



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 20, 2011

6:00 p.m. Closed Session

6:30 p.m. Public Session

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

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

## AGENDA

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

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

## PUBLIC COMMUNICATION

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

## CLOSED SESSION

- **Government Code Section 54957: Public Employee Appointment/Employment: District President**
- **Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6**  
Faculty Association and 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)

- **Evans Brothers, Inc.'s February 4, 2011, Claim Pursuant to Government Code Sections 910 et seq.** – Design Technology Center, Site Preparation & Site Utility Relocation Project (Bid No. 2844)
- **Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code Section 54956.9(c)** (one case)
- **Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957** (one position)

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

### **MOMENT OF SILENCE**

Observe a moment of silence in memory of Enrique Diaz, a Teaching Assistant in the Learning Assistance Center. He joined the College in 1990, and passed away on March 28, 2011, at the age of 53.

### **INTRODUCTIONS AND RECOGNITION**

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

#### Classified Staff

Tiefa Fisher-Gabriana, Learning Lab Assistant II, Learning Assistance Center

#### Supervisory

Michael Angle, Supervisor, Custodial Services

- **Recognition**
  - Students Xavier Padilla for being selected to the 2011 Phi Theta Kappa All-California Academic First Team and Lisa Bastio for being selected to the 2011 Phi Theta Kappa All-California Academic Third team.
  - Health Occupations Students of America (HOSA) students for their outstanding performance at the State Leadership Conference in Sacramento. Competing with more than 1,600 attendees, Mt. SAC's ten HOSA students won three gold, four silver, and three bronze medals in Creative Problem Solving. In addition, Mt. SAC had two finalists in Kaiser Permanente Healthcare Issues Exam, where there were over 500 competitors in this single event.

## **APPROVAL OF MINUTES**

Approval of minutes of the regular meeting of March 23, 2011, and the special meetings of March 16, 30, and April 6, 2011. (See backup packet pages 1 through 15.)

## **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
  - Cohort Tracking Research Project Report – Barbara McNeice-Stallard, Anabel Perez, and Maria Tsai
5. Informational Report – Disney College Program, prepared by Heidi Lockhart, Director of Career and Transfer Services (See backup packet page 16.)

## 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 of Resolution No. 10-06, Order of Election of the Mt. San Antonio Community College District of Los Angeles County. (See backup packet page 17.)
2. Consideration of approval of Resolution No. 10-07, Order of Election of the Mt. San Antonio Community College District of Orange County. (See backup packet page 18.)
3. Consideration of approval of an agreement with the Community College League of California to evaluate the needs of the District related to its Trustee election process. (See backup packet pages 19 through 24.)
4. Consideration of approval of a contract with Harris Connect for the period April 18, 2011 through November 30, 2011, at a cost of \$10,800. (See backup packet page 25.)
5. Consideration of approval of a contract with Crescendo Interactive for the period April 30, 2011 through October 31, 2012, at a cost of \$5,524.38. (See backup packet page 26.)

### HUMAN RESOURCES

6. Consideration of approval of Personnel Transactions, dated April 20, 2011. (See backup packet pages 27 through 35.)
7. Consideration of approval of a Contract with Shaw HR Consulting, Inc. for Fair Employment Housing Act/Americans with Disabilities Act Reasonable Accommodation Services. (See backup packet page 36.)

### INSTRUCTION and STUDENT SERVICES

8. Consideration of approval of a contract with University of Redlands Campus Events for the Upward Bound Summer Residential Program. (See backup packet page 37.)
9. Consideration of approval of a contract with The Princeton Review Led Classroom Course Agreement for the Upward Bound Summer Residential Program. (See backup packet page 38.)

10. Consideration of approval of a contract with Active Minds, Inc. to present an event on campus titled "Steps Toward Emotional Recovery" on May 25, 2011, at a cost of \$2,400. (See backup packet page 39.)
11. Consideration of approval of a contract with the League of Women Voters of East San Gabriel Valley to monitor the Student Body General Elections campus voting stations for the period April 25-28, 2011, at a cost of \$500. (See backup packet page 40.)
12. Consideration of approval of a contract with Magic Jump Rentals, Inc., in the amount of \$490, to provide carnival equipment for the Associated Students' Athletics Fair to be held on May 25, 2011. (See backup packet page 41.)
13. Consideration of approval for Aeronautics students to participate in the National Intercollege Flying Association SAFECON 2011 to be held May 12-22, 2011, in Columbus, Ohio. (See backup packet page 42.)
14. Consideration of approval of a Developmental Education Conference, "Parachutes and Ladders X – Celebrating Student Engagement," planned for May 5, 2011. (See backup packet page 43.)
15. Consideration of approval of a Professional Development Training Session "Strategic Thinking," planned for June 2, 2011. (See backup packet page 44.)
16. Consideration of approval of activities and acceptance of funds for the Personal and Home Care Aide State Training Program grant. (See backup packet page 45.)
17. Consideration of approval of the Continuing Education Summer High School program. (See backup packet pages 46 and 47.)
18. Consideration of approval of additions and changes to the Continuing Education Fee-Based program. (See backup packet page 48.)
19. Consideration of approval of an addition to the Continuing Education adult education program. (See backup packet page 49.)
20. Consideration of approval of fees for students attending the EMT or Paramedic programs and for students participating in the National Registry Practical Examination. (See backup packet page 50.)
21. Consideration of ratification for Robotics Team Students' participation in the Vex Robotics World Championship in Kissimmee, Florida, April 14-17, 2011. (See backup packet page 51.)
22. Consideration of ratification of an honorarium to the César Chávez Foundation for a lecture presented by Anthony Chávez, grandson of César Chávez, for the Lyceum Revisited Speaker Series: The Legacy of César Chávez on Thursday, April 14, 2011. (See backup packet page 52.)

## **ADMINISTRATIVE SERVICES**

23. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet pages 53 through 64.)
24. 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 65 and 66.)
25. Consideration of approval to participate in the National Purchasing Partners Group Membership. (See backup packet page 67.)
26. Consideration of approval to purchase office and classroom furniture from Sierra School Equipment for the Agricultural Sciences Complex. (See backup packet pages 68 and 69.)
27. Consideration of approval of various agreements to provide Professional Design and Consulting Services with FBA Engineering for the Technology Building Fire Alarm Upgrade Project; with H2 Environmental Consulting for the Business Division Building Construction Project; and with Webb Food Services Design Consultants for the Food Service Facilities Planning Project. (See backup packet pages 70 and 71.)
28. Consideration of approval of the following Change Orders:
  - Bid No. 2773      Agricultural Sciences Complex – KAR Construction Inc. (Concrete Contractor) – Change Order No. 7. (See backup packet pages 72 and 73.)
  - Bid No. 2775      Agricultural Sciences Complex – Harbor Construction Co. (General Contractor) – Change Order No. 13. (See backup packet pages 74 and 75.)
  - Bid No. 2777      Agricultural Sciences Complex – Continental Plumbing (Plumbing Contractor) – Change Order No. 13. (See backup packet pages 75 and 76.)
  - Bid No. 2779      Agricultural Sciences Complex – American Electric Company (Electrical Contractor) – Change Order No. 9. (See backup packet pages 77 and 78.)
  - Bid No. 2780      Agricultural Sciences Complex – Pierre Sprinkler & Landscape, Inc. (Landscape Contractor) – Change Order No. 3. (See backup packet pages 78 and 79.)
  - Bid No. 2826      Humanities Courtyard Improvements – Green Giant Landscape (General Contractor) – Change Order No. 3. (See backup packet pages 80 and 81.)

- Bid No. 2840 Humanities Building Exterior Improvement Bridge Project – Y & M Construction (General Contractor) – Change Order No. 5. (See backup packet pages 82 and 83.)
- Bid No. 2847 Design Technology Center – Columbus Steel (Structural Steel/Miscellaneous Metals Contractor) – Change Order No. 3. (See backup packet pages 84 and 85.)
- Bid No. 2849 Design Technology Center – RC Construction (General Contractor) – Change Order No. 5. (See backup packet pages 85 through 88.)
- Bid No. 2854 Administration Building Remodel – Janus Corporation (Hazardous Materials Abatement Contractor) – Change Order No. 4. (See backup packet page 89.)
- Bid No. 2855 Administration Building Remodel – Angeles Contractor, Inc. (General Contractor) – Change Order No. 6. (See backup packet page 90.)
- Bid No. 2859 Administration Building Remodel – Rancho Pacific Electrical, Inc. (Electrical Contractor) – Change Order No. 6. (See backup packet pages 91 and 92.)
- Bid No. 2861 Physical Education Building Renovation – HMI Construction (General Contractor) – Change Order No. 1. (See backup packet page 93.)
- Bid No. 2862 Physical Education Building Renovation – Empyrean Plumbing (General Contractor) – Change Order No. 1. (See backup packet page 94.)
- Bid No. 2865 Physical Education Building Renovation – Construction Electric (Electrical Contractor) – Change Order No. 1. (See backup packet pages 94 and 95.)

29. Consideration of approval of the following Contract Amendment:

- Contract Bonita Drive and Temple Avenue Intersection Realignment – RKA Consulting Group (Professional Design and Consulting Services Consultant) – Amendment No. 1. (See backup packet page 96.)

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

- Quality Copying Inc. – Hardware and software to support network printing on campus, valued by donor at \$1,575, to be used by the Information Technology Department of the Administrative Services Division.

## ACTION ITEMS

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

1. Consideration of approval of proposed revisions to Board Policy 5030 – Fees. (See backup packet pages 97 through 100.)
2. Annual review of Board Policy 2015 – Student Member. (See backup packet pages 101 and 102.)
3. Consideration of approval to adopt Resolution Nos. 10-08 and 10-09 to implement a CalSTRS and CalPERS Retirement Incentive for faculty, managers, classified, and confidential employees. (See backup packet pages 103 through 105.)

## 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:    May 25, 2011  
    June 22, 2011  
    July 25, 2011 (Monday)

### Upcoming Events:

April 21, 2011	<b>Veterans Recognition Ceremony</b> – 5:30-7:00 p.m., Founders Hall
April 22 & 23, 2011	<b>Antigone (Theater Production)</b> – 8:00 p.m. (also 2:00 p.m. on April 23), Clarke Theater
April 25-28, 2011	<b>Associated Students Elections</b>
April 29, 2011	<b>Spring Jazz Band Concert</b> – 8:00 p.m., Clarke Theater
May 5, 2011	<b>Citizens Oversight Committee Meeting</b> – 6:00 p.m., Founders Hall
May 6, 2011	<b>Agricultural Sciences Building Dedication Ceremony</b> – Time TBA
May 12–June 2, 2011	<b>63<sup>rd</sup> Annual Student Art Exhibition</b> – Art Gallery
May 12, 2011	<b>EOPS/CARE/CalWORKs Student Recognition Ceremony</b> – 5:00-7:00 p.m., Founders Hall



- May 13, 2011                    **Spring Wind Ensemble Concert** – 8:00 p.m., Clarke Theater
- May 20-22, 2011                **Spring Dance Concert** – 8:00 p.m. (also 3:00 p.m. on May 22), Clarke Theater
- May 21, 2011                    **Students & Educators of Distinction Awards Ceremony** – 11:00 a.m. – 3:30 p.m., Royal Vista Country Club
- May 21, 2011                    **President Nixon’s Retirement Celebration** – 6:00 p.m., Pacific Palms
- May 21, 2011                    **Music Department Student Showcase** – 8:00 p.m., Feddersen Recital Hall
- May 22, 2011                    **Spring Music Faculty Showcase** – 3:00 p.m., Feddersen Recital Hall
- May 25, 2011                    **Classified Staff Service Awards/Recognition Ceremony** – 9:30 a.m., Clarke Theater
- May 25, 2011                    **Spring Percussion Concert** – 7:30 p.m., Feddersen Recital Hall
- May 26, 2011                    **International Students Recognition Ceremony** – 4:00-6:00 p.m., Founders Hall
- May 27, 2011                    **Spring Chamber Winds Concert** – 8:00 p.m., Clarke Theater
- May 30, 2011                    **Memorial Day Holiday** (Campus Closed)
- June 3, 2011                    **24<sup>th</sup> Annual Foundation Golf Tournament** – All Day, Industry Hills Golf Club

**Upcoming Sports Events:**

- April 23, 2011                    **Softball vs. Antelope Valley** – 2:00 p.m., Softball Field
- April 26, 2011                    **Baseball vs. Cerritos** – 2:30 p.m., Baseball Field  
**Softball vs. Cerritos** – 3:00 p.m., Softball Field
- April 28 & 29, 2011                **Tennis – Southern California Regionals** – Tennis Courts

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**

**April 20, 2011**







# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 23, 2011

### MINUTES

#### CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:00 p.m. on Wednesday, March 23, 2011. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall 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. CLOSED SESSION

The Board adjourned to Closed Session to discuss 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  
Faculty Association and CSEA, Chapters 262 and 651

#### 3. PUBLIC SESSION

The public meeting reconvened at 6:40 p.m.

