: Annette Loria

Recommended by: John Nixon

Agenda Item: Consent #3

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

DATE: February 23, 2011

CONSENT

SUBJECT: Costs Related to the Presidential Search Interview Process

BACKGROUND

The Human Resources Department is in the process of recruiting a College President/CEO. The process requires an off-site facility to conduct interviews, which include secure meeting locations, and easy travel access from freeways and airports. After researching a variety of options, the Sheraton Fairplex was selected.

ANALYSIS AND FISCAL IMPACT

Initial interviews were held at the Sheraton Fairplex on February 7 and 8, 2011. Final interviews are scheduled for March 10, 2011, at the same location. The costs include facility rental along with meals for the hiring committee. The College will reimburse applicants for necessary travel expenses not to exceed \$500 for the initial interviews and \$500 for the final interviews. It is estimated that the total costs related to the interview process will not exceed \$17,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the costs of activities related to the President/CEO interview process.

Prepared by: Annette Loria

Recommended by: John Nixon

Agenda Item: Consent #4

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

DATE: February 23, 2011

CONSENT

SUBJECT: Recommendation to Employ Faculty Under Second Contract – 2011-12

BACKGROUND

Pursuant to the provisions of Education Code Section 87608, the governing board shall make a determination concerning the employment of first-year contract faculty employees for a second academic year.

ANALYSIS AND FISCAL IMPACT

The faculty members listed below are probationary employees working under their first contract with the College and have been evaluated in accordance with the evaluation policies and procedures established by the Board of Trustees and the Faculty Association. The evaluation process involves an evaluation team for each professor composed of at least two tenured faculty and one administrator. The evaluation team completed a summary evaluation report of the probationary professor's performance. The report was based on information gathered from classroom visitations, student evaluations, input from faculty peers, a review of a portfolio of materials used by the professor, and other sources deemed relevant by the evaluation team. The evaluation team recommended that the probationary professor be employed for a second academic year. The recommendation, along with all supporting documentation, has been reviewed by the Vice President, Instruction or the Vice President, Student Services and the College President.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees enter into a contract for a second academic year with the following employees:

<u>Name</u>	<u>Department</u>
Burgos, Matthew	Theater
Denny, Joseph	Electronics & Computer Technology
Lackey, Hilary	Earth Sciences & Astronomy
Nguyen, Bao-Chi	Mathematics, Computer Science
Shackelford, Stephen	Aeronautics, Transportation
Uiagalelei, Iona	Physical Education
Yost, David	Aircraft Maintenance & Manufacturing Technology

Prepared by: Annette Loria

Recommended by: John S. Nixon

Agenda Item: Consent #5

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

DATE: February 23, 2011

CONSENT

SUBJECT: Recommendation to Employ Faculty Under Third Contract – 2011-13

BACKGROUND

Pursuant to the provisions of Education Code Section 87608, the governing board shall make a determination concerning the employment of second-year contract faculty employees for third and fourth academic years.

ANALYSIS AND FISCAL IMPACT

The faculty members listed below are probationary employees working under their second contract with the College and have been evaluated in accordance with the evaluation policies and procedures established by the Board of Trustees and the Faculty Association. The evaluation process involves an evaluation team for each professor composed of at least two tenured faculty and one administrator. The evaluation team completed a summary evaluation report of the probationary professor's performance. The report was based on information gathered from classroom visitations, student evaluations, input from faculty peers, a review of a portfolio of materials used by the professor, and other sources deemed relevant by the evaluation team. The evaluation team recommended that the probationary professor be employed for third and fourth academic years. The recommendation, along with all supporting documentation, has been reviewed by the Vice President, Instruction or the Vice President, Student Services and the College President.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees enter into a contract for third and fourth academic years with the following employees:

<u>Name</u>	<u>Department</u>
Caveness, Allen	Physical Education
Fisher, Damany	History & Art History
Hood, Michael	Earth Sciences & Astronomy
Nassar, Sam	Counseling
Sherwood, Kelly	Medical Services
Simon, Curtis	Geography & Political Science

Prepared by: Annette Loria

Recommended by: John S. Nixon

Agenda Item: Consent #6

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 23, 2011</u>	CONSENT
SUBJECT:	<u>Recommendation to Grant Tenure – 2011-12</u>	

BACKGROUND

Pursuant to the provisions of Education Code Section 87608, the governing board shall make a determination concerning the employment of probationary employees as tenured employees.

ANALYSIS AND FISCAL IMPACT

The faculty members listed below are probationary employees working under their third contract with the College and have been evaluated in accordance with the evaluation policies and procedures established by the Board of Trustees and the Faculty Association. The evaluation process involves an evaluation team for each professor composed of at least two tenured faculty and one administrator. The evaluation team completed a summary evaluation report of the probationary professor's performance. The report was based on information gathered from classroom visitations, student evaluations, input from faculty peers, a review of a portfolio of materials used by the professor, and other sources deemed relevant by the evaluation team. The evaluation team recommended that the probationary professor be granted tenure. The recommendation, along with all supporting documentation, has been reviewed by the Vice President, Instruction or the Vice President, Student Services and the College President.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees grant tenure to the following employees:

<u>Name</u>	<u>Department</u>
Alvarez, Hansel	English, Literature & Journalism
Aquino, Lloyd	English, Literature & Journalism
Boyer, Michelle	Nursing
Burman, Ema	Learning Assistance

Prepared by: Annette Loria

Recommended by: John S. Nixon Agenda Item: Consent #7

SUBJECT: Recommendation to Grant Tenure – 2011-12

DATE: February 23, 2011

<u>Name</u>	<u>Department</u>
Dougherty, Michelle	English, Literature & Journalism
Gallarde, Marlene	Sociology, Philosophy
Garcia, Daniel	Air Conditioning & Welding
Hagner, Dirk	Fine Art
Hall, Martha	Learning Assistance
Hartman, Laurie	Commercial & Entertainment Arts
Henry, Anthony	Child Development
Hosea, Phebe	Mathematics, Computer Science
Perez, Anabel	Counseling
Rivas, Hector	Commercial & Entertainment Arts
Romero, Oscar	Nursing
Sampat, Michelle	Learning Assistance
Scott, Sarah	Biological Sciences
Stewart-Thomas, Michelle	Sociology, Philosophy
Trejo, Lyssette	Counseling
Uranga, Jaime	Electronics & Computer Technology
Uyeki, Elizabeth	Library
Williamson, Kisha	Child Development

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

DATE: February 23, 2011

CONSENT

SUBJECT: Sabbatical Leave Applications for Academic Year 2011-12

BACKGROUND

The Board of Trustees may grant sabbatical leaves for purposes of a project, study, travel, or a combination thereof. Applications for sabbatical leaves are reviewed by the Salary and Leaves Committee for recommendation to the President and the Board of Trustees. The Committee membership is composed of three professors and three managers. The Vice President of Instruction serves as chairperson.

ANALYSIS AND FISCAL IMPACT

The Salary and Leaves Committee has reviewed the sabbatical proposals for seven applicants for sabbatical leave for 2011-12 and finds their proposals acceptable. The current contractual agreement provides that the number of unit members who may be authorized for sabbatical leave at any one time shall not be more than three percent of the total number of full-time equivalent unit members. The maximum sabbatical leave allotment for the 2011-12 academic year is 23 semesters. The proposals found to be acceptable would total 13 semesters. These leaves are compensated at 80% of the faculty member's regular salary.

Teaching loads for the applicants for sabbatical leaves would be taught by adjunct faculty at a cost of approximately \$235,661.

The proposals presented to the Board are described below:

Mary Brackenhoff (full year), English – Project. Dr. Brackenhoff will spend time researching and reading the history and theory behind documentary film and viewing the most historically significant films produced, with an emphasis on the last 20 years. She will produce summaries and evaluations of the texts, evaluations of the films, the social and political propaganda effect of the films, and the films' appropriateness for classroom use across the disciplines.

Gou-Ling (Susie) Chen (full year – Spring 2012 and Fall 2012), Nursing – Project. Professor Chen plans to conduct complete validation research to re-examine the program admission criteria in a case-control study and evaluate their correlation with the attrition rate.

Prepared by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #8

SUBJECT: Sabbatical Leave Applications for Academic Year 2011-12

DATE: February 23, 2011

Lynda Hoggan (full year) Biology – Travel and Project. Professor Lynda Hoggan plans to travel to National Parks and other wilderness areas in order to enhance Biology 5 and other courses on campus and to create materials to help overcome students' barriers to usage. Her study is to explore significant new findings in Health and Human Sexuality, as well as image technology, to enhance Biology 5, 15 and 15H.

Charis Louie (full year), Psychology and Education – Project and Study. Dr. Louie has proposed creating a series of podcasts that will assist students with the most challenging concepts in introductory psychology courses, which will be of particular value to auditory learners and distance learning students. She will also increase through coursework her knowledge of and skills in the utilization of educational technology.

Robert Perkins (full year), Architecture – Project, Travel and Study. Professor Perkins will update his professional competencies in sustainable building applications which will benefit the College in improved instructional modules for existing courses and in curriculum planning for prospective "Green" initiatives. During his travel, he will combine a survey of historically significant building sites with research and field practice in architectural drawing. The project will provide supplemental instructional modules for existing coursework and enhanced technical proficiency in core curriculum areas.

Cindy Shannon (fall semester 2010), Biology – Study and Project. Professor Shannon will complete coursework in global information systems and create a new lab incorporating a global mapping computer program and field ecology concepts and propose at least one alternate field trip location.

Jody Williams Tyler (full year), Chemistry – Project. Professor Williams Tyler will develop experiments for the general chemistry curriculum with an emphasis on green chemistry practices. This proposal is designed to reduce the costs of chemical waste disposal, be more environmentally conscious, and increase knowledge of how to safely handle and dispose of chemicals in the laboratory.

Funding Source

Adjunct faculty budget.

RECOMMENDATION

It is recommended that the Board of Trustees not approve the sabbatical leaves as requested by the above faculty members due to the current budget crisis.

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

DATE: February 23, 2011

CONSENT

SUBJECT: Contract: Family and Consumer Sciences Discipline/Industry
Collaborative Grant

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

1. Mt. San Antonio College will enter into contract with Los Angeles Southwest College in the amount of \$45,000. The contract will provide funds for the following: conducting 20 trainer-of-trainers sessions; convening 20 regional meetings and three institutes for professional development activities to review and revise the current Child Development Permit structure; convening a planning and assessment meeting to establish outcomes and ensure productivity; maintaining current and new resources attained from professional development activities; and providing resources for faculty to duplicate training activities for their campuses.
2. The contract commenced on August 15, 2010, and will terminate on June 30, 2011. Final information was received from LA Southwest College on February 7, 2011.
3. Activities will be carried out with grant funds. The project will not impact the College budget.

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the contract with Los Angeles Southwest College.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #9

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

DATE: February 23, 2011

CONSENT

SUBJECT: The International College Radio and Webcasting Conference

BACKGROUND

Seven of the student broadcasters on Audio8ball.com have been nominated in the following categories at the Intercollegiate Broadcasting Systems' first Annual Awards:

- Most Creative Show
- Best Specialty Show
- Best News Feature Story
- Best Show Promo
- Best Specialty Music Show
- Best Website
- Best Station

The Award winners will be revealed and the awards presented during the Awards Ceremony in New York City. Travel dates are March 10-13, 2011. Professor Tammy Trujillo will accompany the students.

ANALYSIS AND FISCAL IMPACT

The anticipated cost of the trip is \$7,500.

Funding Source

Stars of Excellence.

RECOMMENDATION

It is recommended that the Board of Trustees approves the travel to the International College Radio and Webcasting Conference.

Prepared by: Sue Long

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #10

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

DATE: February 23, 2011

CONSENT

SUBJECT: Journalism Students to Attend the College Media Advisers National
Convention in New York City

BACKGROUND

The English, Literature, and Journalism Department is requesting approval for ten journalism students and faculty member Toni Albertson to attend the College Media Advisers National Convention in New York City, March 12-15, 2011. Travel dates are March 11-15, 2011.

ANALYSIS AND FISCAL IMPACT

The estimated cost of the trip is \$10,885, of which approximately \$3,300 will be funded by student contributions.

Funding Source

Mountaineer advertising proceeds and student contributions.

RECOMMENDATION

It is recommended that the Board of Trustees approves the attendance of journalism students and faculty member Toni Albertson at the College Media Advisers National Convention.

Prepared by: Stephen A. Runnebohm

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #11

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

DATE: February 23, 2011

CONSENT

SUBJECT: Students to Participate in National Honor Band at the College Band
Directors National Association Conference

BACKGROUND

A national committee comprised of university music professors has selected five Mt. SAC Instrumental Music students from a national pool of over 300 applicants to participate in the 2011 Small College Intercollegiate Band – a highly competitive national honor band. This prestigious event is in conjunction with the College Band Directors National Association Conference. Both the conference and band event will be held in Seattle, March 22-26, 2011. Dustin Barr, Director of Bands, will travel with the five selected students and will also attend the Conference.

ANALYSIS AND FISCAL IMPACT

The estimated cost of this trip is \$3,575.

Funding Sources

General Fund, Stars of Excellence, and Professional Development fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves student and faculty travel to Seattle for this event.

Prepared by: Sue Long

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #12

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

DATE: February 23, 2011

CONSENT

SUBJECT: Forensics Students to Attend the Phi Rho Pi National Forensics
Tournament in Greenwich, CT

BACKGROUND

The Communication Department is requesting approval for fourteen forensics students and faculty members Jeff Archibald, Mei-Ling Hsieh, Ken Klawitter, and John Vitullo to attend the Phi Rho Pi National Forensics Tournament in Greenwich, CT, April 6-17, 2011.