#### 4. INTRODUCTIONS/RECOGNITION

- **Introductions**

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

Classified Staff

Rafael Delgado, Tutorial Services Assistant II, Tutorial Services  
Angelica Del Rio, Clerical Specialist, Nursing Department  
Christopher Sweeten, Project/Program Coordinator, Upward Bound

Supervisory

Heather Jones, Supervisor, Planetarium & Astronomy Observation Center,  
Natural Sciences

- **Recognition**

- The following professors who received tenure at last month's Board meeting:

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

#### 5. APPROVAL OF MINUTES

It was moved by Trustee Hall, seconded by Trustee Bader, to approve the minutes of the regular meeting of February 23, 2011, and the special meeting of March 10, 2011. Motion unanimously carried. Student Trustee concurred.

## 6. ACTION TAKEN IN CLOSED SESSION

None.

## 7. PUBLIC COMMUNICATION

KSAK radio news anchor and former student Chris Jones thanked President Nixon and Board members for supporting student attendance at the Radio and Television News Association of Southern California's annual awards ceremony held January 22 at the Universal Hilton, in Hollywood, where College students received three Golden Mike awards.

Mr. Jones said students have heard rumors about changes at KSAK. He encouraged the College to not make any changes without considerable thought and input from those who work at the station.

## 8. REPORTS

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

- More than 24,000 Associated Students activities stickers were mailed on Friday.
- For the first time, Associated Students has appointed students to serve on all College committees.
- Board members were provided with a copy of Associated Students Resolution No. 3 – Direct Support for Student Learning. The resolution, passed and ratified on March 1, asks the College to make “direct support for student learning services” a budgetary priority when considering budget reductions. Students feel that they cannot be successful without support services such as free tutoring and labs.
- President Padilla reported that 31 students and five advisors participated in the March 14 *March in March* in Sacramento. Students were protesting a possible fee increase, cuts to the number of classes offered, a possible limit to the number of units a student can take (that are State-funded), and cuts to student support services like tutoring, academic advising, EOPS, etc.
- The following nine new A.S. officers were appointed this week:
  - Vice President of Business – Alexandra Leon
  - ICC Vice Chair – Jason Theophilus
  - Activities Senator – Edgar Soto
  - Arts Senator – Yue Yan
  - Elections Senator – Jary Tsuei
  - Finance Senator – Mergnan Zhang
  - Historian Senator – Carlos Candillo
  - Internal Auditor Senator – Jose Jimenez
  - Public Relations Senator – Ahmad Azzawi
- On March 15-17, 50 clubs participated in Join-A-Club Days by hosting a booth to showcase their club to potential members. Approximately 700 students attended over the three-day period.

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

- The full Senate met for the first time this semester on March 10, and opened nominations for its officers and senators-at-large. Officer elections are scheduled for April 14. During the meeting, the Senate approved the following four resolutions:
  - Resolution No.10-09 - Membership on Senate Committees. Sets a goal of a faculty majority on each Academic Senate committee or council and requires that any proposal to add non-faculty be accompanied by a rationale;
  - Resolution No. 10-10 - Department Chair Role in Shared Governance. Recognizes the importance of department chairs and establishes a task force to recommend improved mechanisms of communication between the Senate and department chairs;
  - Resolution No. 10-11 - Transfer Degrees Catalog Language. Recommends that the College inform students of the upcoming SB 1440 degrees while recognizing that the actual degrees will not make the publication deadline; and
  - Resolution No. 10-12 - Tutor Hiring Task Force. Recommends that the College form a task force to address the hiring and training of a sufficient corps of tutors.

The Senate also recommends that the College modify its room block schedule to provide for additional flexibility in room scheduling.

- President Kaljumagi reported that the Articulation Officer and the Outcomes Coordinator both resigned over the winter and temporary replacements are needed. Pending Senate confirmation, Silver Calzada has volunteered to serve as Articulation Officer, and Kristina Allende and Jason Chevalier have volunteered to co-serve as Outcomes Coordinator for spring 2011.

The positions of Outcomes Coordinator and Teacher Preparation Institute Coordinator for fall 2011 are in the process of being filled, and discussions are ongoing about how best to provide the College with an Articulation Officer.

- The Academic Senate for California Community Colleges (ASCCC) Spring Plenary will be held April 14-16 in Burlingame. Officially attending on behalf of the Senate are Liesel Reinhart, Barbara Gonzales, and Antoine Thomas. Several other Mt. SAC professors are expected to attend to present or to give support to the proposed disciplines of Art History and Classics. Professor Thomas will serve as our voting delegate, and the Senate will hold a special meeting on April 7 to review the proposed State resolutions.
- The California Intersegmental Articulation Council will hold its annual conference April 27-29, in Burlingame. Silver Calzada and Eric Kaljumagi will attend to receive Articulation Officer training.
- The Academic Senate has been made aware that the Board of Trustees is undertaking site visits for selected finalists for the position of College President. President Kaljumagi encouraged the Board to inquire on issues related to curriculum, outcomes, and student success.

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

- President Lee congratulated Mary Lange on her selection as Mt. SAC's nominee for the California Community College Classified Employee of the Year award. Mary's 17 years of outstanding dedication as a Supervisor in the Older Adult Program and her statewide leadership were apparent to her colleagues that nominated her. Winners of this prestigious award will be announced at the May Board of Governors meeting.
- The Classified Senate will be presenting annual Classified Excellence Awards. The ten awards will celebrate and recognize many of the creative, enthusiastic, dedicated, and loyal classified employees on campus. Classified staff may be nominated by managers, faculty, or their classified colleagues. Recipients of these prestigious awards will be announced at the Classified Recognition Ceremony, "The Classys," on May 25.

D. Luisa Howell, Faculty Association Vice President, reported the following:

- Vice President Howell thanked Trustees Bader and Hall for attending the Faculty Association's Open House last week.
- Tickets are now available for Puttin' on the Hits. Shows are scheduled for April 1 and 2. If you aren't able to attend one of the shows, the Faculty Association would be happy to accept donations to the Student Scholarship Fund.
- The Faculty Association will be sending 14 delegates to the California Community Colleges Association (CCA) Spring Conference and W.H.O. (We Honor our Own) Awards on April 15-17 in Newport Beach. The Association will be honoring Eric Kaljumagi as the local W.H.O. award recipient.
- The Faculty Association has once again been asked to participate with the Relays in the VIP tent. The Association will be working with the Foundation to provide food to faculty and staff who attend the Relays.

E. President Nixon's report included the following:

- Paula Tanguay, Chief Executive Officer, from the Alliance of Schools for Cooperative Insurance Programs (ASCIP), presented a \$10,000 check to the College and Karen Saldana, Director of Safety, Health Benefits & Risk Management, in recognition of the College receiving the "Excellence in Risk Management" award. Ms. Tanguay said the College has excelled in providing outstanding risk management services and is a leader in emergency preparedness. She commended the Board, President Nixon, and Vice President Gregoryk for their excellent leadership.
- Vice President Gregoryk reported that the President's Advisory Task Force on Financial Planning held its first meeting today. This group will be working during the next two months to assess how the College can best deal with its budget issues. Working closely with the four vice presidents, it is hoped that the Task Force will provide President Nixon with a report on what the College can do less of and what can be eliminated in order to reduce its budget.

Last month, the Board was presented with three possible budget scenarios: The first scenario assumed the June tax package will be approved; the second scenario assumed the June tax package would fail and Prop. 98 would be funded at the minimum; and the third scenario assumed the June tax package would fail



and Prop. 98 would be suspended. Vice President Gregoryk said he now believes that scenario one is no longer viable. As a result, the College is forced to look at deep budget cuts and class reductions. The new “best-case scenario” is a reduction of 2,600 FTES along with a reduction of \$5.6 million.

- Vice President Yamagata-Noji presented a spring semester enrollment report. Efficiency is way up – even though no new classes have been added, enrollment is up. Dr. Yamagata-Noji said that, while day active enrollment decreased by 9% (down by 2,676 students), evening enrollment increased by 9% (up by 4,261 students). International student enrollment increased by 19%, part-time student enrollment increased by 6%, first-time student enrollment increased by 58%, and transfer student enrollment was up by 28%. Vice President Yamagata-Noji also said the wait list is working well.

## **9. INFORMATIONAL REPORT**

Board members were provided with a written update on the Regional Information Systems Security Center (RISSC), prepared by Professor Jaishri Mehta.

The first RISSC Project was initiated by Mt. SAC and Cal Poly Pomona on July 1, 2003, and began as a three-year, \$900,000 National Science Foundation-ATE Award. Building on that framework, RISSC was awarded an additional three-year \$900,000 Continuation Award in October 2007 through September 2010. The second Project expanded to include California State University, Los Angeles; California State University, Dominguez Hills; and Long Beach City College. The Project is now in a no-cost extension period through September 2011.

In compliance with the Cyber Security Research and Development Act, HR 3394, the purpose of both projects was to address immediate needs in the field of Information Systems Security (ISS). In direct relation to that need, RISSC has made significant progress toward the goals set forth in both proposals. Both RISSC projects have engaged multiple partner institutions and provided a model for successful working relationships between two-year and four-year institutions and laid the framework upon which to reach the ultimate goal of housing a successful Regional Center.

In October 2010, building on the success of the initial two RISSC project grants, the RISSC Partner Institutions formed a new consortium (with additional partners from California State University, San Bernardino, and Whatcom Community College in the state of Washington). A proposal for a four-year, \$3 million NSF-ATE Center Grant was submitted. Once again, with Mt. SAC as the lead institution, the current proposal calls for the establishment of the CyberWatch West Center to be housed on the Mt. SAC campus. It will serve as a hub for cybersecurity education and outreach for the western United States.

## **10. CONSENT AGENDA**

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

### **HUMAN RESOURCES**

1. Approval of Personnel Transactions, dated March 23, 2011.

**INSTRUCTION and STUDENT SERVICES**

2. Approval of a contract with Kellogg West Conference Center for the Counseling Department Planning Meeting.
3. Approval of new skills certificate credit programs for the 2011-12 academic year.
4. Approval of new credit programs in Graphic Design and computer graphic skills certificate credit programs for the 2011-12 academic year.
5. Approval for Audio8Ball.com students and faculty to travel to Las Vegas to receive the Student Radio Newscast awards.
6. Approval for student and faculty participation in the Wind Ensemble's performance/ concert tour to San Diego and Irvine.
7. Approval of a contract between the Center of Excellence CTE Hub and eXist Design.
8. Approval of an affiliation agreement amendment with Arrowhead Regional Medical Center to include students enrolled in the Psychiatric Technician Program.
9. Approval of a use of facilities agreement with Emeritus at San Dimas for the Older Adult Program.
10. Approval of activities for the Family & Consumer Sciences Discipline/Industry Collaborative grant.
11. Approval of activities and acceptance of funds for the Promoting STEM Research to College Freshmen and Sophomores grant.
12. Approval of activities and acceptance of funds for the Workforce Innovation Partnerships grant.
13. Approval of an addition to the Continuing Education Adult Education program.
14. Approval of an addition to the Continuing Education Community Services Fee-Based program.
15. Approval for the Chemistry Department to host the 191st Two-Year College Chemistry Consortium Conference on March 25 and 26, 2011.

**ADMINISTRATIVE SERVICES**

16. Approval of the Appropriation Transfers and Budget Revisions Summary.
17. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
18. Consideration of approval of an agreement with SunGard Higher Education to provide on-site training for the operational data store/enterprise data warehouse system.

19. Approval to reduce retention from 10% to 5% with Continental Plumbing, Inc. for the Agricultural Sciences Complex; and with J. G. Tate Fire Protection Systems, Inc. for the Design Technology Center.
20. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 11.
21. Approval of the following Bid:
  - Bid No. 2882 Purchase of Furniture for Administration Building – Corporate Business Interiors (CBI) (Contractor). Awarded to Corporate Business Interiors, in the amount of \$927,209.26.
22. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 12.
23. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 13.

Motion unanimously carried. Student Trustee concurred.

## **11. PROFESSIONAL DESIGN AND CONSULTING SERVICES**

Trustee Hall noted that the funding source for this Board item, and a few others, indicate that Measure RR Bond funds are to be used; however, since the College isn't currently able to sell those Bonds, he suggested that these items should indicate that they are being funded by BAN (Bond Anticipation Note). Vice President Gregoryk agreed and said future items will reflect BAN funding.

It was moved by Trustee Baca, seconded by Trustee Bader, to approve various agreements to provide Professional Design and Consulting Services with Cambridge West Partnership, LLC for the Capital Construction Management Program project; with H2 Environmental Consulting for the Business Division Building Construction project; with PAL id studio for the Building 45 Renovation project; and with Drew George & Partners, Inc. for the American College and University, President's Climate Commitment project. Motion unanimously carried. Student Trustee concurred.

## **12. CHANGE ORDERS**

At the request of Trustee Hall, Director Nellesen provided an update on the Administration building remodel. Specifically, there have been issues with two contractors. Mr. Nellesen said he believes the building will be ready for occupancy in September.

Trustee Chyr voiced concern at the percent of change orders on projects. There was lengthy discussion on the reasons for change orders. It was decided that future backup information would include who initiated the change and more information on the detail and on why it is occurring (what's driving the change).

Vice President Gregoryk said that the College will have an opportunity to assess its building program and determine where improvements can be made during the time when there is no construction on campus (2013-17).

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

- Bid No. 2827      Child Development Center – Doja, Inc. (Grading Contractor) – Change Order No. 1.
- Bid No. 2846      Design Technology Center – K.A.R. Construction (Caissons and Concrete Contractor) – Change Order No. 6.
- Bid No. 2853      Design Technology Center – Brewster Electrical (Electrical Contractor) – Change Order No. 6.
- Bid No. 2854      Administration Building Remodel – Janus Corporation (Hazardous Materials Abatement Contractor) – Change Order No. 3.
- Bid No. 2855      Administration Building Remodel – Angeles Contractor, Inc. (General Contractor) – Change Order No. 5.
- Bid No. 2856      Administration Building Remodel – Donald M. Hoover Company (Flooring Contractor) – Change Order No. 1.
- Bid No. 2859      Administration Building Remodel – Rancho Pacific Electrical, Inc. (Electrical Contractor) – Change Order No. 5.

Motion unanimously carried. Student Trustee concurred.

### **13. CONTRACT AMENDMENTS**

Trustee Chen Haggerty referred Board and audience members to page 85 of the backup packet. On the Marlene Imirzian & Associates contract amendment, the project title should be changed from Design Technology Center to Administration Building Remodel.

Regarding the Fire Technology Facility Programming and Design contract amendment, Dr. Hall asked that, in addition to exploring options that might exist on campus, the College should also explore partnerships with other agencies and organizations in the immediate area. He specifically mentioned the burn tower on Temple (in Pomona) or a partnership with the City of Industry. Vice President Gregoryk said the College would hold off on this contract amendment until it has done its due diligence.

It was moved by Trustee Baca, seconded by Trustee Chyr, to approve the following Contract Amendments:

- Contract              Parking Structure Precinct Planning – Hill Partnership, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 1.

- Contract Fire Technology Facility Programming and Design – HMC Architects (Professional Design and Consulting Services Consultant) – Amendment No. 1.
- Contract Administration Building Remodel – Marlene Imirzian & Associates Architects, Ltd. (Professional Design and Consulting Services Consultant) – Amendment No. 12, as corrected.

Motion unanimously carried. Student Trustee concurred.

**14. PUBLIC HEARING REGARDING A SUCCESSOR AGREEMENT WITH CSEA, CHAPTER 262**

In compliance with California Government Code, Chapter 10.7, Section 3547(b), the Board of Trustees held a public hearing to receive comments from the public on the successor agreement between the District and CSEA, Chapter 262 for the fiscal years 2011-14. The Public Hearing opened at 8:49 p.m. Hearing no requests to address the Board, the Hearing was closed at 8:50 p.m.

**15. PROPOSAL TO INITIATE CSEA, CHAPTER 262 NEGOTIATIONS FOR SUCCESSOR AGREEMENT**

It was moved by Trustee Bader, seconded by Trustee Chyr, to approve a Proposal to Initiate CSEA, Chapter 262 Negotiations for Successor Agreement for the period July 1, 2011, through June 30, 2014. Motion unanimously carried. Student Trustee concurred.

**16. PUBLIC HEARING REGARDING A SUCCESSOR AGREEMENT WITH CSEA, CHAPTER 651**

In compliance with California Government Code, Chapter 10.7, Section 3547(b), the Board of Trustees held a public hearing to receive comments from the public on the successor agreement between the District and CSEA, Chapter 651 for the fiscal years 2011-14. The Public Hearing opened at 8:51 p.m. Hearing no requests to address the Board, the Hearing was closed at 8:52 p.m.

**17. PROPOSAL TO INITIATE CSEA, CHAPTER 651 NEGOTIATIONS FOR SUCCESSOR AGREEMENT**

It was moved by Trustee Chyr, seconded by Trustee Hall, to approve a Proposal to Initiate CSEA, Chapter 651 Negotiations for Successor Agreement for the period July 1, 2011, through June 30, 2014. Motion unanimously carried. Student Trustee concurred.

**18. 2011 ELECTION OF CCCT BOARD OF DIRECTORS**

Trustee Bader recommended that the Board cast votes for Laura Casas Frier (Foothill-DeAnza CCD), Mary Figueroa (Riverside CCD), Robert Jones (Los Rios CCD), Paul J. Gomez (Chaffey CCD), and Pauline Larwood (Kern CCD).

It was moved by Trustee Bader, seconded by Trustee Hall, to cast votes for the following candidates for the 2011 CCCT Board of Directors:

Laura Casas Frier, Foothill-DeAnza CCD  
 Mary Figueroa, Riverside CCD  
 Robert Jones, Los Rios CCD  
 Paul J. Gomez, Chaffey CCD  
 Pauline Larwood, Kern CCD

Motion carried with a 4-0 vote. Trustee Chyr abstained. Student Trustee concurred.

## 19 PROPOSED REVISIONS TO BOARD POLICY 5030 – FEES

Board members received for first reading and discussion proposed revisions to Board Policy 5030 – Fees. No additional revisions were recommended. The revised policy will be brought back to the Board in April for approval.

## 20. BOARD COMMUNICATION

- All Board members shared the following comments:
  - All newly-appointed staff members were welcomed to the College.
  - Congratulations were extended to newly-tenured faculty.
  - Academic Senate President Kaljumagi was congratulated for being selected to receive the W.H.O. Award.
  - Mary Sue Lang was congratulated for being selected by the Classified Senate as the College's nominee for the California Community College Classified Employee of the Year Award.
- Trustee Chyr said that he and his son attended the celebration for the national championship football team and state championship men's soccer team at the Pacific Palms Resort. According to Trustee Chyr, it was an incredible celebration, and he appreciated so many College sports alumni attending. The event ended up being a celebration of student athlete accomplishments over many decades.
 

Trustee Chyr said he's been reading articles on students who take more than 60-100 units. He's noticing that community colleges are beginning to look at legislation that could affect how we prioritize registration. This could help new students gain better status in the registration process.
- Trustee Hall said he is pleased to see the administration is keeping communication open as it addresses budget issues. He also commended Women's Softball Coach Kelly Ford on her 400<sup>th</sup> victory.
- Trustee Baca thanked John Semcken and Ed Roski (Majestic Realty) for hosting the celebration for the football and men's soccer teams. It was a wonderful event and the College appreciates their support.
- Trustee Bader said she attended the Faculty Association's Open House where she was reminded of how impressive Mt. SAC faculty are. She was asked how the presidential search is coming, and she assured everyone that the Board is doing its due diligence.
- Student Trustee Martinez said he is working with Richard Morley, Executive Director of the College Foundation, and Trustee Bader (President of the Pomona Rotary

Club) to bring Rotaract to campus. Student Trustee Martinez said students will begin budget deliberations next Thursday.

Student Trustee Martinez thanked Vice Presidents Burley and Yamagata-Noji for speaking recently to the Student Senate. He also mentioned an honors video that he hopes to present to the Board in the future.

- Trustee Chen Haggerty said that, while the budget situation is bleak, she appreciates the College community working in a spirit of respect for each other.

## **21. ADJOURNMENT**

The meeting adjourned at 9:18 p.m.

JSN:dc



# MT. SAN ANTONIO COLLEGE

## SPECIAL MEETING OF THE BOARD OF TRUSTEES

Thursday, March 16, 2011

### MINUTES

#### CALL TO ORDER

The special meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:00 p.m. on Wednesday, March 16, 2011. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall, were present.

#### STAFF PRESENT

Annette Loria, Vice President, Human Resources

#### OTHERS PRESENT

Dr. Don Averill, Board Consultant

#### 1. PUBLIC COMMUNICATION

None.

#### 2. CLOSED SESSION

The Board adjourned to Closed Session to discuss the presidential candidates interviewed on March 10, 2011.

#### 3. PUBLIC SESSION

The public meeting reconvened at 7:50 p.m.

#### 4. ADJOURNMENT

The meeting adjourned at 7:51 p.m.

JCH:dc





# MT. SAN ANTONIO COLLEGE

## SPECIAL MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 30, 2011

### MINUTES

#### CALL TO ORDER

The special meeting of the Board of Trustees of Mt. San Antonio College was called to order at 7:40 p.m. on Wednesday, March 30, 2011. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall, were present.

#### STAFF PRESENT

Annette Loria, Vice President, Human Resources

#### 1. PUBLIC COMMUNICATION

None.

#### 2. CLOSED SESSION

The Board adjourned to Closed Session to discuss the presidential site visits made during the week of March 21, 2011, and the employment of a College President.

#### 3. PUBLIC SESSION

The public meeting reconvened at 9:19 p.m.

#### 4. ACTION TAKEN IN CLOSED SESSION

Trustee Chen Haggerty said there was no announcement to make; however the Board announced that it plans to meet again in Closed Session on April 6, 2011.

#### 5. ADJOURNMENT

The meeting adjourned at 9:20 p.m.

JCH:dc



# MT. SAN ANTONIO COLLEGE

## SPECIAL MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 6, 2011

### MINUTES

#### CALL TO ORDER

The special meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:00 p.m. on Wednesday, April 6, 2011. Trustees Baca, Bader, Chen Haggerty, and Chyr, were present. Trustee Hall arrived at 6:15 p.m.

#### STAFF PRESENT

John S. Nixon, President/CEO, and Annette Loria, Vice President, Human Resources

#### OTHERS PRESENT

Mary Dowell, Liebert Cassidy Whitmore

#### 1. PUBLIC COMMUNICATION

None.

#### 2. CLOSED SESSION

The Board adjourned to Closed Session to discuss the employment of a College President.

#### 3. PUBLIC SESSION

The public meeting reconvened at 8:25 p.m.

#### 4. ACTION TAKEN IN CLOSED SESSION

Trustee Chen Haggerty said there was no announcement to make; however the Board expects to make an announcement at the regular April 20, 2011 Board meeting.

#### 5. ADJOURNMENT

The meeting adjourned at 8:26 p.m.

## **Mt. SAC Collaboration with Disney College Program Report to the Board**

### **Program Background and Overview**

The Disney College Program is a six-month paid internship program that allows college students to continue their education while gaining real world experience with one of the world's major entertainment companies. Once in the program, students work for either Disneyland or Disney World for 28-32 hours per week earning \$8.68-11.50 per hour, plus they participate in education offerings that may include one or more of the following:

- A leadership speaker series whereby Disney leaders share their career paths with the students.
- Collegiate courses recommended for college credit by the American Council on Education and some of which have been articulated with Mt. San Antonio College courses.
- Professional development study to learn about the various lines of business within the resorts.

Participants, also known as "cast members," may work in a variety of areas including attractions, bell services, cast or entertainment costuming, custodial, desk representative, host/hostess, food prep, food service worker, guest relations, guest research, hotel front desk, lifeguard, cashier, photo imaging, reservations sales, resort transportation and parking, retail, among others. Housing for participants at or near the resorts is also available at a low cost, if needed. The Disney College Program serves as a mandatory stepping stone to the Disney Professional Internships program which then allows participants to intern in positions requiring a greater level of knowledge of resort and company operations.