ANALYSIS AND FISCAL IMPACT

The estimated cost of the trip is \$25,000.

Funding Sources

General Fund and Stars of Excellence.

RECOMMENDATION

It is recommended that the Board of Trustees approves the attendance of forensics students and faculty members at the Phi Rho Pi National Forensics Tournament.

Prepared by: Stephen Runnebohm

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #13

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

DATE: February 23, 2011

CONSENT

SUBJECT: Students to Attend Health Occupations Students of America Statewide
and National Leadership Conferences

BACKGROUND

Health Occupations Students of America (HOSA) Leadership Conferences allows students to compete in one of 49 health-related competitive events with other students. At these conferences, students and faculty attend health-related workshops and meet with health care industry representatives. The statewide event will be held April 6-11, 2011, in Sacramento. There are 10 students eligible to compete.

The National Leadership Conference allows students to compete against other students from around the nation. To be eligible to complete, students must be awarded a gold, silver, or bronze medal at the statewide conference. Students and faculty will also attend health-related workshops and meet with health care industry representatives. The event will be held June 22-25, 2011, in Anaheim. Faculty members Jill McGraw and Mary-Ellen Reyes will accompany students at both events.

ANALYSIS AND FISCAL IMPACT

The anticipated cost for the Statewide event in April is \$11,679 and the cost for the National Conference in June is \$9,960.

Funding Source

Perkins IV and Stars of Excellence funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves faculty and student participation in the HOSA Statewide and National Conferences.

Prepared by: Sarah Daum

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #14

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 23, 2011</u>	CONSENT
SUBJECT: <u>Phi Theta Kappa Students to Attend the PTK International Convention</u>	

BACKGROUND

The Honors Program is requesting approval for up to four Phi Theta Kappa students and Honors Director Carolyn Kuykendall to attend the PTK International Convention in Seattle from April 7-11, 2011. Participants will attend general sessions, educational forums, leadership seminars, and transfer and service information workshops.

ANALYSIS AND FISCAL IMPACT

The estimated cost of the trip is \$5,000.

Funding Sources

General Fund and Phi Theta Kappa fund-raising.

RECOMMENDATION

It is recommended that the Board of Trustees approves attendance of Phi Theta Kappa students and Honors Director Carolyn Kuykendall at the PTK International Convention.

Prepared by: Stephen A. Runnebohm

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #15

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 23, 2011</u>	CONSENT
SUBJECT:	<u>Chamber Singers Performance at the American International Choral Festival and Competition</u>	

BACKGROUND

The Mt. San Antonio College Chamber Singers have been invited to perform at the American International Choral Festival and Competition in Reno. Combining the best of the American and International festival traditions, this Festival is hosting choirs from all continents, allowing the opportunity for conductors and choirs to be introduced to national and international choral literature, diverse singing styles, and various performance practices. Additional highlights are competitions, gala concerts, encounter/friendship concerts, seminars, and workshops. Additionally, the Chamber Singers will be performing at various venues en route to the Reno Festival. Travel Dates are May 1-8, 2011. Bruce Rogers, Choral Director, and Porfirio Mojica, Accompanist, will be traveling with the Chamber Singers.

ANALYSIS AND FISCAL IMPACT

The total anticipated cost of the trip is \$32,000.

Funding Source

General Fund and the Choral Trust Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Chamber Singers' attendance at the International Choral Competition.

Prepared by: <u>Sue Long</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>John S. Nixon</u>	Agenda Item: <u>Consent #16</u>

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

DATE: February 23, 2011

CONSENT

SUBJECT: Vocal Jazz Ensemble "Frontline" competition and Performance at
Reno Jazz Festival

BACKGROUND

The Reno Jazz Festival ranks as one of the largest and most vibrant of its kind in the nation, bringing together some of the finest jazz students, musicians, and educators in the United States. Mt. San Antonio College's vocal jazz group "Frontline" will participate at the Festival's vocal jazz competition and also in workshops, clinics, performance showcases, and awards at the University of Nevada, Reno.

The Choral Music Department requests approval for student members of the vocal jazz group "Frontline" to attend this event. William McIntosh, Ensemble Director, and Porfirio Mojica, Accompanist, will be traveling with the students. Travel dates are April 7-10, 2011.

ANALYSIS AND FISCAL IMPACT

The estimated cost of the tour is \$4,500.

Funding Sources

General Fund and student contributions.

RECOMMENDATION

It is recommended that the Board of Trustees approves student and faculty attendance at the Reno Jazz Festival.

Prepared by: Sue Long

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #17

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 23, 2011</u>	CONSENT
SUBJECT:	<u>Addition to the Continuing Education Program</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Adult Education – New Classes/Programs:

Course Title/Program	Presenter	Rate of Pay
Home Health Aide Program (Spring 2011)	Chang, Jane (21 hours)	\$45/hour
	Christiansen, Jolanda (21 hours)	\$45/hour
	McClelland, Jana (63 hours)	\$45/hour

Funding Source

Career Advancement Academies Grant.

RECOMMENDATION

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

Prepared by: Donna Burns Reviewed by: Virginia R. Burley
 Recommended by: John S. Nixon Agenda Item: Consent #18

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

DATE: February 23, 2011

CONSENT

SUBJECT: Additions/Changes to the Continuing Education Fee Based Program

BACKGROUND

Continuing Education presents a wide variety of programs and courses each semester. Additions and/or changes to the program are listed below.

ANALYSIS AND FISCAL IMPACT

Community Services Program – New Classes/Programs:

Course Title/Program	Presenter	Remuneration		Fee
		40%	Other	
Conversational Japanese	Takenawa, Keiko	X		\$95
Conditioning for Sports – Softball	Ford, Kelly PE Auxiliary Services Trust	X	No Pay	\$26

Funding Source

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

Community Services Class Change:

From: <u>Group Suzuki Violin Program - Spring</u> <u>\$197</u>	To: <u>Same</u> <u>\$167</u>
From: <u>Filipino Martial Arts</u> <u>Tagaro, Clarence - 40% of registration</u> <u>fees</u>	To: <u>Same</u> <u>Tagarao, Clarence – 40% of registration</u> <u>fees, Spring Semester</u> <u>Del Castillo, Steve – 40% of registration</u> <u>fees, Winter Intersession</u>

RECOMMENDATION

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

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #19

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

DATE: February 23, 2011

CONSENT

SUBJECT: Continuing Education – Contract Training

BACKGROUND

Continuing Education presents a wide variety of contract training programs and courses each semester. A change to an existing contract is described below.

ANALYSIS AND FISCAL IMPACT

From: Pomona Unified School District
Contract #1011-001
Staff: 60 hours

To: Same
Same
Faradineh, Rahim, 60 hours
@ \$69.49/hour

Funding Source

Not applicable.

RECOMMENDATION

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

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #20

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

DATE: February 23, 2011

CONSENT

SUBJECT: Acceptance of Funds: Center of Excellence CTE Hub Renewal 2010-11

BACKGROUND

In 2008, the Center of Excellence received an augmentation from the California Community Colleges Chancellor's Office (SB 70 funds) to create a Statewide Career and Technical Education (CTE) Hub. The role of the CTE Hub is to disseminate the research conducted by the Centers of Excellence to CTE partners statewide and improve collaboration among educational institutions involved in CTE to develop career pathways.

ANALYSIS AND FISCAL IMPACT

The Chancellor's Office approved the grant renewal for 2010-11, effective December 1, 2010, through June 30, 2011, in the amount of \$90,000. There is no match requirement.

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the grant renewal for the Center of Excellence Career and Technical Education Liaison Hub for 2010-11, in the amount of \$90,000.

Prepared by: Joumana McGowan/Audrey Reille

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #21

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

DATE: February 23, 2011

CONSENT

SUBJECT: Contract: BW Research for the Center of Excellence

BACKGROUND

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

The Center is currently doing a study on the growth of mobile media and its impact on the workforce. Mobile media is an emerging sector and no specific labor market information is available. The Center requests permission to contract with BW Research to conduct primary research on mobile media jobs, skills, and educational requirements in California.

ANALYSIS AND FISCAL IMPACT

The Center of Excellence will contract with BW Research for services (not to exceed \$40,000) to include the development of a survey instrument, a database of mobile media employers, 200 to 400 phone surveys, data analysis, and a report on findings. The timeframe for the research project is February 24, 2011, through June 30, 2011.

There is no cost to the District.

Funding Source

California Community Colleges Economic and Workforce Development Program.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with BW Research.

Prepared by: Joumana McGowan/Audrey Reille

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #22

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 23, 2011</u>	CONSENT
SUBJECT:	<u>Affiliation Agreement with Henderson Fire Department</u>	

BACKGROUND

Students enrolled in the Paramedic Program require use of clinical facilities for training. Henderson Fire Department in Henderson, Nevada, has agreed to accept paramedic interns and will provide our students with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

The new affiliation agreement between Mt. SAC and the Henderson Fire Department is the standard agreement to accept paramedic interns used by the Paramedic Program. No changes or amendments have been made.

The agreement shall be effective February 24, 2011.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the affiliation agreement between Mt. San Antonio College and Henderson Fire Department.

Prepared by: <u>Sarah Daum</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>John S. Nixon</u>	Agenda Item: <u>Consent #23</u>

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 23, 2011</u>	CONSENT
SUBJECT: <u>Contract with TT Mailing Services, Inc.</u>	

BACKGROUND

The Associated Students (A.S.) is requesting Board approval of a contract with TT Mailing Services, Inc. for the purpose of printing 27,000 pieces of mail for the Spring 2011 semester.

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

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

ANALYSIS AND FISCAL IMPACT

The contract cost with TT Mailing Services, Inc. is \$3,348.56.

Funding Source

Associated Students.

RECOMMENDATION

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

Prepared by: Maryann Tolano-Leveque

Reviewed by: Audrey Yamagata-Noji

Recommended by: John S. Nixon

Agenda Item: Consent #24

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

DATE: February 23, 2011

CONSENT

SUBJECT: Agreement with Ambient Solutions Inc.

BACKGROUND

Ambient Solutions, (Ambient) a Multimedia Creative Firm has been requested to provide a proposal for the design and layout of a second campus Internet station (Mt. Rock) that utilizes the existing audio8ball.com CMS tool as is.

ANALYSIS AND FISCAL IMPACT

Ambient will deliver a new aesthetic and artistic experience to maximize the web experience for the browser with particular emphasis on usability so as to inhibit viral growth. Services include creative design, layout, page composition, line art, aspx, php, html and xml coding where required to connect to existing <http://audio8ball.com> CMS tool. The fee for this service will not exceed \$1700.

Funding Source

Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C Grant.

RECOMMENDATION

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

Prepared by: Darrow Soares

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #25

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

DATE: February 23, 2011

CONSENT

SUBJECT: Appropriation Transfers and Budget Revisions Summary

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Pursuant to the California Code of Regulations, Title 5, Sections 58307 and 58308, transfers of funds from the reserve for contingencies to any expenditure classification or between expenditure classifications and budget revisions can be made at any time with approval of the Board of Trustees. Any transfer from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board of Trustees.

Funding Source

**APPROPRIATION TRANSFERS
For the period 01/13/11 - 02/09/11**

7299	From: 11000 - 990000 - 792000 - 000000	Unallocated Contingency-Unrestricted General Fund	\$	19,034
	11000 - 350000 - 562000 - 120100	Facility Rental and Leases-Tech and Health Division		2,302
	To: 11000 - 620000 - 562000 - 659000	Facility Rental and Leases-Facilities Planning and Mgt		21,336
	To provide funds for the rental of Modular Building 35 from July 2010 to March 2011.			
7327	From: 17009 - 380440 - 451000 - 701000	Supplies-Mt. SAC Agriculture Pathways		2,785
	To: 17009 - 380440 - 641200 - 701000	New Equip.-\$200-999-Mt. SAC Agriculture Pathways		2,744
	17009 - 380440 - 641600 - 701000	New Equip. IT-\$1,000-4,999-Mt. SAC Agric Pathways		41
	To provide funds for equipment.			
7329	From: 11000 - 360000 - 564000 - 083500	Repairs-Physical Education Division		438
	To: 11000 - 360000 - 452800 - 083500	Supplies-Repair Parts-Physical Education Division		438
	To provide funds for repair parts.			