### **Mt. San Antonio College Student Participation**

In order to find the most talented and suitable students for the Disney College Program positions, Disney recruits at colleges and universities across the United States. Mt. San Antonio College's collaboration with the Disney College Program began in 2006. Overall, each year approximately 240-400 students from colleges nationwide participate in the program at Disneyland and approximately 7,000 students nationwide participate in the program at Walt Disney World. Mt. San Antonio College is one of a select group of local colleges that Disney recruits from each year that also includes California State University, Fullerton; California State Polytechnic University, Pomona; and Orange Coast College. Every fall and spring semester, staff from Career and Transfer Services facilitates the Disney College Program recruitment process by arranging numerous classroom and campuswide presentations as well as other promotional activities to create awareness of the opportunity to the Mt. SAC student body. To participate in the program, students must be at least 18 years of age, be currently enrolled at a college or university, and have completed at least one semester. Mt. SAC student recruitment and participation is as follows:

<b>Disney College Program Mt. SAC Student Recruitment and Participation</b>										
Term	F'06	SP'07	F'07	SP'08	F'08	SP'09	F'09	SP'10	F'10	SP'11
Total Student Contacts via Campuswide and Class Presentations	151	105	468	515	260	536	313	371	518	380
Applications	21	33	109	145	59	122	133	193	423	233
Positions Offered	Unknown	Unknown	Unknown	43	17	28	19	18	22	22
Arrivals	Unknown	12	34	14	14	26	16	18	9	18
<b>Graduated Program</b>	11	10	20	23	8	14	10	12	5	TBD

### **The Future**

Disney plans to continue the Disney College Program into the future. Currently there are no plans to expand the program but that is reviewed every year by senior leadership. Mt. San Antonio College's Career and Transfer Services will continue to partner with Disney to recruit Mt. SAC students for this opportunity.

**Mt. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

**RESOLUTION NO. 10-06**

**Order of Election of the Mt. San Antonio Community College District of Los Angeles County, California.**

**RESOLUTION ORDERING GOVERNING BOARD MEMBER ELECTION**

RESOLVED that pursuant to Education Code (EC) Sections 5000-5030, the Los Angeles County Superintendent of Schools (County Superintendent) is hereby ORDERED to call an election for the purpose, and in accordance with the designations contained in the following specifications of the Election Order made under the authority of EC Sections 5302, 5304, and 5322.

**SPECIFICATIONS OF THE ELECTION ORDER**

The election shall be held on Tuesday, November 8, 2011. The polling hours shall be from 7:00 a.m. to 8:00 p.m.

The purpose of the election is to submit to the voters of the District the question of whether three members shall be elected to the Governing Board of the Mt. San Antonio Community College District.

The Los Angeles County Registrar-Recorder/County Clerk (Registrar-Recorder) will perform all the duties incident to the preparation for and holding of the above-mentioned election. The Mt. San Antonio Community College District will pay the costs of the election. If any agency holds an election on November 8, 2011, the Mt. San Antonio Community College District shall pay its pro rata share pertaining to the conduct of this election shall be under the provisions of the appropriate sections of the Education and Election Codes.

IT IS FURTHER ORDERED that the Clerk of the District is hereby directed to furnish two copies of this order to the County Superintendent not less than 57 days prior to the date set for the election.

The foregoing Resolution and Order was adopted and affirmed by the Governing Board of the Mt. San Antonio Community College District of Los Angeles County, being the Board authorized by law to make the designations contained therein, by formal vote as follows:

AYES, and in favor of, Board members:

NAYS, Board members:

ABSENT, Board members:

\_\_\_\_\_  
Clerk of the Governing Board

*I hereby certify that the foregoing is a full, true, and correct transcript of a resolution duly adopted by the Governing Board named therein at a duly constituted meeting of the said Governing Board, held on April 20, 2011, as it appears upon the minutes of the said meeting on April 20, 2011.*

\_\_\_\_\_  
Clerk of the Governing Board

**Mt. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

**RESOLUTION NO. 10-07**

**Order of Election of the Mt. San Antonio Community College District of Orange County,  
California.**

**RESOLUTION ORDERING GOVERNING BOARD MEMBER ELECTION**

RESOLVED that pursuant to Education Code (EC) Sections 5000-5030, the Orange County Superintendent of Schools (County Superintendent) is hereby ORDERED to call an election for the purpose, and in accordance with the designations contained in the following specifications of the Election Order made under the authority of EC Sections 5302, 5304, and 5322.

**SPECIFICATIONS OF THE ELECTION ORDER**

The election shall be held on Tuesday, November 8, 2011. The polling hours shall be from 7:00 a.m. to 8:00 p.m.

The purpose of the election is to submit to the voters of the District the question of whether three members shall be elected to the Governing Board of the Mt. San Antonio Community College District.

The Orange County Registrar of Voters will perform all the duties incident to the preparation for and holding of the above-mentioned election. The Mt. San Antonio Community College District will pay the costs of the election. If any agency holds an election on November 8, 2011, the Mt. San Antonio Community College District shall pay its pro rata share pertaining to the conduct of this election shall be under the provisions of the appropriate sections of the Education and Election Codes.

IT IS FURTHER ORDERED that the Clerk of the District is hereby directed to furnish two copies of this order to the Orange County Registrar of Voters not less than 57 days prior to the date set for the election.

The foregoing Resolution and Order was adopted and affirmed by the Governing Board of the Mt. San Antonio Community College District of Orange County, being the Board authorized by law to make the designations contained therein, by formal vote as follows:

AYES, and in favor of, Board members:

NAYS, Board members:

ABSENT, Board members:

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Clerk of the Governing Board

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*I hereby certify that the foregoing is a full, true, and correct transcript of a resolution duly adopted by the Governing Board named therein at a duly constituted meeting of the said Governing Board, held on April 20, 2011, as it appears upon the minutes of the said meeting on April 20, 2011.*

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Clerk of the Governing Board

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 20, 2011</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Redistricting Agreement with the Community College League of California</u>	

## **BACKGROUND**

Mt. San Antonio Community College District currently elects Trustees through an at-large system that allows the Trustees to live anywhere within the district boundaries. The district is home to significant and concentrated populations of both Latinos and Asians, based on 2010 census data.

The California Voting Rights Act requires all local governments, including community colleges, at least to evaluate their current election processes. The release of new census data and the significant population changes over the past decade are forcing many elected bodies to look at their election processes now. Districts that are currently using at-large election systems will fall under scrutiny during this time, as voting rights groups are carefully watching the outcome of these analyses.

The process of determining any issues with the State or Federal Voting Rights Acts includes an analysis of the overall district population, the makeup of current trustee areas, mapping of protected subgroups and an exercise to look at different trustee area options. These are conducted with analysis of voting behavior in college trustee and other elections

## **ANALYSIS AND FISCAL IMPACT**

As part of the Community College League's district services program, the League will provide a complete redistricting package. The final deliverable product will include a recommendation to the board as to its requirement under the California Voting Rights Act (CVRA), including all documentation, maps, data, and analysis used during the process of determining the applicability of voting rights laws.

The League's vendor for this work is Redistricting Partners, a consulting firm in Sacramento that is working with Los Angeles-based Political Data Inc. to develop for districts a redistricting database that includes actual voter history, name matching for ethnicities that complement those provided through the census, and clear analysis of both individual voter turnout patterns and precinct-level voting behavior. This research data, mapping and political analysis is used with local legal counsel to judge state and federal laws and their applicability to the district.

Recommended by: John S. Nixon Agenda Item: Consent #3

**SUBJECT:** Redistricting Agreement with the Community College League of California

**DATE:** April 20, 2011

If the district must go to districted elections based on this analysis, the League will provide several options for the new lines as a part of this package.

Below is a listing of what is delivered under the League's program for districts which currently elect trustees under an at-large system:

- Analysis of CVRA requirements, and if necessary, options for possible transition to districted elections;
- On site visit of staff to discuss the mapping options and any existing factors that may influence the options with any interested parties;
- Additional on-site visits for board meetings, campus meetings or other public forums;
- Creation of a redistricting plan, including an analysis of existing lines, and three options in final map form (both electronically and hard copy) presented to the district;
- Preparation of any files to be sent to the County registrar;
- Monitoring of any pertinent legislation that may have an impact on the district and its analysis.

The cost is a flat rate of \$35,000. This would be inclusive of all the deliverables listed above, but is not inclusive of legal counsel.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves an agreement with the Community College League of California to evaluate the needs of the District related to its Trustee election process.

**SUBJECT:** Redistricting Agreement with the Community College League of California

**DATE:** April 20, 2011

**AGREEMENT BETWEEN  
Mt. SAN ANTONIO COMMUNITY COLLEGE DISTRICT  
AND  
COMMUNITY COLLEGE LEAGUE OF CALIFORNIA**

This agreement made and entered into by and between the Mt. San Antonio Community College District, hereafter referred to as "District," and Community College League of California hereafter referred to as the "League."

WHEREAS, the District is desirous of utilizing the League's Redistricting Program in order to evaluate the needs of the District in regards to its Trustee election process, and

WHEREAS, the League is qualified by experience, knowledge, and materials to assist with the coordination and supervision determining that need, and

WHEREAS, pursuant to Government Code Section 53060, the governing board of the District may contract with persons experienced and competent to perform special services and provide advice in financial, economic, accounting, engineering, legal, or administrative matters,

NOW, THEREFORE, the District and the League, for the considerations hereinafter named, agree as follows:

FIRST: The League agrees to perform the professional, technical, and management services hereinafter set forth when and as assigned by the District, and

SECOND: The District agrees to pay the League a fee, together with such other payments and reimbursements as are hereinafter provided.

**LEAGUE CONSULTANT'S SERVICES**

The League agrees to assign a League-approved Consultant to provide professional services and consultation to assist the District in evaluating its current Trustee electoral process, census data, and the impact that this data has on such processes.

Services will include, but may not be limited to, the following:

- Evaluation of existing district lines, residences of Board members, population trends, and the changes in subgroup concentration throughout the district;
- Presentation to the Board, or selected members of the Board and/or staff for the Consultant to suggest how lines could change and the Board giving Consultant their preferences;



**SUBJECT:** Redistricting Agreement with the Community College League of California

**DATE:** April 20, 2011

- Creation of three sets of new lines based on District input;
- Provide analysis and opinion in regards to District moving from a five-member Board to a seven-member Board; and
- Completion of the redistricting process with a final map in appropriate file formats provided to the Board and County Registrar(s).

The League reserves the right to choose the Consultant and change the Consultant if necessary.

### **FEE STRUCTURE**

The fee structure for the work conducted under this Agreement shall not exceed a total of \$35,000. If the work extends beyond March 1, 2012, this contact may be extended at the discretion of both the District and the League.

### **METHOD OF PAYMENT**

The District will be invoiced for these services upon signing of this Agreement. The District may choose to pay in one payment, or may pay in four equal payments.

### **INDEMNIFICATION**

To the extent allowed by law, the League must save, keep, bear harmless, and fully indemnify the District and any of its officers or agents from all damages, or claims for damages, costs, or expenses in law or equity arising out of any activities in the performance of the Agreement.

To the extent allowed by law, the District must save, keep, bear harmless, and fully indemnify the League and any of its officers or agents from all damages, or claims for damages, costs or expenses in law or equity arising out of any activities in the performance of the Agreement.

The District must agree to have the final maps, recommendations, and any other documents examined by legal counsel before final adoption to assure the contents are in compliance with legal requirements, legal advisements, or suggested good practice. The District may utilize legal counsel named under the terms of this Agreement to satisfy this requirement.

### **EMPLOYEE RELATIONSHIP**

The League and Consultant are not employees of the District. It is understood that the Consultant is responsible for his/her actions and that the Consultant is not an employee or servant of the District regardless of the nature or extent of the acts performed by the Consultant. Therefore, since the Consultant has been deemed not to be an employee of the

**SUBJECT:** Redistricting Agreement with the Community College League of California

**DATE:** April 20, 2011

District, the District does not assume liability under the law for any act or performance pursuant to this Agreement.

### **CANCELLATION**

Either party giving written notice to the other may cancel this Agreement at any time, with or without cause. In the event of such cancellation, the League shall be paid for authorized services. In ascertaining the services actually rendered hereunder up to the date of the termination of this Agreement, consideration shall be given to both completed work and work in process of completion and to complete and incomplete reports and other documents whether delivered to the District or in the possession of the Consultant or League.

### **OWNERSHIP OF DRAWINGS OR REPORTS**

Services as represented on documents or reports are to become the property of the District whether the work is completed or not and may be used by them in any fashion they see fit. Notwithstanding the foregoing, however, the League reserves the right to use any documents or data prepared or collected during the course of this work for other purposes as it sees fit, provided, however, that no such use shall allow the District to be identified without the consent of the District.

### **CONSULTANT PERSONAL SERVICES**

It is agreed that the District is relying on the personal services of the Consultant and upon his/her technical ability and professional integrity. Such reliance is one of the chief considerations for the execution of this Agreement by the District.

It is further understood and agreed that the Consultant shall not assign nor transfer his/her duties under this Agreement, nor shall this Agreement be assignable or transferable by operation of law or otherwise without the written consent of the District.

### **CONFLICT OF INTEREST**

The Consultant agrees to perform services exclusively for the District under this Agreement, and expressly agrees not to undertake any conflicting duties to others, with or without compensation, which could in any way compromise that responsibility. The Consultant shall not disclose to others any confidential information gained from this relationship without the prior, written permission from the District. Further, the Consultant shall not seek to use his/her position, the information gained thereby, nor any other aspect of the project or his/her relationship with others involved in it, for personal gain or other remuneration or benefit, beyond the compensation provided for herein.

**SUBJECT:** Redistricting Agreement with the Community College League of California

**DATE:** April 20, 2011

**TERM OF AGREEMENT**


This Agreement shall be effective when signed by all parties. Services shall commence upon execution of this Agreement.

This Agreement may be amended but only by an instrument in writing signed by all parties.

By: \_\_\_\_\_

John S. Nixon, President/CEO  
Mt. San Antonio Community College District

Date: \_\_\_\_\_

By:  \_\_\_\_\_

Kimi Shigetani, Vice President  
Community College League of California

Date: April 4, 2011

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

**DATE:** April 20, 2011

**CONSENT**

**SUBJECT:** Contract with Harris Connect

**BACKGROUND**

Recently, the Mt. San Antonio College Foundation was able to secure and update records for 95,000 Mt. SAC alumni, including 42,000 phone numbers. The Foundation requests approval to contract with Harris Connect, a premiere provider of telemarketing services for colleges and universities, to provide research on donor files, software for six (6) workstations, training and support for Mt. SAC student callers. The Foundation will use the services over a period of four months (two months this spring and two months next fall) to make calls to donors and potential donors.

**ANALYSIS AND FISCAL IMPACT**

The proposed contract will cover the period April 18, 2011 through November 30, 2011, at a cost of \$10,800.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Richard Morley

Recommended by: John S. Nixon

Agenda Item: Consent #4

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>April 20, 2011</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract with Crescendo Interactive</u>	

**BACKGROUND**

The Mt. San Antonio College Foundation requests approval of a contract with Crescendo Interactive, to provide planned giving website content and information that links with the Mt. SAC Foundation website. This direct Mt. SAC Foundation planned giving information provides donors and constituents with a way to understand wealth planning and how to give to the College through bequests and other charitable vehicles, such as Charitable Trusts. Using these resources, the Mt. SAC Foundation has been able to work with donors to create over \$200,000 in future bequests and trusts for the college.

**ANALYSIS AND FISCAL IMPACT**

The contract is for the period April 30, 2011 through October 31, 2012, at a cost of \$5,524.38.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Richard Morley

Recommended by: John S. Nixon

Agenda Item: Consent #5

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

**DATE:** April 20, 2011

**CONSENT**

**SUBJECT:** Personnel Transactions

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: Hennings, Leslie  
 Position: Secretary New: No  
 Department: Student Life Office  
 Sal Range/Step: A-81, Step 1 Salary: \$3,738.70/month  
 % of Position: 100% # Mos.: 12  
 Effective: 3/24/11  
 Replaces: Anita Lopez

Name: Reyes, Yesenia  
 Position: Caseworker New: Yes  
 Department: Student Services/CalWORKs  
 Sal Range/Step: A-71, Step 1 Salary: \$1,607.68/month  
 % of Position: 47.5% # Mos.: 12  
 Effective: 4/21/11

Name: Stratton, Joshua  
 Position: Lead Custodian New: No  
 Department: Custodial Services  
 Sal Range/Step: B-46, Step 3 Salary: \$3,178.61/month  
 % of Position: 100% # Mos.: 12  
 Effective: 4/21/11  
 Replaces: Willie Bell

**Resignations/Terminations**

Fangmeyer, Steven, Animal Farm Operations Specialist, Agricultural Sciences, effective 3/31/11

Safranek, Janet, Clerical Specialist, Facilities Planning and Management, effective 3/31/11

Prepared by: Human Resources Staff

Reviewed by: Annette Loria

Recommended by: John S. Nixon

Agenda Item: Consent #6

**SUBJECT:** Personnel Transactions

**DATE:** April 20, 2011

**CLASSIFIED EMPLOYMENT**

**Personal/Professional Growth Benefits**

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

Ulloa, Gabriela  
Villegas, Alejandro

**TEMPORARY EMPLOYMENT**

**Substitute Employees**

Per employment list (See page 5.)

**Hourly Non-Academic Employees**

Per employment list (See page 5.)

**Professional Experts Employees**

Per employment list (See pages 5 and 6.)

**Student Employees**

Per employment list (See pages 6 through 9.)

**ACADEMIC EMPLOYMENT**

**Faculty Appointment**

Name:	Santiago, Tonya	New:	No
Position:	Professor		
Department:	Nursing		
Salary/Range:	Column III, Step 9	Salary:	\$86,790.00/annual
Contract status:	Second Contract	# Mos.:	10
% of Position:	100%		
Effective:	8/29/11		
Remarks:	Replaces Julie Hughes-Lederer		

**Leave of Absence Without Pay**

<u>Name</u>	<u>Department</u>	<u>LHEs</u>	<u>Semester</u>
Williamson, Kisha	Child Development	*6.37	Spring 2011

\*Correction from 6 to 6.37 LHE of leave

**SUBJECT:** Personnel Transactions

**DATE:** April 20, 2011

**ACADEMIC EMPLOYMENT**

**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 10, Workload.

<u>Instructor(s)</u>	<u>Number of Students</u>	<u>Amount</u>
Watanabe, Kathy	1	\$129.46

**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 10, Workload.

<u>Instructor(s)</u>	<u>Number of Students</u>	<u>Amount</u>
Eisley, Benjamin	1	\$133.60
Hoffman, Ruth Jean	31	\$3,877.54
Mac Donald, Jennifer	10	\$1,250.82
Ramirez, Jesus	6	\$750.49
Shum, Mee	5	\$625.41
Smith, Dan	1	\$129.46
Waters, Dawn	9	\$1,165.10
West, Alice	29	\$3,754.22

**Banking Leave of Absence with Pay**

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Avila, Rocio	English, Lit. & Journalism	15	Fall 2011
Hoover, Karelyn	Chemistry	6	Fall 2011
Huang, Kenneth	Chemistry	4.5	Spring 2011
Kakiba-Russell, Karyn	Biological Sciences	15	Spring 2012
Lynes, Billie	Nursing	.092	Spring 2011
Romero, Oscar	Nursing	.375	Spring 2011
Tripp, Robin	English, Lit. & Journalism	15	Fall 2011
Trujillo, Tammy	Commercial & Enter. Arts	.75	Spring 2011
Truttman, Janet	Chemistry	9.25	Fall 2011

**Student Intern(s)**

George, Kevin, Counseling Department, University of La Verne, effective 5/2/11



**SUBJECT:** Personnel Transactions**DATE:** April 20, 2011**ACADEMIC EMPLOYMENT****Additional Assignments**

<b>Provider</b>	<b>Area/ Department</b>	<b>Service/ Agreement</b>	<b>Dates</b>	<b>Amount</b>
Curle, Timothy	Music	Presenter/Master Class – Instrumental Jazz Festival	4/30/11	\$40.28/hr. Not to exceed \$100
Goff, Michael	Physical Education	Event coordination services for Mt. SAC Relays	January – May 2011	\$44.66/hr. Not to exceed \$5,000
Kamaka, Ron	Physical Education	Event coordination services for Mt. SAC Relays	January – May 2011	\$44.66/hr. Not to exceed \$5,000
Laronga, Barbara	Music	Presenter/Master Class – Instrumental Jazz Festival	4/30/11	\$40.28/hr. Not to exceed \$100
McGillicuddy, Ryan	Music	Presenter/Master Class – Instrumental Jazz Festival	4/30/11	\$40.28/hr. Not to exceed \$100
Morris, Kimo Aaron	Student Services/ Associated Students	Earth Week presentation on Environment and Economics	4/26/11	\$43.15/hr. Not to exceed \$300
Shew, Roger	Music	Adjudicator, Instrumental Jazz Festival	4/30/11	\$40.28/hr. Not to exceed \$400
Stuntz, Lori	Music	Presenter/Master Class – Instrumental Jazz Festival	4/30/11	\$43.15/hr. Not to exceed \$100
Yokoyama, Brian	Physical Education	Event coordination services for Mt. SAC Relays	January – May 2011	\$43.15/hr. Not to exceed \$5,000

**SUBJECT:** Personnel Transactions**DATE:** April 20, 2011**TEMPORARY EMPLOYMENT****Substitute Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Gile, Melinda	Clerical Specialist	Fire Technology	19.14	03/09/11-06/30/11
Llamas, Jesus	Custodian	Custodial Services	16.65	03/14/11-06/30/11
Silva, Azael	Student Center Specialist	Student Life	21.14	03/16/11-03/20/11

**Hourly Non-Academic Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Alexander, Priscilla	Model	Fine Arts	21.00	04/21/11-06/30/11
Beard, Brenda	Clerk Typist III	Adult Basic Education	10.87	06/20/11-06/30/11
Beard, Brenda	Clerk Typist III	Adult Basic Education	10.87	07/01/11-07/31/11
Bernal-Diaz, Jessica	Clerk Typist III	Adult Basic Education	10.87	06/20/11-06/30/11
Bernal-Diaz, Jessica	Clerk Typist III	Adult Basic Education	10.87	07/01/11-07/31/11
Blumefeld, Patricia	Clerk Typist III	Adult Basic Education	10.87	06/27/11-06/30/11
Blumefeld, Patricia	Clerk Typist III	Adult Basic Education	10.87	07/01/11-07/31/11
Dennis, Veronica	Clerk Typist III	Adult Basic Education	10.87	06/20/11-06/30/11
Dennis, Veronica	Clerk Typist III	Adult Basic Education	10.87	07/01/11-07/31/11
Dodge, Sarah	Study Skills Assistant III	Tutorial Services	12.48	02/24/11-06/30/11
Dodge, Sarah	Learning Assistant	Tutorial Services	13.00	03/24/11-06/30/11
Franklin, Anita	Clerk Typist III	Adult Basic Education	10.87	06/13/11-06/30/11
Franklin, Anita	Clerk Typist III	Adult Basic Education	10.87	07/01/11-07/31/11
Garcia, Elsie	Clerk Typist III	Adult Basic Education	10.87	06/13/11-06/30/11
Garcia, Elsie	Clerk Typist III	Adult Basic Education	10.87	07/01/11-07/31/11
Garcia, Maira	Clerk Typist III	Adult Basic Education	10.87	06/27/11-06/30/11
Garcia, Maira	Clerk Typist III	Adult Basic Education	10.87	07/01/11-07/31/11
Mayfield, Crystal	Lab. Assistant-Electronics	Electronics	13.27	03/22/11-06/19/11

**Professional Expert Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Azucar, Martha	Technical Expert II	Nursing	45.00	02/28/11-06/19/11
Bernard, Donald	Program Supervisor I	Adult Basic Education	12.48	06/21/11-06/30/11
Bernard, Donald	Program Supervisor I	Adult Basic Education	12.48	07/01/11-07/31/11
Blotzer, Kerry	Technical Expert II	Nursing	45.00	04/01/11-06/19/11
Callen, Cathy	Program Supervisor I	Adult Basic Education	12.48	06/13/11-06/30/11
Callen, Cathy	Program Supervisor I	Adult Basic Education	12.48	07/01/11-07/31/11
Culver, Robert	Interpreter IV	DSPS	38.00	02/28/11-06/30/11
Dizon, Caleb	Technical Expert II	Nursing	45.00	02/28/11-06/19/11
Doolittle, Ian	Instrument Simulator Inst.	Continuing Education	30.00	03/21/11-06/30/11
Dupree-Boyd, Ronnecia	Real Time Captioner IV	DSPS	32.00	03/10/11-06/30/11
Flores, Roberto	Program Supervisor I	Adult Basic Education	12.48	06/13/11-06/30/11
Flores, Roberto	Program Supervisor I	Adult Basic Education	12.48	07/01/11-07/31/11
Fonseca, Maria	Technical Expert II	Nursing	45.00	02/28/11-06/20/11