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #26

SUBJECT: Appropriation Transfers and Budget Revisions Summary**DATE:** February 23, 2011

7330	From: 11000 - 620110 - 561000 - 659000	Contracted Services-Energy Maintenance Projects	\$ 1,156
	To: 11000 - 620110 - 641600 - 659000	New Equip. IT-\$1,000-4,999-Energy Maint Projects	1,156
	To provide funds for a laptop for the Building Automation Technician position.		
7331	From: 11000 - 621000 - 564000 - 651000	Repairs-Maintenance	15,000
	To: 11000 - 621200 - 451000 - 651000	Supplies-Maintenance-HVAC	10,000
	11000 - 621200 - 641300 - 651000	New Equip.-\$1,000-4,999-Maintenance-HVAC	5,000
	To provide funds for supplies and equipment.		
7333	From: 17999 - 900640 - 641300 - 000000	New Equip.-\$1,000-4,999-Instr Equip-Budget Holding	1,097
	To: 17999 - 320000 - 584000 - 611000	Computer/Tech Related Srv-Library/Learn Resources	1,097
	To provide funds for computer/technology related services.		
7344	From: 11000 - 374000 - 563000 - 614000	Equipment Rental and Leases-Art Gallery	385
	To: 11000 - 374000 - 644200 - 614000	Software-\$200-999-Art Gallery	385
	To provide funds for software.		
7345	From: 11000 - 380000 - 589000 - 679000	Other Services-Grants Office	350
	To: 11000 - 380000 - 641200 - 679000	New Equip.-\$200-999-Grants Office	350
	To provide funds for equipment.		
7349	From: 11000 - 990000 - 792000 - 000000	Unallocated Contingency-Unrestricted General Fund	1,618
	To: 11900 - 900850 - 582000 - 672000	Mandated & Misc Fees-Fiscal Services-Institutional	1,618
	To provide funds for Local Experience Unemployment Insurance mandated fees.		
7350	From: 17620 - 380420 - 431000 - 123030	Instr Supplies/Materials-WIA Funds Allied Health Prog	9,515
	To: 17620 - 380420 - 232000 - 123030	Professional Expert Sal-WIA Funds Allied Health Prog	7,901
	17620 - 380420 - 321000 - 123030	PERS-WIA Funds Allied Health Programs	847
	17620 - 380420 - 331000 - 123030	OASDI-WIA Funds Allied Health Programs	490
	17620 - 380420 - 335000 - 123030	Medicare-WIA Funds Allied Health Programs	115
	17620 - 380420 - 351000 - 123030	SUI-WIA Funds Allied Health Programs	57
	17620 - 380420 - 361000 - 123030	W/C-WIA Funds Allied Health Programs	105
	To provide funds for professional expert salaries and employer paid contributions.		
7353	From: 11000 - 370000 - 451000 - 601000	Supplies-Arts Division	330
	To: 11000 - 370000 - 641500 - 601000	New Equip. IT-\$200-999-Arts Division	330
	To provide funds for a fax machine.		
7354	From: 17020 - 380140 - 135000 - 123000	Faculty Overload-Instruct'I-Enrollment Growth Nursing	943
	17020 - 380140 - 311000 - 123000	STRS-Enrollment Growth for Nursing (RN)	5,734
	17020 - 380140 - 331000 - 123000	OASDI-Enrollment Growth for Nursing (RN)	81
	17020 - 380140 - 371000 - 123000	CIL -Enrollment Growth for Nursing (RN)	3,627

SUBJECT: Appropriation Transfers and Budget Revisions Summary**DATE:** February 23, 2011

	17020 - 380140 - 391000 - 123000	Retiree Benefits-Enrollment Growth for Nursing (RN)	\$ 432
	17020 - 380140 - 431000 - 123000	Instr Supplies/Materials-Enrollment Growth for Nursing	24,829
	17020 - 380140 - 451000 - 123000	Supplies-Enrollment Growth for Nursing (RN)	2,834
	17020 - 380140 - 521000 - 123000	Travel and Conferences-Enrollment Growth for Nursing	6,286
	17020 - 380140 - 584000 - 123000	Computer/Tech Related Srv-Enrollment Growth Nursing	3,000
	17020 - 380140 - 589000 - 123000	Other Services-Enrollment Growth for Nursing (RN)	8,190
	17020 - 380140 - 641600 - 123000	New Equip. IT-\$1,000-4,999-Enrollment Growth Nursing	2,913
To:	17020 - 380140 - 242000 - 123000	Professional Expert Sal Instr-Enrollment Growth Nursing	58,869
	To provide funds for professional expert instructional salaries.		
7355	From: 11000 - 352500 - 431000 - 095300	Instr Supplies/Materials-Architecture, Eng Design Tech	340
	To: 11000 - 352500 - 641200 - 095300	New Equip.-\$200-999-Architecture, Eng Design Tech	340
	To provide funds for equipment.		
7356	From: 11000 - 360000 - 564000 - 083500	Repairs-Physical Education Division	230
	To: 11000 - 360000 - 452800 - 083500	Supplies-Repair Parts-Physical Education Division	230
	To provide funds for repair parts.		
7357	From: 11000 - 410530 - 431000 - 493020	Instr Supplies/Materials-AE Language Learning Center	494
	To: 11000 - 410530 - 644200 - 493020	Software-\$200-999-AE Language Learning Center	494
	To provide funds for software.		
7358	From: 17631 - 631000 - 795000 - 000000	Reserves for Contingencies-Parking Services	20,000
	To: 17631 - 631000 - 236000 - 695000	Overtime, Noninstructional-Parking Services	20,000
	To provide funds for overtime.		
7363	From: 34000 - 314680 - 452000 - 693000	Supplies-Livestock-Farm Operations-Swine	215
	To: 34000 - 314680 - 588500 - 693000	Veterinary Fees-Farm Operations-Swine	215
	To provide funds for veterinary services.		
7365	From: 11000 - 371000 - 431000 - 100100	Instr Supplies/Materials-Fine Arts	2,409
	To: 11000 - 371000 - 641200 - 100100	New Equip.-\$200-999-Fine Arts	1,112
	11000 - 371000 - 641300 - 100100	New Equip.-\$1,000-4,999-Fine Arts	1,297
	To provide funds for equipment for the sculpting class and a file cabinet for the Art Gallery.		
7367	From: 71020 - 521580 - 471000 - 696000	Food Supplies-AS ICC Hospitality	124
	To: 71020 - 521590 - 589000 - 696000	Other Services-AS Club Promotions	124
	To provide funds for other services.		
7369	From: 11000 - 353000 - 431000 - 093400	Instr Supplies/Materials-Electronics, Computer Tech	210
	To: 11000 - 353000 - 641500 - 093400	New Equip. IT-\$200-999-Electronics, Computer Tech	210
	To provide funds for equipment.		

SUBJECT: Appropriation Transfers and Budget Revisions Summary**DATE:** February 23, 2011

7373	From:	11000 - 990000 - 792000 - 000000	Unallocated Contingency-Unrestricted General Fund	\$	94,480
	To:	11110 - 504100 - 231000 - 648000	Short-Term, Nonacad Salaries-Veteran's Services		12,500
		11110 - 301010 - 232000 - 601000	Professional Expert Salaries-Natural Sciences Division		10,000
		11110 - 661000 - 521000 - 678000	Travel and Conferences-Information Technology		15,000
		11110 - 661000 - 521000 - 678000	Travel and Conferences-Information Technology		5,800
		11110 - 351500 - 562000 - 095000	Facility Rental and Leases-Aircraft, Manufacturing Tech		3,000
		11110 - 670000 - 564000 - 683000	Repairs-Event Services		1,000
		11110 - 900850 - 564500 - 672000	Maintenance Agreements-Fiscal Services-Institutional		500
		11110 - 502000 - 589000 - 620000	Other Services-Admissions and Records		3,750
		11110 - 502000 - 589000 - 620000	Other Services-Admissions and Records		2,250
		11110 - 502000 - 589000 - 620000	Other Services-Admissions and Records		2,500
		11110 - 521000 - 641300 - 645000	New Equip.-\$1,000-4,999-Student Life		4,500
		11110 - 670000 - 641300 - 683000	New Equip.-\$1,000-4,999-Event Services		28,680
		11110 - 900850 - 641700 - 672000	New Equip. IT-Over \$5K-Fiscal Services-Institutional		5,000

To provide funds for one-time immediate need requests for the fiscal year 2010-11, as approved by the President's Cabinet on January 11, 2011.

7389	From:	43000 - 990000 - 795000 - 000000	Reserves for Contingencies-Redevelopment		1,775,713
	To:	43051 - 700710 - 621000 - 710000	New Buildings-OT Redev 10/11, Building 17		285,600
		43051 - 700720 - 621000 - 710000	New Buildings-OT Redev 10/11, Building 18		365,960
		43051 - 700730 - 621000 - 710000	New Buildings-OT Redev 10/11, Building 19B		276,584
		43051 - 700740 - 621000 - 710000	New Buildings-OT Redev 10/11, Building 20		200,000
		43051 - 700750 - 621000 - 710000	New Buildings-OT Redev 10/11, Bldg 28B-Tech B		200,000
		43051 - 700760 - 621000 - 710000	New Buildings-OT Redev 10/11, Bldg 3-PE Center/Gym		160,000
		43051 - 700770 - 621000 - 710000	New Buildings-OT Redev 10/11, Building 19B-Room 5		287,569

To provide one-time funds for construction projects for the fiscal year 2010-11, as approved by the President's Cabinet on January 11, 2011.

7390	From:	11000 - 990000 - 792000 - 000000	Unallocated Contingency-Unrestricted General Fund		235,006
	To:	11110 - 313500 - 641200 - 040100	New Equip.-\$200-999-Biological Sciences		708
		11110 - 621000 - 564000 - 651000	Repairs-Maintenance		20,000
		11110 - 621000 - 451000 - 651000	Supplies-Maintenance		27,500
		11110 - 621500 - 451000 - 651000	Supplies-Maintenance-Plumbing		10,000
		11110 - 621800 - 451000 - 651000	Supplies-Maintenance-Electrical		10,000
		11110 - 621300 - 451000 - 651000	Supplies-Maintenance-Locksmith		2,500
		11110 - 621200 - 451000 - 651000	Supplies-Maintenance-HVAC		15,000
		11110 - 960400 - 451000 - 659000	Supplies-Warehouse-Stores		30,000
		11110 - 621000 - 641200 - 651000	New Equip.-\$200-999-Maintenance		20,000
		11110 - 620000 - 641700 - 659000	New Equip. IT-Over \$5K-Facilities Planning and Mgt		18,000
		11110 - 623000 - 641400 - 651000	New Equip.-Over \$5K-Transportation		71,298
		11110 - 625000 - 451000 - 653000	Supplies-Custodial		10,000

To provide funds for one-time immediate need requests for the fiscal year 2010-11, as approved by the President's Cabinet on January 11, 2011.

SUBJECT: Appropriation Transfers and Budget Revisions Summary**DATE:** February 23, 2011

7392	From: 11000 - 350000 - 431000 - 129900	Instr Supplies/Materials-Tech and Health Division	\$ 98
	To: 11000 - 350000 - 641200 - 129900	New Equip.-\$200-999-Tech and Health Division	98
	To provide funds for equipment.		
7403	From: 11000 - 353000 - 431000 - 093400	Instr Supplies/Materials-Electronics, Computer Tech	1,578
	To: 11000 - 353000 - 584000 - 093400	Computer/Tech Related Srv-Electronics, Computer Tech	398
	11000 - 353000 - 641200 - 093400	New Equip.-\$200-999-Electronics, Computer Tech	1,180
	To provide funds for computer/technology related services and equipment.		
7404	From: 11000 - 412000 - 451000 - 601000	Supplies-AE-Older Adults	103
	To: 11000 - 412000 - 641500 - 101200	New Equip. IT-\$200-999-AE-Older Adults	103
	To provide funds for equipment.		
7405	From: 11000 - 990000 - 792000 - 000000	Unallocated Contingency-Reserves for Contingency	68,824
	To: 11000 - 355050 - 589400 - 213350	Academy Fee Refund-Fire Academy	64,954
	11000 - 355050 - 589410 - 213350	Ladder Class Fee Refund-Fire Academy	3,870
	To provide funds for the fire academy fee refunds for the 51st Academy class.		
7407	From: 17421 - 420000 - 461300 - 493000	Vehicle Supplies-Repair Parts-Non Credit Adult Ed BS	269
	To: 17421 - 420000 - 641200 - 493000	New Equip.-\$200-999-Non Credit Adult Ed Basic Skills	269
	To provide funds for equipment.		
7408	From: 41000 - 990000 - 795000 - 000000	Reserves for Contingencies-Reserves for Contingency	619
	To: 41004 - 672000 - 622000 - 710000	Add to Bldgs under 150K-Broadcast/Presentation Svs	619
	To provide additional funds for freight and use tax for the new satellite dish.		
7417	From: 44001 - 731000 - 721000 - 721000	Intrafund Trnsfrs-Out-L2-Lease Rev Bonds-Debt Retire	1,003,999
	To: 44001 - 735000 - 621000 - 710000	New Buildings-L6-Contingency (6%)	1,003,999
	To provide funds for bond anticipation notes construction projects.		
7425	From: 11000 - 356500 - 431000 - 122500	Instr Supplies/Materials-Radiologic Technology	950
	To: 11000 - 356500 - 564000 - 122500	Repairs-Radiologic Technology	650
	11000 - 356500 - 641300 - 122500	New Equip.-\$1,000-4,999-Radiologic Technology	300
	To provide funds for equipment and repairs.		
7428	From: 17150 - 336100 - 232000 - 684000	Professional Expert Salaries-Center of Excellence	20,575
	To: 17150 - 336100 - 561000 - 684000	Contracted Services-Center of Excellence	20,575
	To provide funds for contracted services.		
7431	From: 17003 - 380350 - 511000 - 701000	Consultants-Mt. SAC Scholars Program	14,646
	17003 - 380350 - 755000 - 732000	Grants, Other-Mt. SAC Scholars Program	440

SUBJECT: Appropriation Transfers and Budget Revisions Summary**DATE:** February 23, 2011

To:	17003 - 380350 - 141000 - 701000	Hrly Noninstr Salaries-Mt. SAC Scholars Program	\$ 10,500
	17003 - 380350 - 143200 - 701000	Hrly Noninstr Sal-Load Bank-Mt. SAC Scholars Prog	3,000
	17003 - 380350 - 311000 - 701000	STRS-Mt. SAC Scholars Program	1,114
	17003 - 380350 - 335000 - 701000	Medicare-Mt. SAC Scholars Program	196
	17003 - 380350 - 351000 - 701000	SUI-Mt. SAC Scholars Program	96
	17003 - 380350 - 361000 - 701000	W/C-Mt. SAC Scholars Program	180

To provide funds for hourly non-instructional salaries, load banking, and employer paid contributions.

7432 From:	17350 - 336100 - 335000 - 684000	Medicare-Center of Excellence	1,406
	17350 - 336100 - 351000 - 684000	SUI-Center of Excellence	2,409
	17350 - 336100 - 361000 - 684000	W/C-Center of Excellence	399
	17350 - 336100 - 381000 - 684000	Alternative Retirement Plan-Center of Excellence	1,515
	17350 - 336100 - 521000 - 684000	Travel and Conferences-Center of Excellence	3,000
	17350 - 336100 - 561000 - 684000	Contracted Services-Center of Excellence	17,703
To:	17350 - 336100 - 215000 - 684000	Classified Admin Salaries-Center of Excellence	26,432

To provide funds for classified administrative salaries.

7433 From:	11000 - 900810 - 451000 - 672000	Supplies-Bursar-Photo ID/Bank Card Fees	500
To:	11000 - 900810 - 584000 - 672000	Comp/Tech Rel Srv-Bursar-Photo ID/Bank Card Fees	500

To provide funds for computer/technology related services.

7434 From:	17351 - 336100 - 215000 - 684000	Classified Admin Salaries-Center of Excellence	27,932
	17351 - 336100 - 232000 - 684000	Professional Expert Salaries-Center of Excellence	10,000
	17351 - 336100 - 321000 - 684000	PERS-Center of Excellence	2,798
	17351 - 336100 - 371000 - 684000	CIL -Center of Excellence	1,000
To:	17351 - 336100 - 561000 - 684000	Contracted Services-Center of Excellence	41,730

To provide funds for contracted services.

7435 From:	17160 - 380210 - 261000 - 701000	Hrly Instr Aide Sal-Other-Teacher Preparation Pipeline	3,700
To:	17160 - 380210 - 141000 - 701000	Hrly Noninstr Salaries-Teacher Preparation Pipeline	3,050
	17160 - 380210 - 453200 - 701000	Supplies-Promotional Items-Teacher Preparation Pipe	650

To provide funds for hourly non-instructional salaries and promotional items.

SUBJECT: Appropriation Transfers and Budget Revisions Summary**DATE:** February 23, 2011

BUDGET REVISIONS
For the period 01/13/11 - 02/09/11

2010-11 Center of Excellence

7288	Revenue:	17351 - 336100 - 865900 - 684000	State Revenue	\$ 134,821
	Expenditures:	17351 - 336100 - 215000 - 684000	Classified Admin Salaries	54,864
		17351 - 336100 - 232000 - 684000	Professional Expert Salaries	22,400
		17351 - 336100 - 321000 - 684000	PERS	5,318
		17351 - 336100 - 331000 - 684000	OASDI	3,401
		17351 - 336100 - 335000 - 684000	Medicare	1,130
		17351 - 336100 - 351000 - 684000	SUI	1
		17351 - 336100 - 361000 - 684000	W/C	1,089
		17351 - 336100 - 371000 - 684000	CIL	2,397
		17351 - 336100 - 381000 - 684000	Alternative Retirement Plan	672
		17351 - 336100 - 391000 - 684000	Retiree Benefits	478
		17351 - 336100 - 452400 - 684000	Supplies-Office	2,000
		17351 - 336100 - 521000 - 684000	Travel and Conferences	7,500
		17351 - 336100 - 522000 - 684000	Mileage	1,000
		17351 - 336100 - 531000 - 684000	Dues and Memberships	1,000
		17351 - 336100 - 561000 - 684000	Contracted Services	20,000
		17351 - 336100 - 583000 - 684000	Advertisement, Non-Legal	2,500
		17351 - 336100 - 585000 - 684000	Postage	686
		17351 - 336100 - 591000 - 684000	Indirect Costs	7,885
		17351 - 336100 - 644200 - 684000	Software-\$200-999	500

2010-11 Basic Skills and Inmigrant Education

7289	Revenue:	17251 - 300500 - 862908 - 000000	State Revenue	1,180,583
	Expenditures:	17251 - 300500 - 589000 - 000000	Other Services	1,180,583

WIA Individual Referrals

7328	Revenue:	17428 - 481000 - 883900 - 000000	Other Local Revenues	3,219
	Expenditures:	17428 - 481000 - 762000 - 732000	Enrollment Fees and Tuition	1,220
		17428 - 481000 - 764000 - 732000	Book Vouchers	1,265
		17428 - 481000 - 767000 - 732000	Parking Fees	160
		17428 - 481000 - 768000 - 732000	Supplies for Students	574

2010-11 California Early Childhood Mentor Program

7351	Revenue:	13500 - 470800 - 883100 - 701000	Local Revenue	634
	Expenditures:	13500 - 470800 - 589000 - 701000	Other Services	552
		13500 - 470800 - 591000 - 701000	Indirect Costs	82

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: February 23, 2011

Energy Project Aircurity/Edison Program				
7387	Revenue:	43050 - 770010 - 889000 - 710000	Other Local Revenues	\$ 282,000
		43050 - 770510 - 889000 - 710000	Other Local Revenues	182,000
	Expenditures:	43050 - 770010 - 621000 - 710000	New Buildings	282,000
		43050 - 770510 - 621000 - 710000	New Buildings	182,000
Printing Services				
7388	Revenue:	13630 - 663000 - 889000 - 677000	Other Local Revenues	17,646
	Expenditures:	13630 - 663000 - 641300 - 677000	New Equip.-\$1,000-4,999	17,646
2010-11 Schedule Maintenance Projects - District				
7400	Revenue:	41061 - 940340 - 898001 - 710000	Other Financing Sources	100,000
	Expenditures:	41061 - 700670 - 622000 - 710000	Addition to Bldgs under 150K	75,000
		41061 - 700680 - 622000 - 710000	Addition to Bldgs under 150K	25,000
The University of Texas at Austin - Cohort Document sub-grant				
7406	Revenue:	13379 - 379000 - 883900 - 660000	Other Local Revenues	5,000
	Expenditures:	13379 - 379000 - 451000 - 660000	Supplies	500
		13379 - 379000 - 521000 - 660000	Travel and Conferences	2,500
		13379 - 379000 - 641600 - 660000	New Equip. IT-\$1,000-4,999	2,000
Aeronautics				
7423	Revenue:	13352 - 352000 - 889000 - 095000	Other Local Revenues	11,358
	Expenditures:	13352 - 352000 - 564000 - 095000	Repairs	11,358

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$418,962), Restricted General Fund (\$77,179), Farm Operations Fund (\$215), Capital Outlay Projects – No. 1 Fund (\$619), Capital Outlay Projects/Redevelopment Fund (\$1,775,713), BAN Construction Fund (\$1,003,999), and Associated Students Trust Fund (\$124) 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 (\$34,638), Restricted General Fund (\$1,318,623), Capital Outlay Projects – No. 1 Fund (\$100,000), and Capital Outlay Projects/Redevelopment Fund (\$464,000) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: February 23, 2011

CONSENT

SUBJECT: Quarterly Investment Report

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio Community College District was approved for fiscal accountability status effective July 1, 2009. As a result, cash and checks are deposited on a daily basis with the Los Angeles County Treasurer's Office. The College maintains the Citizens Business Bank accounts for the collection of enrollment and student fees, a clearing account to receive wire transfers for financial aid and other grants, and a revolving fund for emergencies. These funds are transferred on a daily or as needed basis to the Los Angeles County Treasurer's Office. In addition, the cash from the Revenue Lease Bonds (COPS) are held with a trustee. The cash investments are summarized as follows for the quarter ending December 31, 2010:

County of Los Angeles, Cash in County Treasury	\$122,845,028	1.25%
Citizens Business Bank, District Clearing Account	122,701	.25%
Citizens Business Bank, Revolving Fund	85,328	.25%
Citizens Business Bank, Community Education Clearing Account	7,262	0.00%*
Citizens Business Bank, Bursar's Office Credit Cards	75	.25%
Citizens Business Bank, Web Registration Credit Cards	160,542	.25%
Citizens Business Bank, Parking Services Credit Cards	597	.25%
Cash with Trustee, Revenue Lease Bonds (COPS)	1,810,671	0.20%

*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 December 31, 2010, Quarterly Investment Report, as presented.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #27

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

DATE: February 23, 2011

CONSENT

SUBJECT: Quarterly Financial Status Report

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following report for the period ending December 31, 2010, should be reviewed and approved by the Board of Trustees. Once this report has been approved, it will be forwarded to the Chancellor's Office. This report includes revenues, expenditures, and fund balance for the Unrestricted General Fund only and gives the Board a condensed overview of the fiscal status of the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews and approves the Quarterly Financial Status Report for the period ending December 31, 2010, as presented.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #28

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFs-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2010-2011

Quarter Ended: (Q2) Dec 31, 2010

District: (850) MT. SAN ANTONIO

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2007-08	Actual 2008-09	Actual 2009-10	Projected 2010-2011
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	147,042,337	149,050,146	143,634,299	141,479,322
A.2	Other Financing Sources (Object 8900)	20,002	112,129	13,887	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	147,062,339	149,162,275	143,648,186	141,479,322
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	145,091,707	144,082,373	137,369,441	146,491,769
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	8,186,342	4,640,508	3,169,740	1,314,158
B.3	Total Unrestricted Expenditures (B.1 + B.2)	153,278,049	148,722,881	140,539,181	147,805,927
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-6,215,710	439,394	3,109,005	-6,326,605
D.	Fund Balance, Beginning	32,937,727	26,722,017	27,161,411	30,270,416
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	32,937,727	26,722,017	27,161,411	30,270,416
E.	Fund Balance, Ending (C. + D.2)	26,722,017	27,161,411	30,270,416	23,943,811
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	17.4%	18.3%	21.5%	16.2%

II. Annualized Attendance FTES:

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

Line	Description	As of the specified quarter ended for each fiscal year			
		2007-08	2008-09	2009-10	2010-2011
H.1	Cash, excluding borrowed funds		45,470,971	42,296,593	47,162,729
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	38,458,913	45,470,971	42,296,593	47,162,729

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	141,281,810	141,479,322	76,736,898	54.2%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	141,281,810	141,479,322	76,736,898	54.2%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	146,229,343	146,491,769	66,011,799	45.1%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,284,158	1,314,158	194,523	14.8%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	147,513,501	147,805,927	66,206,322	44.8%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-6,231,691	-6,326,605	10,530,576	
L	Adjusted Fund Balance, Beginning	30,270,416	30,270,416	30,270,416	
L.1	Fund Balance, Ending (C. + L.2)	24,038,725	23,943,811	40,800,992	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	16.3%	16.2%		

V. Has the district settled any employee contracts during this quarter? NO

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

Contract Period Settled (Specify)	Management	Permanent	Academic	Temporary	Classified

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

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

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

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

Based on the Governor's 2011-12 budget projections, Mt. SAC may have ongoing revenues reduced by \$6.9 million or \$12 million if the State tax extension is not passed in June. The College is currently working on reducing course offerings for 2011-12 resulting in fewer student able to pursue education.

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

DATE: February 23, 2011

CONSENT

SUBJECT: Independent Contractors

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

PROVIDER	AREA/DEPARTMENT	SERVICE/ASSIGNMENT	DATE(S)	AMOUNT
Donald B. Ayers	Family & Consumer Sciences	Speak at Hospitality Professional Development Workshop	02/01/11-06/30/11	Not to exceed \$500
Steve Barnes	Music	Performer/Accompanist American International Choral Festival	04/25/11 04/27/11 05/04/11 05/05/07 05/06/11 05/07/11	Not to exceed \$1,300
Steve Barnes	Music	Performer/Accompanist Spring Vocal Jazz Concert	06/01/11 06/06/11 06/08/11 06/10/11 06/11/11	Not to exceed \$950
Katie Bartels	Family & Consumer Sciences	Speak at Entrepreneurial Student Event	02/01/11 - 06/30/11	Not to exceed \$500
Christopher Boerr	Family & Consumer Sciences	Speak at Entrepreneurial Student Event	02/01/11-06/30/11	Not to exceed \$500
Kari Caldwell-Irwin	Family & Consumer Sciences	Facilitate speaker panel at Entrepreneurial Student Event	02/01/11 - 06/30/11	Not to exceed \$500
Terri Eden	Family & Consumer Sciences	Speak at Hospitality Professional Development Workshop	02/01/11-06/30/11	Not to exceed \$800