**SUBJECT:** Personnel Transactions**DATE:** April 20, 2011**TEMPORARY EMPLOYMENT****Professional Expert Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Garcia, Moises	Program Supervisor I	Adult Basic Education	12.48	06/27/11-06/30/11
Garcia, Moises	Program Supervisor I	Adult Basic Education	12.48	07/01/11-07/31/11
Gehr, Scott	Paramedic Specialist	Medical Services	15.60	03/14/11-06/30/11
Golden, Kristin	Not-for-Credit-Instructor I	Basic Skills-AMLA	35.00	03/01/11-06/19/11
Gomez, Raphael	Program Supervisor I	Adult Basic Education	12.48	06/21/11-06/30/11
Gomez, Raphael	Program Supervisor I	Adult Basic Education	12.48	07/01/11-07/31/11
Granger, Jimmy	Interpreter I	DSPS	18.00	03/01/11-06/30/11
Gregory, Carmen	Technical Expert II	Nursing	45.00	04/01/11-06/19/11
Harrington, Maria	Technical Expert I	Nursing	35.00	02/01/11-06/19/11
Jackson, Susanne	Interpreter II	DSPS	22.00	02/28/11-06/30/11
Jenkins, Tina	Interpreter V	DSPS	45.00	02/28/11-06/30/11
Jenkins, Tina	Interpreter V	Sign Language	45.00	02/28/11-06/20/11
Martinez, Crystal	Teaching Aide	Adult Basic Education	13.27	03/14/11-06/30/11
Nelson, Twyla	Real Time Captioner V	DSPS	40.00	03/10/11-06/30/11
O'Connell, Charles	Paramedic Specialist	Medical Services	15.60	03/30/11-06/30/11
Osea, Mark	Tutorial Specialist IV	Tutorial Services	23.22	03/07/11-06/30/11
Parravicini, Pablo	Paramedic Specialist	Medical Services	15.60	03/30/11-06/30/11
Peterson, Shaunna	Interpreter IV	DSPS	38.00	03/14/11-06/30/11
Quiroz, Melissa	Interpreter I	DSPS	18.00	03/15/11-06/30/11
Roueintan, Masoud	Tutorial Specialist I	Tutorial Services	17.00	03/21/11-06/30/11
Santos, Roderick	Technical Expert II	Nursing	45.00	03/21/11-06/19/11
Stute, Cathy	Project Coordinator	Research & Inst. Effectiveness	35.00	03/04/11-06/30/11

**Student Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aden, Bronson	Student Assistant III	Tutorial Services	10.00	02/25/11-06/30/11
Aguirre, Azusena	Student Assistant II	Bridge Program	8.75	02/28/11-06/30/11
Alayass, Khaoula	Student Assistant I	Child Development Ctr.	8.00	03/11/11-06/30/11
Alvarez, Jerry	Student Assistant II	EOPS/CARE/CalWORKs	8.75	03/07/11-06/30/11
Anders, Carissa	Student Assistant II	Tutorial Services	8.75	03/07/11-06/30/11
Andrews, Allison	Student Assistant I	Agricultural Sciences	8.00	02/28/11-06/30/11
Ang, Natasha	Student Assistant II	Biological Sciences	8.75	03/01/11-06/30/11
Ayala, Andy	Student Assistant III	Financial Aid	10.00	02/28/11-03/31/11
Bailey, Alan	Student Assistant IV	Radio/TV	11.25	02/25/11-02/28/11
Bailey, Alan	Student Assistant IV	Radio/TV	11.25	03/01/11-06/17/11
Barnes, Arielle	Student Assistant III	Building Automation	10.00	02/28/11-06/30/11
Barrios, Norman	Student Assistant III	Bridge Program	10.00	02/28/11-06/30/11
Bates, Monique	Student Assistant II	Biological Services	8.75	03/07/11-06/30/11
Bedard, Adrian	Student Assistant II	Tutorial Services	8.75	03/07/11-06/30/11
Betts, Michael	Student Assistant III	Humanities Division	10.00	02/24/11-02/28/11
Bhanderi, Amit	Student Assistant II	Tutorial Services	8.75	02/28/11-06/30/11

**SUBJECT:** Personnel Transactions**DATE:** April 20, 2011**TEMPORARY EMPLOYMENT****Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Bharwani, Henna	Student Assistant V	Tutorial Services	12.50	03/07/11-06/30/11
Boubion, Dominique	Student Assistant III	The Writing Center	10.00	03/02/11-06/30/11
Briggs, Charles	Student Assistant V	Tutorial Services	12.50	02/28/11-06/30/11
Brown, Chester	Student Assistant V	Tutorial Services	12.50	02/28/11-06/30/11
Bui, Tuan	Student Assistant IV	Tutorial Services	11.25	02/28/11-06/30/11
Canossi, Sarah	Student Assistant III	Tutorial Services	10.00	02/25/11-06/30/11
Cantu, Martin	Student Assistant II	Tutorial Services	8.75	03/01/11-06/30/11
Cardona, Leonard	Student Assistant III	Information Technology	10.00	03/14/11-06/30/11
Chen, Xiao Lin	Student Assistant II	Tutorial Services	8.75	02/28/11-06/30/11
Choi, Min-Woo	Student Assistant II	Biological Sciences	8.75	02/28/11-06/30/11
Chumpitaz, Milagros	Student Assistant IV	Tutorial Services	11.25	02/25/11-06/30/11
Corea, Kenneth	Student Assistant III	Tutorial Services	10.00	02/25/11-06/30/11
Coronado, Leila	Student Assistant V	Tutorial Services	12.50	02/28/11-06/30/11
Cortez, David	Student Assistant V	Tutorial Services	12.50	03/07/11-06/30/11
Cosio, Christopher	Student Assistant III	Tutorial Services	10.00	02/25/11-06/30/11
Couzens, David	Student Assistant III	Architecture	10.00	03/04/11-06/30/11
Covarrubias, Edward	Student Assistant III	Tutorial Services	10.00	02/25/11-06/30/11
Cui, Herman	Student Assistant III	Tutorial Services	10.00	02/28/11-06/30/11
Cui, Juan	Student Assistant IV	Tutorial Services	11.25	03/07/11-06/30/11
Davila, Maria	Student Assistant II	Tutorial Services	8.75	02/28/11-06/30/11
Delacruz, Nimrod	Student Assistant IV	Animation	11.25	03/01/11-06/17/11
Deskin, Shannon	Student Assistant III	Continuing Education	10.00	03/16/11-06/30/11
Deskin, Shannon	Student Assistant III	Landscape	10.00	03/21/11-06/30/11
Dewi, Ira	Student Assistant V	Histotechnology	12.50	03/01/11-06/09/11
Don, William	Student Assistant III	Tutorial Services	10.00	02/25/11-06/30/11
Doo, Ammar	Student Assistant II	Tutorial Services	8.75	02/28/11-06/30/11
Dunn, Cindy	Student Assistant V	Tutorial Services	12.50	03/07/11-06/30/11
Eccles, Samantha	Student Assistant III	Continuing Education	10.00	03/28/11-06/30/11
Echavarria, Jessica	Student Assistant II	Bridge Program	8.75	02/28/11-06/30/11
Fallon, Madison	Student Assistant V	Tutorial Services	12.50	02/25/11-06/30/11
Fard Danford, Kayvan	Student Assistant III	Tutorial Services	10.00	02/25/11-06/30/11
Flores, Christina	Student Assistant III	Radio/TV	10.00	03/01/11-06/17/11
Flores, Cintia	Student Assistant II	Bridge Program	8.75	02/28/11-06/30/11
Flores, Diana	Student Assistant III	The Writing Center	10.00	02/28/11-06/30/11
Flores, Sean	Student Assistant I	History	8.00	02/28/11-06/20/11
Fuentes, Mauricio	Student Assistant III	Animation	10.00	03/01/11-06/17/11
Ganji, Bardia	Student Assistant III	Tutorial Services	10.00	02/25/11-06/30/11
Garavito, Christine	Student Assistant III	Tutorial Services	10.00	02/25/11-06/30/11
Garcia, Henry	Student Assistant III	Bridge Program	10.00	02/28/11-06/30/11
Garcia, Mayra	Student Assistant II	Biological Sciences	8.75	03/07/11-06/20/11
Gilbert, Lamont	Student Assistant III	Humanities Division	10.00	02/24/11-02/28/11
Gomez, Tanya	Student Assistant V	Tutorial Services	12.50	02/28/11-06/30/11

**SUBJECT:** Personnel Transactions**DATE:** April 20, 2011**TEMPORARY EMPLOYMENT****Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Gonzalez, Claudia	Student Assistant III	Journalism	10.00	02/28/11-06/20/11
Gonzalez, Nyria	Student Assistant II	Tutorial Services	8.75	03/07/11-06/30/11
Guerrero Velarde, Madalyn	Student Assistant II	Public Safety	8.75	02/28/11-06/17/11
Gutierrez, Judith	Student Assistant II	EOPS/CARE/CalWORKs	8.75	03/07/11-06/30/11
Hagerman, Norman	Student Assistant III	Agricultural Sciences	10.00	02/28/11-06/30/11
Hanson, Brian	Student Assistant II	Public Safety	8.75	02/28/11-06/17/11
Harris, Tamara	Student Assistant V	Tutorial Services	12.50	03/07/11-06/30/11
Hasan, Nida	Student Assistant V	Tutorial Services	12.50	02/25/11-06/30/11
Hernandez, Ana	Student Assistant IV	EOPS	11.25	02/26/11-06/30/11
Hernandez, Cecilia	Student Assistant I	ESL	8.00	03/28/11-06/30/11
Hernandez, Kimberly	Student Assistant II	Admissions & Records	8.75	02/21/11-06/30/11
Holder, Jeffery	Student Assistant V	Building Automation	12.50	02/28/11-06/30/11
Hollenbeck, Geoffrey	Student Assistant III	Agricultural Sciences	10.00	02/28/11-06/30/11
Hsieh, Fannie	Student Assistant I	ESL	8.00	03/15/11-06/30/11
Hu, Yihuan	Student Assistant II	Tutorial Services	8.75	02/28/11-06/30/11
Huerta, Anthony	Student Assistant III	Agricultural Sciences	10.00	02/28/11-06/30/11
Huerta, Anthony	Student Assistant III	Landscape	10.00	03/11/11-06/17/11
Huerta, Anthony	Student Assistant III	Continuing Education	10.00	03/16/11-06/30/11
Hunter, Alexander	Student Assistant II	Tutorial Services	8.75	02/28/11-06/30/11
Hyatt, Amber	Student Assistant I	Child Development Ctr.	8.00	03/08/11-06/30/11
Irianto, Igor	Student Assistant II	Tutorial Services	8.75	02/28/11-06/30/11
Jett, Dakota	Student Assistant II	Tutorial Services	8.75	02/28/11-06/30/11
Johnson, Heather	Student Assistant II	EOPS	8.75	02/26/11-06/30/11
Jou, Yuching	Student Assistant II	Biological Sciences	8.75	03/01/11-06/30/11
Kaminski, Paulo	Student Assistant II	Public Safety	8.75	02/28/11-06/17/11
Kim, Se Wan	Student Assistant III	Tutorial Services	10.00	03/04/11-06/30/11
Kim, Se Wan	Student Assistant II	Biological Sciences	8.75	03/29/11-06/30/11
Kochi, Andrew	Student Assistant I	Chemistry	8.00	03/21/11-06/30/11
Le, Vivian	Student Assistant IV	Tutorial Services	11.25	02/25/11-06/30/11
Lee, Christine	Student Assistant V	Tutorial Services	12.50	03/11/11-06/30/11
Leyva, Alicia	Student Assistant III	Continuing Education	10.00	03/16/11-06/30/11
Lian, Enny	Student Assistant II	Admissions & Records	8.75	03/21/11-06/30/11
Lo, Christopher	Student Assistant III	Tutorial Services	10.00	02/25/11-06/30/11
Lopez, Magali	Student Assistant III	Continuing Education	10.00	03/16/11-06/30/11
Lopez, Marisol	Student Assistant II	Bridge Program	8.75	02/28/11-06/30/11
Loya, Ruby	Student Assistant II	Public Safety	8.75	03/09/11-06/30/11
MacKinnon, Amy	Student Assistant I	EOPS/CARE/CalWORKs	8.00	02/28/11-06/30/11
Magallanes, Angelica	Student Assistant II	Bridge Program	8.75	02/28/11-06/30/11
Manahan, Justinne	Student Assistant II	Tutorial Services	8.75	03/07/11-06/30/11
Marquez, Andrea	Student Assistant III	Tutorial Services	10.00	03/07/11-06/30/11
Melendez, Carlos	Student Assistant IV	Comm. & Entertain. Arts	11.25	02/28/11-06/19/11

**SUBJECT:** Personnel Transactions**DATE:** April 20, 2011**TEMPORARY EMPLOYMENT****Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Munoz, Rachel	Student Assistant III	Bridge Program	10.00	02/28/11-06/30/11
Muscat, Joshua	Student Assistant III	Continuing Education	10.00	03/16/11-06/30/11
Navejas, Felicia	Student Assistant V	Tutorial Services	12.50	03/15/11-06/30/11
Nazaroff, Jonathan	Student Assistant IV	Tutorial Services	11.25	03/07/11-06/30/11
Perez, Christine	Student Assistant V	Electronics	12.50	03/16/11-06/19/11
Perez, Jacob	Student Assistant IV	Bridge Program	11.25	02/28/11-06/30/11
Piercy, Mary Linda	Student Assistant III	Tutorial Services	10.00	03/07/11-06/30/11
Puga, Juan	Student Assistant II	Bridge Program	8.75	02/28/11-06/30/11
Reyes, Andrew	Student Assistant II	Tutorial Services	8.75	03/07/11-06/30/11
Reza, Michael	Student Assistant II	Public Safety	8.75	03/04/11-06/30/11
Rogoff, Samantha	Student Assistant III	Tutorial Services	10.00	03/15/11-06/30/11
Rojo, Veronica	Student Assistant I	Child Development Ctr.	8.00	03/14/11-06/30/11
Russell, Amelia	Student Assistant III	Architectural	10.00	04/01/11-06/19/11
Sanders, Jill	Student Assistant II	Biological Sciences	8.75	03/07/11-06/30/11
Sese, Mylow	Student Assistant I	Air Conditioning	8.00	03/07/11-06/13/11
Sevier, Sonya	Student Assistant III	Landscape	10.00	03/14/11-06/30/11
Shelton, Rachel	Student Assistant III	Continuing Education	10.00	03/16/11-06/30/11
Smith, Samuel	Student Assistant III	Business Division	10.00	03/01/11-06/18/11
Soukesian, Lisa	Student Assistant I	Child Development Ctr.	8.00	03/14/11-06/30/11
Tan, Yali	Student Assistant I	Child Development Ctr.	8.00	03/21/11-06/30/11
Tien, Johnny	Student Assistant III	Agricultural Sciences	10.00	03/14/11-06/30/11
Toia, Faleolo	Student Assistant II	Public Safety	8.75	02/28/11-06/30/11
Toia, Faleolo	Student Assistant III	Public Safety	10.00	03/11/11-06/17/11
Tsai, Clarence	Student Assistant II	DSPS	8.75	03/09/11-06/30/11
Urena, Ignacio	Student Assistant III	Interior Design	10.00	03/21/11-06/30/11
Valadez, Laura	Student Assistant II	Bridge Program	8.75	02/28/11-06/30/11
Vandagriff, Matthew	Student Assistant V	Medical Services	12.50	03/21/11-06/30/11
Vasquez, Lizbette	Student Assistant III	EOPS/CARE/CalWORKs	10.00	03/07/11-06/30/11
Vasquez, Robert	Student Assistant V	CalWORKs	12.50	03/21/11-06/30/11
Vega, Gilbert	Student Assistant III	Public Safety	10.00	02/28/11-06/30/11
Voltz, Donald	Student Assistant III	Continuing Education	10.00	03/16/11-06/30/11
Voltz, Donald	Student Assistant V	Agricultural Sciences	12.50	03/07/11-06/30/11
Wang, Joe	Student Assistant III	Tutorial Services	10.00	03/11/11-06/30/11
Williams, Amalia	Student Assistant III	Continuing Education	10.00	03/16/11-06/30/11

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

**DATE:** April 20, 2011

**CONSENT**

**SUBJECT:** Contract for FEHA/ADA Reasonable Accommodation Services – Shaw  
HR Consulting, Inc.

**BACKGROUND**

The Human Resources Department requires the services of a firm that specializes in Fair Employment Housing Act/Americans with Disabilities Act (FEHA/ADA) Reasonable Accommodations compliance, one that can operate as an independent third party separate from the District. The office of Shaw HR Consulting, Inc. can provide such investigative services. Rachel Shaw, of Shaw HR Consulting, Inc., has been providing such services to school districts, including Mt. San Antonio College, for twelve years.

**ANALYSIS AND FISCAL IMPACT**

Under Government Code Section 53060, the Board of Trustees is authorized to contract with any persons who furnish special services and advice in legal matters as long as such persons are trained, experienced, and competent.

The intent is to use the services of Shaw HR Consulting, Inc. on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to conduct reasonable accommodations and provide the College with written reports of its findings. The proposed rate of \$150 per hour (not to exceed \$20,000), plus mileage, is competitive within the consultation services market and is comparable to the District's costs for similar services. The fees may be adjusted, with the District's consent, from April 4, 2011 through June 30, 2011, the term of the agreement. Thus, Shaw HR Consulting, Inc. offers the necessary experience at a reasonable price. Moreover, it is in the District's best interest to enter into a contract for consultation services with Shaw HR Consulting, Inc.

**Funding Source**

Funding will be provided from the Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the award of a contract for consultation services with Shaw HR Consulting, Inc.

Prepared by: Annette Loria

Recommended by: John S. Nixon

Agenda Item: Consent #7

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 20, 2011</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract with University of Redlands Campus Events for the Upward Bound Summer Residential Program</u>	

**BACKGROUND**

Mt. San Antonio College’s Upward Bound Program is requesting approval of a contract with University of Redlands Campus Events for its upcoming Summer Residential Program to be held July 10 through August 5, 2011, at the University of Redlands. The Summer Residential Program is designed to give students a glimpse of what college life is like by giving them a chance to live in the residence halls, have roommates, and attend classes in university facilities and is part of the required grant activities. The purpose of the Upward Bound grant is to provide low-income and potential first generation college students with instruction, services, and activities that will enable them to stay in school, graduate from high school, and successfully enter and graduate from postsecondary education.

**ANALYSIS AND FISCAL IMPACT**

The Summer Residential will host 60 students and 8 staff.

Estimated costs, not to exceed \$67,000, for the following expenditures:

- Use of classroom facilities, food, and lodging for 60 students and 8 staff.

**Funding Source**

U.S. Department of Education, Upward Bound grant.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with University of Redlands Campus Events for the Upward Bound Summer Residential Program.

Prepared by:	<u>Juan Carlos Astorga</u>	Reviewed by:	<u>Audrey Yamagata-Noji</u>
Recommended by:	<u>John S. Nixon</u>	Agenda Item:	<u>Consent #8</u>



<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>April 20, 2011</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract with The Princeton Review Led Classroom Course Agreement for the Upward Bound Summer Residential Program</u>	

**BACKGROUND**

Mt. San Antonio College Upward Bound Program is requesting approval of a contract with The Princeton Review for instructional services in teaching a Scholastic Aptitude Test (SAT) course during its upcoming Summer Residential Program to be held July 10 to August 5, 2011, at the University of Redlands. The purpose of the Upward Bound grant is to provide low-income and potential first generation college students with instruction, services, and activities that will enable them to stay in school, graduate from high school, and successfully enter and graduate from postsecondary education.

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio College will enter into a contract with the Princeton Review in an amount not to exceed \$7,500. The contract will provide funds for the following:

- 24 hours of instruction in preparing for the SAT
- Copies of the following book for each class participant: The Princeton Review's SAT course manual version 4.0
- 3 full length SAT practice exams (4.5 hrs in duration)
- Access to the Princeton Review's Online Student Center

**Funding Source**

U.S. Department of Education, Upward Bound grant.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with The Princeton Review Led Classroom Course Agreement for the Upward Bound Summer Residential program.

Prepared by: Juan Carlos Astorga Reviewed by: Audrey Yamagata-Noji  
Recommended by: John S. Nixon Agenda Item: Consent #9

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

**DATE:** April 20, 2011

**CONSENT**

**SUBJECT:** Contract with Active Minds, Inc. for Presentation "Steps Toward Emotional Recovery"

**BACKGROUND**

Student Health Services strives to provide educational programs relevant to the needs of our student population. Active Minds, Inc. offers a speaker, Anna Arroyo, who addresses challenges related to depression, suicide, and eating disorders in her presentation titled "Steps Toward Emotional Recovery." These issues are commonly faced by our student population.

Ms. Arroyo is a graduate of USC, and is currently completing her master's degree in psychology.

**ANALYSIS AND FISCAL IMPACT**

The event is to be held in the Student Life Center, on May 25, 2011, and will be open to the entire campus community. It is estimated that attendance will be approximately 150 individuals.

The cost for the two-hour presentation is \$2,400.

**Funding Source**

Student Health Services Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the presentation "Steps Toward Emotional Recovery" offered by Active Minds, Inc., as described above.

Prepared by: Sandy Samples

Reviewed by: Audrey Yamagata-Noji

Recommended by: John S. Nixon

Agenda Item: Consent #10

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>April 20, 2011</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>League of Women Voters of East San Gabriel Valley</u>	

**BACKGROUND**

Associated Students is requesting that the Board approve a contract with the League of Women Voters for the purpose of monitoring the Student Body General Elections campus voting stations.

The service includes: at least two (2) people on staff between the hours of 9:00 a.m.-6:00 p.m., April 25-28, 2011. The staff will provide unbiased guidance for student voters as they navigate to the voting site through the student portal.

Only Mt. SAC students who have paid the current \$11 Student Activities Fee will be eligible to vote.

**ANALYSIS AND FISCAL IMPACT**

The contract cost with the League of Women Voters is \$500.

**Funding Source**

Associated Students.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with the League of Women Voters.

Prepared by: Maryann Tolano-Leveque

Reviewed by: Audrey Yamagata-Noji

Recommended by: John S. Nixon

Agenda Item: Consent #11

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 20, 2011</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract with Magic Jump Rentals, Inc.</u>	

**BACKGROUND**

Associated Students is requesting that the Board approve a contract with Magic Jump Rentals, Inc., for rental of carnival equipment for an Athletics Fair.

Associated Students will honor the athletic accomplishments of the Mt. SAC athletic teams at the annual Athletics Fair, to be held on May 25, 2011, from 11:00 am–2:00 pm.

Associated Students will rent a 500-gallon dunk tank, two teen-adult size inflatable sumo suits, two helmets, a round sumo mat and an air pump for the suits from Magic Jump Rentals. The dunk tank and sumo suits will be used by students who have paid the student activities fee.

**ANALYSIS AND FISCAL IMPACT**

The rental of carnival equipment for Associated Students’ Athletics Fair will cost \$490.

Funding Source

Associated Students.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with Magic Jump Rentals.

Prepared by: Maryann Tolano-Leveque

Reviewed by: Audrey Yamagata-Noji

Recommended by: John S. Nixon

Agenda Item: Consent #12

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

**DATE:** April 20, 2011

**CONSENT**

**SUBJECT:** Aeronautics Students' Participation in the National Intercollegiate Flying Association SAFECON 2011

**BACKGROUND**

The Mt. San Antonio College Flying Team is requesting permission to participate in the National Intercollegiate Flying Association's National Safety and Flight Evaluation Conference (SAFECON), scheduled on May 12-22, 2011, at Ohio State University, Columbus, Ohio. Fifteen students will be attending, accompanied by faculty members Linda Rogus, Robert Rogus, and David Todd.

**ANALYSIS AND FISCAL IMPACT**

The anticipated cost of the competition is \$30,095.

**Funding Sources**

Unrestricted General Fund, student contributions, and fund-raising.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves participation in the National Intercollegiate Flying Association SAFECON 2011.

Prepared by: Sarah Daum

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #13

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

**DATE:** April 20, 2011

**CONSENT**

**SUBJECT:** Developmental Education Spring Conference

**BACKGROUND**

The Mt. San Antonio College Developmental Education Study team has hosted a spring conference for the past several years to help educate instructors about theories of learning and teaching techniques. Approval is sought to continue this tradition with "Parachutes and Ladders X – Celebrating Student Engagement," planned for May 6, 2011 on campus.

The keynote speaker, Myron H. Dembo is Emeritus Professor of Educational Psychology at the Rossier School of Education at the University of Southern California. He is a fellow in the American Psychological Association and the American Educational Research Association. Dr. Dembo specializes in the areas of learning and motivation with a focus on teaching students how to become more self-regulated learners. It is anticipated that Mt. San Antonio College employees will be able to attend the conference at no charge, while outside participants will be charged a small fee to cover the costs of registration, food, conference materials, and parking. Dr. Dembo will receive compensation for his services, as well as travel expenses.