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #29

SUBJECT: Independent Contractors**DATE:** February 23, 2011

PROVIDER	AREA/DEPARTMENT	SERVICE/ASSIGNMENT	DATE(S)	AMOUNT
Melinda Felice	Family & Consumer Sciences	Write child development articles for FCS website/newsletter	01/01/11-06/30/11	Not to exceed \$1,300
Mitchell Fennell	Music	Adjudicator Wind Ensemble Festival	05/05/11	Not to exceed \$150
Marla Franco	Student Services - Student Life Associated Students	Presentation for LEAD Program on "Assertiveness Training"	04/19/11	Not to exceed \$75
Kabasa West Afrikan Drum and Dance Ensemble	Student Services – Student Life Associated Students	Perform African drumming and dancing at Associated Students' Cultural Fair	04/13/11	Not to exceed \$400
Steve Kasmar	Family & Consumer Sciences	Serve as Panelist at Hospitality Professional Development Workshop	02/01/11-06/30/11	Not to exceed \$1,000
Jeff King	Family & Consumer Sciences	Speak at Hospitality Professional Development Workshop	02/01/11-06/30/11	Not to exceed \$500
Carol Lee	Family & Consumer Sciences	Speak at Hospitality Professional Development Workshop	02/01/11-06/30/11	Not to exceed \$800
Dora Lee	Student Services-Student Life LEAD Program	Three presentations for the LEAD Program on "Appreciating & Respecting Diversity" and "Power & Privilege"	03/15/11 04/25/11 05/11/11	Not to exceed \$225
Kevin Mayse	Music	Adjudicator Wind Ensemble Festival	05/05/11 05/06/11	Not to exceed \$300
Chris Millan	Family & Consumer Sciences	Provide event photography at Fashion Symposium	11/01/10-06/30/11	Not to exceed \$500
Glenn Minervini-Zick	Family & Consumer Sciences	Speak at Entrepreneurial Student Event	02/01/11-06/30/11	Not to exceed \$1,000
Stephen Rochford	Music	Adjudicator Wind Ensemble Festival	05/05/11	Not to exceed \$150
Derek Sabori	Family & Consumer Sciences	Serve as keynote speaker at Fashion Symposium	02/01/11-06/30/11	Not to exceed \$1,000

SUBJECT: Independent Contractors

DATE: February 23, 2011

PROVIDER	AREA/DEPARTMENT	SERVICE/ASSIGNMENT	DATE(S)	AMOUNT
Ron Suffredini	Music	Performer/Accompanist American International Choral Festival	04/25/11 04/27/11 05/04/11 05/05/11 05/06/11 05/07/11	Not to exceed \$1,300
Ron Suffredini	Music	Performer/Accompanist Spring Vocal Jazz Concert	06/01/11 06/06/11 06/08/11 06/10/11 06/11/11	Not to exceed \$950
Cheri Wilson	Family & Consumer Sciences	Speak at Entrepreneurial Student Event	02/01/11- 06/30/11	Not to exceed \$500

Funding Sources

Restricted General Fund – Family & Consumer Sciences.
Unrestricted General Fund – Student Services and Music.

RECOMMENDATION

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

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

DATE: February 23, 2011

CONSENT

SUBJECT: Agreement with Stradling Yocca Carlson & Rauth for Redevelopment
Services

BACKGROUND

Mt. SAC staff has determined that the College is eligible to receive redevelopment pass-through payments for redevelopment agency projects within District boundaries.

ANALYSIS AND FISCAL IMPACT

The cost for legal services to provide assistance with redevelopment issues for the period February 24, 2011, through December 31, 2011, will not to exceed \$15,000.

Funding Source

Capital Outlay Fund-Redevelopment Agency Funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Stradling Yocca Carlson & Rauth, as presented.

Prepared by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #30

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

DATE: February 23, 2011

CONSENT

SUBJECT: Emergency Resolution No. 10-04 – Mold Remediation and Repair of the
Interior Design and Student Life Center Buildings

BACKGROUND

Facilities staff has determined that the ceiling in the Interior Design and Student Life Center buildings has a significant mold infestation which constitutes a health and safety hazard to occupants of the building. As a result, the classrooms and offices cannot be occupied or used until remediation and repair work is completed. Staff and classes have been moved to temporary locations while the repairs are being performed.

ANALYSIS AND FISCAL IMPACT

The cost to remediate and repair the mold infestation exceeds the informal bid threshold of \$30,000, the repair of which cannot wait for the process legally required for such a public works project. Public Contract Code (PCC) Section 20654 provides that public agencies may, with the unanimous approval of the governing board, contract for the performance of labor and purchase of materials without advertising for or inviting bids in an emergency when such work is necessary to permit the continuance of existing school classes or to avoid danger to life and property. It is apparent that remediation of the mold infestation in the Interior Design and Student Life Center buildings qualifies as an emergency, as specified in PCC 20654.

Shortly after realizing the seriousness of the mold infestation in these buildings, staff contacted Janus Corporation to perform an investigation, mold remediation, and repair of the buildings. Since time was of the essence to restore these buildings to full operation as quickly as possible, no competitive quotes were solicited for this work. Contract, insurance, and bonding requirements of PCC 20654 have been addressed appropriately. The costs associated with this work are as follows:

Interior Design Building

Janus Corporation	Mold Remediation	\$23,500
H2 Environmental	Testing	\$5,050
Moore Flooring	Replace Flooring	\$2,500
Nu Age Development	Drywall	\$8,495
MJJ Painting	Painting and Door Seal-off	\$4,900

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #31

SUBJECT: Emergency Resolution No. 10-04 – Mold Remediation and Repair of the
Interior Design and Student Life Center Buildings

DATE: February 23, 2011

Student Life Center Building

Janus Corporation	Mold Remediation	\$12,200
H2 Environmental	Testing	\$3,775
Moore Flooring	Replace Flooring	\$650
Nu Age Development	Sand Blast and Seal Wall	\$3,700
MJJ Painting	Painting	\$1,500

The total cost for remediation and repair of both buildings is \$66,270.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees unanimously approves Emergency Resolution No. 10-04, as presented.

**EMERGENCY RESOLUTION NO. 10-04
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
MOLD REMEDIATION AND REPAIR OF
INTERIOR DESIGN AND STUDENT LIFE CENTER BUILDINGS**

RESOLVED, by the Board of Trustees of the Mt. San Antonio Community College District:

WHEREAS, the Mt. San Antonio Community College District, in order to restore full operation of the Interior Design and Student Life Center Buildings, did authorize to contract for emergency mold remediation and repair of the Interior Design and Student Life Center Buildings in accordance with Public Contract Code Section 20654;

WHEREAS, the Governing Board of the Mt. San Antonio Community College District has determined that it is in the best interest of the District to do so; now therefore, be it;

RESOLVED; that the Board of Trustees of the Mt. San Antonio Community College District does hereby authorize the contract for the mold remediation and repair of the Interior Design and Student Life Center buildings, pursuant to the Public Contract Code Section 20654, and the District's Vice President of Administrative Services or designee is hereby authorized and directed to sign and deliver all necessary requests and other documents in connection therewith for and on behalf of the District.

I hereby certify that the foregoing resolution was duly approved at a meeting of the Board of Trustees of the Mt. San Antonio Community College District duly held on the February 23, 2011, by the following vote:

AYES, and in favor of, Board Members:

NOES, Board Members:

ABSENT, Board Members:

Manuel Baca, PhD
Clerk of the Board of Trustees of the
Mt. San Antonio Community College District

Attest:

John S. Nixon, College President/CEO
Board of Trustees of the
Mt. San Antonio Community College District

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

DATE: February 23, 2011

CONSENT

SUBJECT: Purchase of Custodial Supplies (RFP No. 2883)

BACKGROUND

It has been several years since the College requested formal price proposals for its toilet tissue, roll paper towels, foam soap, and dispensers. Use of a contract for these types of supplies will ensure the College receives competitive pricing. Additional savings will also be realized through a reduction in product waste due to the design of the products selected and related labor costs.

Purchasing and Custodial staff worked diligently for the past two years trying out products that would best serve the needs of the College, both in quality and cost-effectiveness. The final brand selected is manufactured by Bay West.

ANALYSIS AND FISCAL IMPACT

Requests for Proposals (RFPs) were sent to 14 suppliers, including those responding to the advertisement, with seven bids received. Award will be based on the product specified without deviation. The bidders submitting the lowest price are as follows: Acorn Paper Products Co., Los Angeles, CA, for toilet tissue, foam soap, and dispensers; and Buckeye Cleaning Center, Los Angeles, CA, for roll paper towels and dispensers (see attached Summary of Bids).

These contracts will be issued for an initial one-year period commencing February 24, 2011, with an option to renew for two additional one-year periods not to exceed three years.

Purchases from the combined contracts are not expected to exceed \$125,000 annually.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Purchase of Custodial Products – RFP No. 2883 from the following vendors: Acorn Paper Products Co. for toilet tissue, foam soap, and dispensers; and Buckeye Cleaning Center for roll paper towels and dispensers.

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #32

SUBJECT: Purchase of Custodial Supplies (RFP No. 2883)

DATE: February 23, 2011

SUMMARY OF BIDS
Purchase of Custodial Supplies
RFP No. 2883

Company	Roll Towel (Natural) Price Per Case	Roll Towel (White)	Toilet Tissue (2-Ply)	Soap (Lotion)	Soap (Foam)
Acorn Paper Products Co.	**\$37.37	**\$40.55	*\$32.42	*\$30.22	*\$31.90
Buckeye Cleaning Center	*\$37.77	*\$41.00	\$33.52	No bid	No bid
Clean Source	\$39.00	\$42.00	\$33.50	\$31.50	\$33.50
Hillyard, Inc.	\$37.98	\$41.22	\$32.96	\$30.72	\$32.40
Padre Janitorial	\$41.14	\$44.64	\$35.69	\$33.27	\$35.09
Unisan Products	\$40.00	\$43.41	\$34.70	\$32.35	\$34.11
Waxie Sanitary Supply	**\$25.71	**\$25.71	**\$29.85	**\$35.64	**\$35.64

****Item to be awarded***

*****Not bid as specified***

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

DATE: February 23, 2011

CONSENT

SUBJECT Purchase of Hewlett-Packard Computers

BACKGROUND

The College is requesting approval to purchase Hewlett-Packard computers using a contract with the Western States Contracting Alliance (WSCA). Approval is requested to use the WSCA contract Master Price Agreement No. B27164. Use of this contract will assure the College receives the lowest price for laptops and desktop units.

ANALYSIS AND FISCAL IMPACT

WSCA is a cooperative group contracting consortium for state government departments, institutions, agencies, and political subdivisions (i.e., colleges, school districts, counties, cities, etc.) for the fifteen western states, including California. These purchases can be made in accordance with Public Contract Code 20652, which allows the governing board of any community college district, without advertising for bids and when the board has determined it to be in the best interest of the district, to authorize the purchase of equipment through another public agency that is a public corporation or agency that is authorized by law to make the leases and purchases.

The term of the agreement between WSCA and Hewlett-Packard Company is September 1, 2009, through September 1, 2014.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves use of the five-year Western States Contracting Alliance Agreement No. B27164 for the purchase of Hewlett-Packard computers.

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #33

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

DATE: February 23, 2011

CONSENT

SUBJECT: Service Agreement with Quinn Power Systems

BACKGROUND

In order to properly maintain certain specialized equipment, it is necessary to retain the services of qualified technicians.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	Quinn Power Systems	
	Project:	Central Plant Generators Annual Maintenance Agreement	
Item	Description:	Amount	
	Three-year professional services maintenance agreement with Overhaul Protection Coverage and in-frame services for the Central Plant Fixed fee:	\$640,570.00	
	Contract Amount		\$640,570.00

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #34

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

DATE: February 23, 2011

CONSENT

SUBJECT: Service Agreement with JAM Fire Protection

BACKGROUND

In order to properly maintain certain specialized equipment, it is necessary to retain the services of qualified technicians.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	JAM Fire Protection	
	Project:	Semi-Annual and Annual Air Sampling and Deluge Valve Inspections	
Item	Description:	Amount	
	Three-year professional services maintenance agreement for the Planetarium fire sprinkler system. Fixed fee for three-year term:	\$5,250.00	
	Contract Amount		\$5,250.00

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #35

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 23, 2011</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:	Marlene Imirzian & Associates Architects	
	Project:	Administration Building Site Improvements	
Item	Description:	Amount	
	Professional architectural and engineering services for site improvements, including hardscape and landscape, around the Administration building. Fixed fee:	\$131,335.00	
	Reimbursable expenses:	\$5,000.00	
	Contract Amount		\$136,335.00

#2	Consultant:	Marlene Imirzian & Associates Architects	
	Project:	Facilities Plan Room Renovation and Addition	
Item	Description:	Amount	
	Professional architectural services for the renovation and addition of the Facilities Planning and Management building; to include the Emergency Operations Center, Plan Room, and Facilities offices and conference space. Fixed fee:	\$296,196.00	
	Audiovisual and structured cable design. Not to exceed:	\$55,000.00	
	Reimbursable expenses:	\$20,000.00	
	Contract Amount		\$371,196.00

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

Recommended by: John S. Nixon Agenda Item: Consent #36

SUBJECT: Professional Design and Consulting Services

DATE: February 23, 2011

#3	Consultant:	P2S Engineering	
	Project:	Parking Lot B Lighting	
Item	Description:	Amount	
	Professional engineering services to evaluate and provide a photometric study report on Parking Lot B lighting. Fixed fee:	\$12,500.00	
	Contract Amount		\$12,500.00

#4	Consultant:	PAL idstudio	
	Project:	Design Technology Center	
Item	Description:	Amount	
	Professional interior design services for the purchase of new furniture, fixtures, and equipment. Fixed fee:	\$77,250.00	
	Reimbursable expenses:	\$6,180.00	
	Contract Amount		\$83,430.00

#5	Consultant:	Kern County Superintendent of Schools	
	Project:	Radio Repeater Systems	
Item	Description:	Amount	
	Professional services to provide expanded technical direction and guidance for the telecommunication tower and vault construction and relocation of the existing radio transmitter to a new tower. Fixed fee:	\$27,214.62	
	Contract Amount		\$27,214.62

#6	Consultant:	Breen Engineering, Inc.	
	Project:	Design Technology Center	
Item	Description:	Amount	
	Professional services to provide a Storm Water Pollution Prevention Plan, updated to be compliant with new requirements set forth by the State Water board in July 2010. Fix fee:	\$6,000.00	
	Contract Amount		\$6,000.00

SUBJECT: Professional Design and Consulting Services

DATE: February 23, 2011

#7	Consultant:	P2S Engineering	
	Project:	Data Center Mechanical and Electrical Engineering	
Item	Description:	Amount	
	Professional engineering services to evaluate the Data Center mechanical and electrical systems to improve operations and allow for future capacity. Fixed fee:	\$55,700.00	
	Contract Amount		\$55,700.00

Funding Sources

#1 – Measure R Bond interest.

#2 – Measure RR Bond funds.

#3 – Energy Projects – District.

#4 – Measure R Bond interest.

5 – Measure RR Bond funds.

6 – State Capital Outlay funds.

#7 – Energy Projects – District.

RECOMMENDATION

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

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

DATE: February 23, 2011

CONSENT

SUBJECT: Agreement for School Bus Transportation Services (Bid No. 2886)

BACKGROUND

For the past five years, the College has contracted with Durham School Services, L.P. to provide school buses for various athletic events, field trips, and continuing education programs. School buses are used for trips that occur within a sixty-mile radius of the campus and returning on the same day. The current contract for this service is due to expire on March 25, 2011.

ANALYSIS AND FISCAL IMPACT

Bids were solicited for a new contract commencing March 26, 2011, through March 25, 2012, with the option to renew for four additional one-year periods not to exceed five years. Bids were received and publicly opened on February 4, 2011. School Transportation of America, Inc., (STA) Goleta, CA submitted the lowest price for this service. (Summary of Bids attached.)

Staff has contacted other school districts currently under contract with STA and received excellent recommendations for their services. These school districts included Riverside and Los Angeles Unified School Districts and Santa Maria-Bonita School District. In addition, STA recently replaced its fleet with newer CNG transit buses, mid-size propane buses, and clean-burning diesel transit buses, which will be used under this contract.

The costs for this service will vary from year-to-year depending on the number of trips taken during each contract year. The costs for the 2011-12 fiscal year are estimated at \$85,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #37

SUBJECT: Agreement for School Bus Transportation Services (Bid No. 2886)

DATE: February 23, 2011

SUMMARY OF BIDS
School Bus Transportation Services
Bid No. 2886

Capacity	STA		Durham		A&B Bus Co.		Alliance Bus Lines		Certified Transportation	
	MFR	ERH	MFR	ERH	MFR	ERH	MFR	ERH	MFR	ERH
10	\$257.59	\$39.75	\$284.38	\$61.73	\$325	\$60	\$374	\$59	\$379	\$63
28	\$279.90	\$48.75	\$299.31	\$63.52	\$355	\$60	\$374	\$59	\$379	\$63
44	\$294.90	\$48.75	\$328.98	\$65.01	\$375	\$60	\$374	\$59	\$379	\$63
53	\$294.90	\$48.75	\$365.35	\$66.18	\$385	\$60	\$374	\$59	\$384	\$64
61	\$294.90	\$48.75	\$376.43	\$67.23	\$400	\$60	\$374	\$59	No bid	No bid

(MFR) Minimum Flat Rate = 5 hours

(ERH) Excess Rate Per Hour Over Minimum Flat Rate

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

DATE: February 23, 2011

CONSENT

SUBJECT: Agricultural Sciences Complex – Main Building (Change Orders)

BACKGROUND

Agricultural Sciences Complex – Main Building (Change Orders).

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2773	Contractor:	K.A.R. Construction, Inc. (General Contractor)	CO No.	6
Item	Change and Justification:			Amount	Time
	Modify elevations at the service yard, east side of building and existing access ramp on the southwest corner of the site due to elevation of the site was too low.			\$41,357.75	0 days
	Total			\$41,357.75	0 days
	Original Contract Amount			\$1,337,000.00	
	Net Change by Previous Change Orders			\$53,011.55	
	Net Sum Prior to This Change Order			\$1,390,011.55	
	Amount of Change Order No. 6			\$41,357.75	
	New Contract Sum			\$1,431,369.30	
	Percentage of Change to Contract, to Date			7.06%	

Prepared by: Gary L. Nellesen

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

Recommended by: John S. Nixon

Agenda Item: Consent #38

SUBJECT: Agricultural Sciences Complex – Main Building (Change Orders)

DATE: February 23, 2011

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

Agricultural Sciences Complex	Date	Amount	%	Bid No. 2773 K.A.R. Construction, Inc. (General Contractor)
Contract Amount		\$1,337,000.00		
Change Order No. 1	January 2009	\$2,395.02	0.18%	Modify structural rebar assembly.
Change Order No. 2	February 2009	\$11,469.97	1.04%	Modify elevator pit to accommodate larger elevator.
Change Order No. 3	June 2009	\$10,771.87	1.84%	Rain costs.
Change Order No. 4	April 2010	\$8,507.07	2.48%	Structural steel and equipment pad changes.
Change Order No. 5	October 2010	\$19,867.62	3.96%	Re-grade around perimeter of building due to soft spots and replace rebar cut during welding activities.

Bid No.	2775	Contractor:	Harbor Construction Co. Inc. (General Contractor)	CO No.	12
Item	Change and Justification:		Amount	Time	
1	Replace doors to accommodate a new office.		\$2,447.00	0 days	
2	Add cost to install Miradri moisture barrier behind all exterior plaster instead of black paper, per the architect's recommendation.		\$19,657.20	0 days	
	Total		\$22,104.20	0 days	
	Original Contract Amount		\$3,868,000.00		
	Net Change by Previous Change Orders		\$417,114.00		
	Net Sum Prior to This Change Order		\$4,285,114.00		
	Amount of Change Order No. 12		\$22,104.20		
	New Contract Sum		\$4,307,218.20		
Percentage of Change to Contract, to Date			11.36%		

SUBJECT: Agricultural Sciences Complex – Main Building (Change Orders)

DATE: February 23, 2011

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

Agricultural Sciences Complex	Date	Amount	%	Bid No. 2775 Harbor Construction (General Contractor)
Contract Amount		\$3,868,000		
Change Order No. 1	January 2009	\$9,166	0.24%	Increase hydraulic elevator capacity.
Change Order No. 2	April 2009	\$10,588	0.51%	Rain costs.
Change Order No. 3	June 2009	\$4,064	0.62%	Upgrade toilet partition material to Campus Standard.
Change Order No. 4	July 2009	\$58,254	2.12%	Add access control to all doors in building.
Change Order No. 5	December 2009	\$31,104	2.93%	Add insulation at all interior walls to improve acoustics.
Change Order No. 6	March 2010	\$9,690	3.18%	Miscellaneous framing changes.
Change Order No. 7	September 2010	\$82,610	5.31%	Miscellaneous changes to structure, ceilings, and finishes.
Change Order No. 8	October 2010	\$100,894	7.92%	Miscellaneous changes to doors and exterior walls. Add panels and epoxy coating.
Change Order No. 9	November 2010	\$4,707	8.04%	Install drywall; one-hour enclosure around chilled water piping.
Change Order No. 10	December 2010	\$70,779	9.87%	Install additional epoxy floors at five rooms.
Change Order No. 11	January 2011	\$35,258	10.78%	Revise floor finishes in several rooms and stair landing. Provide seismic wires to light fixtures under mechanical ducts.

SUBJECT: Agricultural Sciences Complex – Main Building (Change Orders)

DATE: February 23, 2011

Bid No.	2779	Contractor:	American Electric Company (Electrical Contractor)	CO No.	8
Item	Change and Justification:			Amount	Time
1	Install data cable to 32 underground floor boxes requested by users for future connectivity.			\$22,949.22	0 days
2	Install larger projection screens diagonally within classrooms to provide for a more efficient classroom teaching space.			\$10,502.53	0 days
3	Provide credit for smaller projection screens not installed on this project.			<\$4,535.76>	0 days
	Total			\$28,915.99	0 days
	Original Contract Amount			\$1,863,000.00	
	Net Change by Previous Change Orders			\$412,301.55	
	Net Sum Prior to This Change Order			\$2,275,301.55	
	Amount of Change Order No. 8			\$28,915.99	
	New Contract Sum			\$2,304,217.54	
	Percentage of Change to Contract, to Date			23.68%	

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

Agricultural Sciences Complex	Date	Amount	%	Bid No. 2779 American Electric (Electric Contractor)
Contract amount		\$1,863,000.00		
Change Order No. 1	July 2009	\$43,859.09	2.35%	Clean and cut blockouts and retaining wall footing excavation.
Change Order No. 2	July 2010	\$103,536.27	7.91%	Rain costs/Mass Notification/Install electrical boxes.
Change Order No. 3	August 2010	\$41,846.15	10.16%	Install underground conduit/Relocate traffic signal boxes.
Change Order No. 4	September 2010	\$7,379.48	10.55%	Replace existing conduits and add traffic boxes along Bonita Drive.
Change Order No. 5	November 2010	\$7,487.00	10.96%	Install additional light poles in courtyard.

SUBJECT: Agricultural Sciences Complex – Main Building (Change Orders)

DATE: February 23, 2011

Agricultural Sciences Complex	Date	Amount	%	Bid No. 2779 American Electric (Electric Contractor)
Change Order No. 6	December 2010	\$114,597.81	17.11%	Install audiovisual equipment and cables; Implement electrical and telecommunication; Miscellaneous design changes.
Change Order No. 7	January 2011	\$93,595.75	22.13%	Provide main power feeders to Green-house, Raptor, Equine, Animal Care, and main buildings.

Funding Source

State Capital Outlay and Measure R Bond funds.

RECOMMENDATION

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

**Resolution in Support of California Community Colleges
Budget Priorities and Principles
Resolution No. 10-05**

WHEREAS, California's higher education system is in a crisis situation with insufficient resources at a time of record demand due to high school graduates and unemployed residents seeking retraining; and

WHEREAS, under the Governor's Proposed Budget, California community colleges would face \$400 million in State general fund cuts; and

WHEREAS, Mt. San Antonio Community College District faces cuts of \$6.9 million under the Governor's Proposed Budget and \$12.1 million if an all-cuts budget were to be adopted instead; and

WHEREAS, California's locally elected community college trustees, together with their faculty, staff, and students, are best able to decide where budget reductions can be absorbed while minimizing the impact on their communities; and

WHEREAS, "targeted" cuts at specific curriculum that cost colleges the least to offer will - in addition to injuring students in transfer and career preparation programs - require districts to reduce enrollment in higher-cost programs, such as advanced technology and nursing; and

WHEREAS, fee increases charged to community college students should protect the quality of instruction and student services; and

WHEREAS, policy and practice reforms to improve student success and motivate student behavior should be based on sound research implemented in a manner to allow students and institutions to adjust.

BE IT FURTHER RESOLVED that the Mt. San Antonio Community College District supports redirecting any amount of student fee revenue increase to reduce the proposed apportionment cut to protect the quality of student instruction and services.

BE IT FURTHER RESOLVED that the Mt. San Antonio Community College District opposes the proposal to distribute apportionment based on student retention and instead supports an additive, categorical incentive funding program to encourage student success, as proposed in the report A 2020 Vision for Student Success.

BE IT FURTHER RESOLVED that the Board of Trustees of the Mt. San Antonio Community College District, by passage of this resolution, expresses its full support for the above principles.

PASSED AND ADOPTED this 23RD day of February 2011, by the following
vote:

AYES:

NOES:

ABSENT:

Judy Chen Haggerty, Esq.,
Board President

ATTEST:

John S. Nixon, Ph.D.
College President and Board Secretary

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

DATE: February 23, 2011 **ACTION**

SUBJECT: Three-Year Negotiated Agreement Between CSEA, Chapter 262 and
the District

BACKGROUND

The current negotiated Agreement between the District and CSEA, Chapter 262 expired on June 30, 2008. The parties negotiated and agreed to waive reopener agreements for year one and two of the three-year contract. CSEA, Chapter 262 presented the tentative agreements before its membership and achieved ratification.

ANALYSIS AND FISCAL IMPACT

The District and CSEA, Chapter 262 used a modified version of Interest Based bargaining, securing tentative agreements on each major item. Both parties ensured that negotiations remained focused on the potential impact each item would have on students, educational programs, and the overall operation of the college. Both parties achieved the desired outcomes.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the three-year successor agreement for July 1, 2008 through June 30, 2011. The Agreement between the District and CSEA, Chapter 262 is effective July 1, 2008.

Prepared by: Annette Loria

Recommended by: John S. Nixon

Agenda Item: Action #3

SUBJECT: Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District

DATE: February 23, 2011

**2008 – 2011 CSEA, CHAPTER 262
SUCESSOR AGREEMENT**

SUMMARY OF TENTATIVE AGREEMENTS

Article 2 – Terms of the Agreement

- Updated the term of the agreement reflecting the negotiated fiscal year.
- Removed expired language on Floating Holidays (language clarified in Article 10).

Article 3 – Recognition and Bargaining Unit

- Modified language, listing “supervisory” positions as excluded from the CSEA, Chapter 262 Bargaining Unit.

Article 4 – Organizational Rights (previously Article 5 – Rights of the Association)

- Clarified language regarding access to employee work areas.
- Release Time for Negotiations: Modified existing language regarding negotiations, increasing participants from five to seven.
- Release Time for Negotiations Preparation: Eliminated existing language from the contract.
- Release Time for Job Stewards: Modified existing language inserting, “investigations and/or interviews related to representational matters.”
- Release Time for Chapter Meetings: Modified language for the authorization of one (1) hour of paid release time per member, per meeting, per month for Chapter Meetings. Also included language providing for one (1) hour of paid release time per member, per meeting for such should additional meetings be necessary to ratify a negotiated agreement. Inserted new language, “Upon request of the Vice President of Human Resources, CSEA will verify a member’s attendance.”
- Committees: Added new language, “The District shall provide release time commensurate with committee responsibilities. CSEA, Chapter 262 representatives shall notify their immediate managers of their participation and, as soon as available, provide a schedule of dates and time of meetings.”
- CSEA, CHAPTER 262 Staff Development Fund: Clarified existing language by changing reference from CSEA, Chapter 262 to the “Association”.

SUBJECT: Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District

DATE: February 23, 2011

Article 7 – Salaries

- 2008-09 Contract Year – Funded COLA
2009-10 Contract Year – Funded COLA
2010-11 Contract Year – Negotiate as re-opener
- Clarified compensatory time off language to include, “compensation by the District within twelve (12) months of the date on which it was earned.”

Article 8 – Health and Welfare Benefits

- The annual district contribution for each eligible full-time unit member shall be as follows:
2008-09 Contract Year – Funded COLA (\$9261.42)
2009-10 Contract Year – Funded COLA (\$9261.42)
2010-11 Contract Year – Funded COLA (\$9261.42)

Article 10 – Holidays

- Holidays: Established the holidays for 2008-09, 2009-10, 2010-11 (Appendix E).
- Scheduled Holidays: Modified language increasing scheduled holidays from nineteen to twenty.
- Floating Holidays: Modified language granting two floating holidays to be used anytime within the contract year.
- Right to Negotiate Holidays: Added new language, “Upon entering into negotiations regarding holidays with any other bargaining unit, the District shall open negotiations on said holidays with CSEA, Chapter 262.”

Article 11 – Vacation

- Vacation Accrual:
 1. Modified language to increase vacation accrual, “beginning 20 years and on” to 16 hours.
 2. Clarified language in reference to vacation accrual in an effort to prevent accrual beyond the maximum allowed.

SUBJECT: Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District

DATE: February 23, 2011

3. Clarified language regarding vacation accrual, designating the conversion of excess vacation hours to sick leave, not to exceed forty-eight (48) hours per fiscal year.
4. Modified language to include a request by CSEA, Chapter 262 for a report noting those unit members' who are within two (2) months of reaching maximum accrual of vacation hours to be generated and provided to the Chapter President within ten (10) working days.

Article 12 – Leaves of Absence and Related Matters

- **Bereavement Leave:**

1. Adjusted language in reference to bereavement leave, changing the maximum leave entitlement from three (3) days to five (5) days and from five (5) to seven (7) days, if travel of more than two hundred (200) miles one way is required.
2. Modified language to include registered/domestic partner.

Article 13 – Transfers and Related Matters

- **Definition of Transfer:** Added new language, defining a “transfer” as a voluntary or involuntary permanent (or temporary as defined in Article 13.06) change in department or immediate supervisor within the same, related or different classification at the same salary range.
- **Posting of Vacancy Notices:** Added new section, specifically addressing posting of vacancy notices with the following modified language:
 1. “When a newly created position or an existing position becomes vacant, the vacancy notices shall be distributed to all worksites within a minimum of seven (7) working days prior to public posting to allow for transfers.”
 2. “Any unit member on leave during the period of the distribution, who would be affected by a lateral transfer opportunity, shall be notified on the distribution date, if requested by the unit member prior to going on leave. The unit member is responsible for notifying the District of the preferred method of communication.”
- **Voluntary Lateral Transfers:** Added new section, specifically addressing voluntary lateral transfers with the following modified language:
 1. “Any unit member in the bargaining unit may apply for transfer to a new vacant position by filing written notice with the Office of Human Resources.”
 2. “When a new position is created or an existing position becomes vacant, the District shall first offer the opportunity to transfer to unit members serving in the same job classification in the District.”

SUBJECT: Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District

DATE: February 23, 2011

3. "Unit members who request a transfer shall be given consideration for the transfer based upon, but not limited to seniority, job performance, qualifications and the needs of the District. The supervisor will make the final selection."

- Medical Transfers: Modified language to include the opportunity to provide alternate work to a unit member who has become medically unable to satisfactorily perform his/her regular job classification duties. Also added language stating, "The District may require a statement from a licensed physician certifying that the unit member is medically able to perform the duties of the alternate work."

- Involuntary Transfers:

Clarified language regarding transfers of unit members initiated by district management to meet service needs. A conference will be held between the appropriate manager and the unit member. The unit member has the right to representation at the conference.

- Short-Term Transfers: Added new section and language as follows:

1. "At the request of the immediate supervisor, a unit member may be temporarily transferred to a position of equal or higher range, which may include an increase in percent of employment, in order to substitute for a unit member, or to assist in a special work assignment. A short-term transfer shall not exceed forty-five (45) days."

2. "Unit members in the department shall be considered for the short-term assignment based on necessary skills and qualifications, as determined by the immediate supervisor. The supervisor will make the final selection."

3. "During a short-term transfer, the unit member will receive the rate of pay of the temporary classification. If the transfer is to a classification at a higher salary range, a minimum 5% salary increase shall be granted. If the transfer is to a classification at a lower salary range, the salary shall remain at the current range and step."

4. "A unit member shall have the right to refuse an offer or request for short-term transfer."

- No Adverse Effect Due to Transfer: Added new section and language as follows:

"Transfers shall not adversely affect the unit member's range and step placement on the Classified Salary Schedule, his/her anniversary date nor accumulated benefits; if the unit member is transferred to another class his/her seniority in that class shall begin on the date of transfer."

- Increase in Percentage of Employment: Added new section and language as follows:

1. "The District may increase the percentage of employment of a position within a classification, which is less than one hundred (100) percent."

SUBJECT: Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District

DATE: February 23, 2011

2. "If a position becomes vacant, unit members in the department shall be considered for the increase in percentage of employment based on necessary skills and qualification, as determined by the immediate supervisor. If the skills and qualifications are equal, the selection shall be determined by seniority."
3. "As with any other change in working conditions, an increase in percentage of employment of a position is subject to negotiation."

Article 16 – Grievance Procedures

- Modified language and reorganized grievance procedures as follows:

PURPOSE

The purpose of these procedures is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of unit members.

DEFINITIONS

A grievance is a claim by a grievant that there has been a violation, misinterpretation, or misapplication of a provision in the Agreement.

A grievant is a unit member or an authorized CSEA, Chapter 262 representative.

GENERAL PROVISIONS

The grievant shall fill out the grievance form (see Appendix D) being as specific as possible. Changes made to Appendix D must be mutually agreed to by both CSEA, Chapter 262 and the District.

LEVEL ONE

The grievant must complete the grievance form and submit it to the immediate manager. The grievance form shall include the specific provisions of this agreement violated, the date such violations occurred, the circumstances involved, and the specific remedy sought.

- Within ten (10) work days of the receipt of the grievance form, the manager shall meet with the grievant to resolve the matter.
- Within ten (10) work days of the meeting, the immediate manager shall give his or her written response to the grievant with a copy to Human Resources and to CSEA, Chapter 262.
- Prior to implementation, CSEA, Chapter 262 shall be given an opportunity to respond within ten (10) work days of receipt.

SUBJECT: Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District

DATE: February 23, 2011

LEVEL TWO

- If the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall have ten (10) work days after receiving the written response from Level One to submit a Level Two, written grievance to the Office of Human Resources.
- The Office of Human Resources shall promptly forward the formal grievance to the next highest manager with authority to act and provide the name of the same to the grievant and CSEA, Chapter 262.
- Within ten (10) work days after receiving the Level Two grievance, said manager shall meet with the parties and provide a written response to the grievant, CSEA, Chapter 262, and to the appropriate Vice President.

LEVEL THREE

- If the grievant is not satisfied with the disposition of the grievance at Level Two, the grievant shall have ten (10) work days after receiving the written response from Level Two to submit the Level Three grievance to the Vice President of the manager who presided at Level Two or his/her designee.
- Allegations not presented at Level Two may not be introduced to any other level, and no evidence or testimony given shall be the cause for initiating further grievance.
- Within ten (10) work days after receiving the formal grievance at this level, said Vice President or his/her designee shall meet with all parties and provide a written response to the grievant and CSEA, Chapter 262.

ARBITRATION

- If the grievant is not satisfied with the results of Level Three, the grievant shall, within ten (10) work days after the written response received in Level Three, file a written request to the Vice President of Human Resources to proceed to arbitration.
- Selection of an Arbitrator: As soon as possible and in any event not later than ten (10) working days after the District received the written notice of the grievant's desire to arbitrate, the District and CSEA shall attempt to agree upon an arbitrator. An arbitrator shall be selected from a list furnished by the California State Mediation and Conciliation Services by alternate striking of names until one name remains. The party who strikes the first name shall be determined by lot and the names shall be ranked in order of preference. If the arbitrator selected is unavailable for hearing within sixty (60) calendar days, the District and CSEA shall select an arbitrator next in order from the preference list. The arbitrator shall cause the hearing to be recorded.

SUBJECT: Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District

DATE: February 23, 2011

- The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement, but shall determine only whether or not there has been a violation, misinterpretation or misapplication of the provisions of this Agreement in respect alleged in the grievance. The decision of the arbitrator shall be based solely upon the evidence and arguments presented by the respective parties in the presence of each other, and upon arguments presented in briefs.
- The function and purpose of the arbitrator is to determine disputed interpretation of the terms of the Agreement, or to determine disputed facts upon which the application of the Agreement depends. Past practice of the parties in interpreting or applying terms of this Agreement may be relevant evidence, but shall not be used to effect a modification of the written terms of this agreement.
- The arbitrator's decision shall, unless extended by mutual written agreement of the parties, be rendered within forty-five (45) calendar days after the date of final submission. All fees and expenses of the arbitrator shall be shared equally by the parties. Each party shall bear the expenses of the presentation of its own case.

BOARD REVIEW

- The Decision of the arbitrator within the limits herein prescribed shall be in the form of a recommendation to the Board of Trustees.
- If grievant files a request to the Board to undertake review of the arbitrator's decision within ten (10) working days of its issuance, the Board shall then undertake review of the entire hearings record and briefs. The Board may also, if it deems it appropriate, permit oral arguments by representatives of the parties, but only in the presence of one another. In such case, the Board shall render a decision on the matter within forty-five (45) calendar days after receiving the arbitrator's decision. The Board may either accept, modify, or reject the Arbitrator's decision. If the Board does not render a decision within the time specified, it shall be deemed to have adopted the decision reached through arbitration.

Appendix A – Salary Schedule of Assignments

- Updated salary schedule of assignments with current positions.

Appendix B – Salary Schedule for Classified Employees

- Updated contract dates only, no changes were made to salaries.

Appendix D – Grievance Form

- Developed a grievance form, inserted as Appendix D.

SUBJECT: Three-Year Negotiated Agreement Between CSEA, Chapter 262 and the District

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Appendix E – Holiday Calendar (formerly Appendix D)

- Updated holidays for the following years:
 - 2008 – 2009
 - 2009 – 2010
 - 2010 – 2011

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

DATE: February 23, 2011

ACTION

SUBJECT: Three-Year Negotiated Agreement Between CSEA, Chapter 651 and
the District

BACKGROUND

The current negotiated Agreement between the District and CSEA, Chapter 651 expired on June 30, 2008. The parties negotiated and agreed to waive reopener agreements for year one and two of the three-year contract. CSEA, Chapter 651 presented the tentative agreements before its membership and achieved ratification.

ANALYSIS AND FISCAL IMPACT

The District and CSEA 651 used a modified version of Interest Based bargaining, securing tentative agreements on each major item. Both parties ensured that negotiations remained focused on the potential impact each item would have on students, educational programs, and the overall operation of the college. Both parties achieved the desired outcomes.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the three-year successor agreement for July 1, 2008 through June 30, 2011. The Agreement between the District and CSEA, Chapter 651 is effective July 1, 2008.

Prepared by: Annette Loria

Recommended by: John S. Nixon

Agenda Item: Action #4

SUBJECT: Three-Year Negotiated Agreement Between CSEA, Chapter 651 and the District

DATE: February 23, 2011

**2008 – 2011 CSEA CHAPTER 651
SUCCESSOR AGREEMENT**

SUMMARY OF TENTATIVE AGREEMENTS

Article V – Rights of the Association

- Modified language to include District’s responsibility to provide access to a meeting room.
- Modified language to include CSEA, Chapter 651’s responsibility to designate alternates to participate in negotiations in the absence of a team member.
- Developed language for Executive Board release time:
 - The CSEA, Chapter 651 Executive Board, shall be granted release time of one (1) hour per month to prepare for Chapter meetings, prepare written correspondence to the District, when necessary after Chapter meetings, and to provide research on labor management issues for its members. Members of the Executive Board shall notify their individual managers in a timely manner of the dates and times of the meetings.
- Clarified language for the Association Staff Development Fund to include purchases of “other related supplies.”

Article VII – Salaries

- 2008-09 Contract Year – COLA
- 2009-10 Contract Year – COLA (not funded or received)
- 2010-11 Contract Year – COLA (not funded or received)
- Developed language for Telephone Support During Non-Work Hours:
 - Notwithstanding any other sections of this agreement, any unit member who, with the approval of the direct supervisor, is called outside his/her regularly scheduled work hours to provide telephone support or perform work which the employee is able to do without returning to the college campus (or other designated work site) shall receive a minimum of one (1) hour of pay at the appropriate rate of pay under this agreement. No unit member shall be required or expected to be available during non-work hours.
- Developed language for Use of Personal Cell Phones:
 - Unit members shall not be required or expected to use their personal telephones for work related matters.

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Article VIII – Health and Welfare Benefits

- Modified life insurance to \$75,000 (MetLife)
- 2008-09 Contract Year – COLA (\$10,859.20) + \$2,196.00 (One time stipend)
- 2009-10 Contract Year – COLA (\$10,859.20)
- 2010-11 Contract Year – COLA (\$10,859.20)

Article X – Leaves of Absence and Related Matters

- Modified language regarding Bereavement Leave:
 - A unit employee shall be entitled to take leave with pay in the event of the death of an immediate family member related through blood, marriage, adoption or domestic partnership. For purposes of this section, immediate family member is defined to include the following: spouse, domestic partner, parent, step-parent, grandparent, great-grandparent, child, step-child, grandchild, great-grandchild, brother, sister, step-sibling, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or any other member of the immediate household.
 - An eligible employee is entitled to take a maximum of five (5) days of bereavement leave. However, if travel of more than two hundred (200) miles one way is required as a result of the death, then the maximum leave will be increased by two (2) additional days for a total of seven (7) days. Additional leave beyond the 5-to-7 day maximum may be granted as outlined under Section H – Personal Necessity Leave, of this Article.
 - Bereavement leave shall not be charged against sick leave. Furthermore, bereavement leave shall not be applicable when an employee is on an unpaid leave of absence.
 - While the days of absence need not be consecutive, all bereavement leave must commence and end within thirty (30) calendar days after the death or after the date the employee is notified of the date of the funeral. Finally, in the event of multiple deaths, each death shall be counted as a separate occurrence, thus entitling the employee to the above benefit for each occurrence.
 - The District may require, and the employee shall, upon request, submit documentation that justifies the use of any bereavement leave.
- Modified language regarding industrial accident illness leave, authorizing “up to fifteen (15) hours total work time for each industrial accident or injury” for subsequent medical consultation, treatment or physical therapy.

SUBJECT: Three-Year Negotiated Agreement Between CSEA, Chapter 651 and the District

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- Increased the number of days of scheduled holidays from nineteen (19) to twenty (20) and modified the language to include, “the District shall negotiate with the Association prior to any change.”
- Modified the language regarding floating holidays to include:
 - Beginning with the 2009-10 contract year:
 - Unit members shall be granted two (2) floating holidays to be used each contract year, July 1, through June 30.
 - The floating holidays must be used during the period in which they are granted and do not accumulate if left unused.
 - Floating holidays must be requested in writing, per Classified Employees Absence Report Form, and must be approved in advance by the unit member’s immediate manager in a timely manner. Approval shall be based on operational needs of the department as determined by the immediate manager.
 - If the immediate manager denies the unit member’s initial request for use of a floating holiday, a reason for the denial must be given in writing, per the Classified Employees Absence Form, and the unit member and immediate manager shall mutually agree to an alternative date.
 - Unit members employed full-time, one hundred percent (100%), shall be granted floating holidays at the rate of eight (8) hours per floating holiday. Less than full-time one hundred percent (100%) unit members shall earn pro-rata floating holidays based on their percentage of employment.
 - 20 years on 16 hours earned per month (24 days per year)
- Added a new category for vacation accumulation:
 - 20 years on 16 hours earned per month (24 days per year)
- Developed the following language regarding School Visit Leave:
 - A unit member, who is a parent, guardian or grandparent having custody of one or more children who is/are in school (grades 1 through 12) shall be entitled to take school visit leave of up to forty (40) hours each year, not to exceed eight (8) hours per month, of paid or unpaid leave for the purpose of participating in activities at the child’s school or licensed day care facility.
 - Eligible employees who desire to take school visit leave shall provide written notice to the department in advance of the leave. Failure to provide written notice pursuant to established leave request procedures prior to the leave may result in denial of the leave request

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Article XIV – Personal/Professional Growth

- Added new language as an introduction to this article:
 - Recognizing that Mt. San Antonio College values employees furthering their education, managers are encouraged to be flexible in accommodating employees' requests to attend professional growth opportunities. Employees shall provide advance notice to obtain management approval for any course(s)/workshops(s) that occur during their regularly scheduled work shift.
- Also clarified language in this section:
 - Personal/Professional Growth opportunities that are not mandated by the District, but approved by the employee's supervisor and attended during the employee's scheduled work shift, shall be requested as leave by the employee.

Article XVI – Layoff and Reemployment (new article)

General Provisions

- Classified employees shall be subject to layoff for lack of work or lack of funds. Whenever a classified employee is laid off, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Reemployment shall be in reverse order of layoff (Education Code §88127).
- The District and CSEA will meet to negotiate the impact and effects of the proposed layoff.

Notification of Layoff

- If employees hired under specially funded programs are to be laid off at the end of the school year, such employees shall be given written notice of dates of layoff, informed of displacement rights, if any, and re-employment rights. Layoff notice shall be given not less than fifty (50) days prior to effective date.
- When, as a result of elimination of service being performed by any department, classified employees who shall be subject to layoff shall be given written notice of layoff not less than fifty (50) days prior, before the effective date of their layoff.
- Nothing in these rules shall preclude a layoff for lack of funds or lack of work in the event that the Board of Trustees determines that layoff is necessary.
- Written notice of layoff shall be sent by certified mail or delivered in person to the affected employee(s). A copy of said notice and seniority list shall be provided to the CSEA, Chapter 651 President prior to placement on the board agenda.

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- A classified employee may not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. No permanent or probationary employee shall be laid off from any position while student workers, provisional, hourly or limited term employees are retained in positions of the same classification.
- Notice of Layoff shall include the following:
 - An up-to-date list of all classifications in which the employee has seniority;
 - Effective date of the layoff;
 - Employee's displacement rights;
 - Employee's re-employment rights;
 - Name and classification of the employee designated for layoff with a reference to unemployment benefits; and
 - The employee's fringe benefits rights.
- Failure to serve proper notice shall require the issuance of a new fifty (50) day notice.
- Employees who have bumping rights must provide written notification of their intention to exercise their rights to the District within five (5) days after notification of their options or they will forfeit their bumping rights and be placed on the preferential re-employment list.
- Any employee who is laid off or retires in lieu of layoff, and is subsequently eligible for re-employment, shall be notified through certified mail by the District as to the date of the opening at his/her last known address to the District. The employee must respond in writing within ten (10) working days of issuance of the letter or be deemed to have declined the offer.

Computation of Seniority

- Seniority shall only be earned when an employee has served as a regular classified employee in a designated class. Paid service performed prior to entering into a probationary status in the classified service shall not be credited toward seniority.
- Seniority is determined by hire date; no seniority shall be earned during periods of separation from the service of the District except during Military Leave and unpaid industrial injury/illness leave.
- All service in the classification plus higher classifications shall count as seniority within the classification.
- An employee transferred from one class to another shall retain his/her seniority in the former class; seniority in the new class shall begin on the date of transfer.

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- A permanent employee laid off and subsequently reinstated within thirty-nine (39) months shall regain the seniority earned prior to the time of layoff.
- In the event two (2) or more employees have the same hire date, seniority by a drawing of lots will be conducted by the District to establish seniority.
- Permanent employees who are offered and accept a position in a classification in which they have not worked prior, and are thus placed in probationary status in their new position, shall be placed back on the thirty-nine (39) re-employment list with bumping rights if they do not meet the criteria of the probation period.

Bumping Rights and Procedures

- Any employee notified of layoff from his/her present position may bump into any equal or lower class in which they hold seniority credit greater than an incumbent. An employee subject to layoff may bump into a position with a higher range only if he/she has established permanency in that position and has greater seniority than the person being bumped. Such right to bump must be exercised within five (5) days of notice of layoff. In determining bumping rights, the following rules shall apply:
 - The right to bump any incumbent in the same class shall not be allowed if there is a vacant position with equal or more assigned hours per day in the employee's current class to which he/she shall be assigned.
 - If no vacancy exists in the same class with equal or more hours per day, then the affected employee will be offered the least senior occupied position in a class with equal or more (next higher available) hours of assignment per day by seniority, regardless of the number of work days or months per year of either position. If no such position exists, the employee shall bump the least senior employee in the classification with the most hours per day. Employees displaced because of the bumping process shall, in succession, be granted, by seniority the same bumping rights.
 - Bumping into a lower class shall be considered a voluntary demotion and salary placement shall be at the step, which most nearly corresponds to, but does not exceed the employee's current salary placement.
 - In all cases, employees exercising their bumping rights must possess the skills and be able to perform the duties required of the class into which they bump. Employees who do not meet the qualifications for the classification may bump into a classification in which he/she has previously served and has sufficient seniority to bump, or the employee may apply for vacant positions. Employees shall be given preferential hiring for any vacant position in which they possess the minimum qualifications.

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Retirement in Lieu of Layoff

- Any employee subject to layoff and who elected service retirement from the Public Employee's Retirement System (PERS) shall be placed on the thirty-nine (39) month reemployment list. The district shall notify the PERS Board of Administration of the fact that retirement was due to layoff for lack of works or of funds. If the employee is subsequently subject to reemployment and accepts, in writing, the appropriate vacant position, the district shall maintain the vacancy until the PERS Board of Administration has properly processed his or her reinstatement from retirement.

Effects of Layoff

- The District shall continue the existing fringe benefits as provided in Article VIII of this agreement for an additional three (3) month period beyond the layoff effective date.
- If an employee is laid off and re-employed within thirty-nine (39) months of the layoff, then all unused sick leave accumulated prior to the effective date of the layoff shall be credited back to the employee's records.
- If the employee is re-employed within thirty-nine (39) months of the date of the layoff, the employee shall regain vacation longevity that he/she held prior to the layoff.
- If the employee is laid off and is subsequently re-employed in an equal or lower classification within thirty-nine (39) months of the date of layoff, the employee will be placed on the step from which he/she left.
- The District shall provide each full-time employee subject to layoff with a total of a maximum of twenty-four (24) hours, subject to review, paid release time for the purpose of seeking employment or training. Part-time unit members shall be entitled to such prorated released time in the same ratio as his/her regular hours of work per week bear to forty (40) hours.
- The District will not use volunteers to replace classified employees on layoff by performing work customarily performed on a regular basis exclusively by classified employees. However, this section should in no way be construed to impede the services of legitimate school volunteers who are not used to displace regular classified employees.
- Employees on layoff shall be given consideration for employment as a substitute, short term, or long term replacement on an as needed basis as determined by the District.
- Work normally and customarily performed on a regular basis exclusively by classified employees would only be contracted out in accordance with Government Code, Education Code, and any other related legal regulation.
- Vacant positions shall be considered to be part of the layoff.

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Preferential Re-employment

- Any regular employee who must be laid off after exercising all rights guaranteed under this article shall have his/her name placed on a preferential re-employment list by class and in order of seniority. Such employees shall be re-employed in preference to new applicants for a period of thirty-nine (39) months from their layoff date. As vacancies occur, re-employment shall be offered to the employee with the greatest seniority.
- The following rules shall apply to all employees whose names have been placed on a preferential re-employment list:
 - Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff are to remain in their present positions rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for re-employment for an additional period of up to twenty-four (24) months; provided, that the same test of fitness under which they qualified for appointment to the class shall still apply.
 - Permanent employees shall be eligible to compete in promotional examinations for which they qualify.
 - When a vacancy occurs in a class for which a re-employment list has been established, the most senior employee in the classification on the re-employment list shall be notified by certified mail of the vacancy. An attempt shall be made prior to sending the mail notice to contact the employee by telephone.

An employee on the re-employment list shall have five (5) calendar days following service of the certified notice of re-employment to either accept or reject the offer. If the employee rejects the offer or fails to respond, the employee shall remain on the list, and thereby be entitled to two (2) additional offers of re-employment. If the employee accepts the initial offer, he/she is to report to work within five (5) calendar days of service of the notice. If the employee fails to comply with these prescribed limits, such failure shall constitute rejection of the District's offer.

An employee may decline three (3) offers of re-employment in his/her former class. After the third refusal no additional offers need be made, and the employee shall be considered unavailable for the duration of the preferential re-employment list unless he/she indicates otherwise in writing, by certified mail or personal service to the Vice President of Human Resources within ten (10) calendar days following the third offer.

- Employees are responsible for immediately notifying the District, in writing, of any change of official mailing address. Any failure to do so which, in turn, causes a failure of notice to the employee shall be the responsibility of the employee, and shall not entitle the employee to additional consideration.

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Article XVII – Safety (formerly article XVI)

- Renumbered accordingly.

Article XVIII – Savings Provisions (formerly article XVII)

- Renumbered accordingly.

Article XIX – Effects of the Agreement (formerly article XVIII)

- Renumbered accordingly.

Article XX – Definitions (formerly article XIX)

- Renumbered accordingly.

Appendix A – Holiday Calendar

- Updated holidays for the following years:
 - 2008-2009
 - 2009-2010
 - 2010-2011

Appendix B – Salary Schedule of Assignments

- Updated salary schedule of assignments with current positions.

Appendix C – Salary Schedule for Classified Employees

- Updated contract dates only, no changes to salaries.