**ANALYSIS AND FISCAL IMPACT**

Anticipated costs (based on 150 participants):

Speaker compensation and travel costs not to exceed	\$3,500
Food, beverages (continental breakfast and lunch), materials and parking	<u>\$5,000</u>
Total cost	\$8,500

**Funding Sources**

Restricted General Fund and participant registration.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Developmental Education Spring Conference.

Prepared by: James Jenkins

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #14

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

**DATE:** April 20, 2011

**CONSENT**

**SUBJECT:** Professional Development Training Session "Strategic Thinking"

**BACKGROUND**

Professional and Organizational Development requests permission to host an interactive training session facilitated by a SkillPath Seminars professional trainer entitled "Strategic Thinking."

This training will be limited to 80 participants and is planned for June 2, 2011.

**ANALYSIS AND FISCAL IMPACT**

Mt. SAC employees will participate in the training at no cost. The estimated cost for the training session is \$2,500, including materials.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the "Strategic Thinking" interactive training session.

Prepared by: Richard Patterson

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #15

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

**DATE:** April 20, 2011

**CONSENT**

**SUBJECT:** Activities and Acceptance of Funds: Personal and Home Care Aide  
State Training Program

**BACKGROUND**

Mt. San Antonio College received an award notification for a grant titled "Personal and Home Care Aide State Training Program," funded by the Health Resources & Services Administration and passed through the California Community Colleges Chancellor's Office. The objectives of the grant are to:

1. review existing personal care aide curriculum being offered within the California Community College System and the Paraprofessional Healthcare Institute for selection of content and best practice elements;
2. develop model curriculum for personal care aides; and
3. implement the model curriculum and a recruitment process for eligible participants to enroll in the project.

**ANALYSIS AND FISCAL IMPACT**

The grant award is \$137,266. The project period is September 30, 2010, through September 29, 2011. Mt. SAC was notified of this award on March 29, 2011. The funding agency has approved the expenditure of grant funds to support the following: non-instructional salaries, employee benefits, equipment, instructional and non-instructional supplies and materials, travel/conference, parking/bus passes for students, CPR/first aid cards for students, program advertising, printing, food services/catering, and indirect costs. Permission is requested to purchase food and/or catering services and promotional materials for grant-related activities, not to exceed \$2,000.

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

**Funding Source**

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

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the funds and approves the activities for the Personal and Home Care Aide State Training Program grant.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #16



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

**DATE:** April 20, 2011

**CONSENT**

**SUBJECT:** Continuing Education Summer High School Program

**BACKGROUND**

As an Adult Education provider for the Alhambra, Baldwin Park, Bassett, Bonita, Covina Valley, Hacienda La Puente, Pomona, Rowland, Walnut Valley, and West Covina Unified School Districts, the College sponsors the Summer High School Program for high school credit in each of these Districts.

**ANALYSIS AND FISCAL IMPACT**

1. Instruction Dates:

<b>Unified School District (USD)</b>	<b>Days of the Week</b>	<b>Dates</b>
Alhambra	Tuesday – Friday	6/21/11 – 7/29/11
Baldwin Park	Monday – Friday	6/27/11 – 7/29/11
Bassett	Monday – Friday	6/20/11 – 7/22/11
Bonita	Monday – Friday	6/13/11 – 7/15/11
Covina Valley	Monday – Friday	6/20/11 – 7/22/11
Hacienda/La Puente	Monday – Thursday	6/20/11 – 7/28/11
Pomona	Monday – Friday	6/27/11 – 7/29/11
Rowland	Monday – Friday	6/13/11 – 7/15/11
Walnut Valley	Monday – Thursday	6/13/11 – 7/21/11
West Covina	Monday – Friday	6/13/11 – 7/15/11

2. Program Administrators will be paid as follows:

<b>USD</b>	<b>High School</b>	<b>Site Coordinator</b>	<b>Payment</b>
Alhambra	Alhambra	Nguyen, Phuong	\$6,000
	Mark Keppel	Douglas, Kyle	\$6,000
	San Gabriel	Scanlan, John	\$6,000
Baldwin Park	Baldwin Park	Egans, Shanna	\$6,000
	Sierra Vista	Santiago, Magdalena	\$6,000
Bassett	Bassett	Lima, Jimmy	\$6,000
Bonita	Bonita	MacCormick, Michael	\$6,000
	San Dimas	Black, Christine	\$6,000
Covina	Covina	Martin, Tanya	\$2,500
	Northview	Koenig, Kimberly	\$2,500

Prepared by: Madelyn Arballo/Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #17

**SUBJECT:** Continuing Education Summer High School Program

**DATE:** April 20, 2011

USD	High School	Site Coordinator	
Hacienda La Puente	La Puente	De Guzman, Kathleen	\$3,000
		Soto, Gabriela	\$3,000
	Los Altos	Mallen, Mary	\$3,000
		Higgins, Patricia	\$3,000
	Wilson	Mabrie, Michelle	\$6,000
	Workman	Flores, Martin	\$6,000
Pomona	Diamond Ranch	Tye, Patricia	\$6,000
	Ganesh	King, Jason	\$6,000
	Garey	Ramirez Jr., Raymundo	\$6,000
	Pomona	Ruelas, Claudia	\$6,000
	Village Academy	Camacho, Lorena	\$4,000
Rowland	Nogales	Elder, Steven	\$6,000
	Rowland	Hart, Jeremy	\$6,000
Walnut Valley	Diamond Bar	Aguilar, Gabriel	\$6,000
	Walnut	Jones, Reuben	\$6,000
West Covina	West Covina	Lui, Veronica	\$3,000
		Maggiore, Lisa	\$3,000

3. Utility costs will be paid as requested by the USD, based on its policy, and agreed upon between the USD and the College.
4. Instructional supplies will be supplied by the College as needed by each USD.
5. Instructors, security, and clerical staff will be provided by the College as requested by the district, based on its policy and agreed upon between the USD and the College, and will be paid hourly.
6. Use of Facilities Agreements will be sent to each individual USD.

**Funding Source**

Unrestricted General Fund. (Revenue generated by the program covers all costs.)

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Summer High School Program.

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

**DATE:** April 20, 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	
Flamenco and Spanish Dance	Garcia, Yvette	X		\$82
Introduction to Flamenco & Spanish Dance for Children	Garcia, Yvette	X		\$82
Conditioning for Sports				
• Women's Soccer	Bowen, Melinda PE Trust	X	-0-	\$26
• Men's Soccer	Sanchez, Juan PE Trust	X	-0-	\$26
Adult Tennis – Intermediate (West Covina site only)	Schreuders, Grace		45%	\$94

**Funding Source**

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

**Community Services Class Changes:**

From: Zumba <u>8 classes @ \$57</u>	To: Same <u>5 classes @ \$35</u> <u>6 classes @ \$43</u> <u>12 classes @ \$77</u>
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**RECOMMENDATION**

It is recommended that the Board of Trustees approves the additions and ratifies the changes, 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:** April 20, 2011

**CONSENT**

**SUBJECT:** Addition to the Continuing Education Program

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

**Adult Education – New Program:**

<b>Program</b>	<b>Fiscal Analysis</b>
Mutual Agreement – Pomona Unified School District Summer High School Agreement Extension through May 2012	Existing District Budget Instructor Rate - \$42.98/hour

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement extension with Pomona Unified School District.

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:** April 20, 2011

**CONSENT**

**SUBJECT:** Fees for Students Attending the EMT and Paramedic Programs

**BACKGROUND**

Students who attend the EMT program or the Paramedic program are required to participate in a variety of preparation activities including training in CPR, Advanced Cardiac Life Support, and Pediatric Advanced Life Support. Students are required to purchase training certificates. Additionally, students in the Paramedic program also are required to purchase uniforms and patches. These items are retained by the student at the conclusion of the program.

Students completing the paramedic program are required to take and pass a national registry practical examination prior to certification. The cost of the exam includes materials and supplies, exam proctors, and simulators.

**ANALYSIS AND FISCAL IMPACT**

The estimated fees for students are as follows:

- EMT program will not exceed \$6 for academic year 2011-12.
- Paramedic program for spring 2011 and academic year 2011-12 will not exceed \$115.
- National Registry Practical Examination for spring 2011 and academic year 2011-12 will not exceed \$195.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the estimated fees to be charged to students attending EMT or Paramedic programs, and for students participating in the National Registry Practical Examination.

Prepared by: Sarah Daum

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #20



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

**DATE:** April 20, 2011

**CONSENT**

**SUBJECT:** Lyceum Revisited Speaker Series: The Legacy of César Chávez

**BACKGROUND**

The Humanities and Social Sciences Division requests ratification for payment of an honorarium to the César Chávez Foundation for a lecture presented by Anthony Chávez, grandson of César Chávez, for the Lyceum Revisited Speaker Series: The Legacy of César Chávez on Thursday, April 14, 2011. This honorarium originally was to be paid to Anthony Chavez. A request was then received to pay the César Chávez Foundation.

**ANALYSIS AND FISCAL IMPACT**

The honorarium was \$500.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies payment of the honorarium to the César Chávez Foundation.

Prepared by: Stephen A. Runnebohm

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #22

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

**DATE:** April 20, 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 03/09/11 - 03/29/11**

7509	From:	11000-312500-564000-190500 Repairs-Chemistry	\$	964
	To:	11000-312500-641300-190500 New Equip.-\$1,000-4,999-Chemistry		964
		To provide funds for equipment.		
7575	From:	17090-380290-232000-490000 Professional Expert Sal-Career Advancement Academy		1,467
		17090-380290-237000-490000 Lecturers-Career Advancement Academy		1,995
	To:	17090-380290-142000-490000 Hrly Noninstr Sal-Hrly Noninstr-Career Advance Academy		524
		17090-380290-381000-490000 Alternative Retirement Plan-Career Advance Academy		143
		17090-380290-431000-490000 Instr Supplies/Materials-Career Advancement Academy		680
		17090-380290-451000-490000 Supplies-Career Advancement Academy		800
		17090-380290-471000-490000 Food Supplies-Career Advancement Academy		18
		17090-380290-521000-490000 Travel and Conferences-Career Advance Academy		137
		17090-380290-522000-490000 Mileage-Career Advancement Academy		60

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #23



**SUBJECT:** Appropriation transfers and Budget Revisions Summary**DATE:** April 20, 2011

		17090-380290-589200-490000 Svs for Catering/Prom Items-Career Advance Academy	\$ 300
		17090-380290-767000-732000 Parking Fees-Career Advancement Academy	800
		To reallocate funds for the Career Advancement Academy grant.	
7588	From:	42002-770510-451000-710000 Supplies-5 Agricultural Science	13,000
	To:	42002-770510-641700-710000 New Equip. IT-Over \$5K-5 Agricultural Science	13,000
		To provide funds for equipment for the Agricultural Sciences project.	
7592	From:	11000-343000-231000-220600 Short-Term, Nonacad Salaries-Geographic Info Sys	1,390
	To:	11000-345500-431000-080900 Instr Supplies/Materials-Sign Language, Interpreting	490
		11000-661000-641200-677000 New Equip.-\$200-999-Information Technology	900
		To provide funds for instructional supplies and equipment.	
7594	From:	11000-352500-564000-095300 Repairs-Architecture, Eng Design Tech	390
		11000-352500-644400-095300 Software-Over \$5,000-Architecture, Eng Design Tech	106
	To:	11000-352500-451000-095300 Supplies-Architecture, Eng Design Tech	496
		To provide funds for supplies.	
7595	From:	11000-353000-431000-093400 Instr Supplies/Materials-Electronics, Computer Tech	57
	To:	11000-353000-521000-093400 Travel and Conferences-Electronics, Computer Tech	19
		11000-353000-564000-093400 Repairs-Electronics, Computer Tech	38
		To provide funds for travel and conference and for repairs.	
7596	From:	11000-353000-431000-093400 Instr Supplies/Materials-Electronics, Computer Tech	73
	To:	11000-353000-584000-093400 Computer/Tech Related Srv-Electronics, Computer Tech	73
		To provide funds for computer/technology related services.	
7597	From:	11000-357000-451000-125000 Supplies-Medical Services	330
	To:	11000-357000-641500-125000 New Equip. IT-\$200-999-Medical Services	330
		To provide funds for equipment.	
7598	From:	11000-380000-511000-679000 Consultants-Grants Office	2,500
	To:	11000-380000-232000-679000 Professional Expert Salaries-Grants Office	2,500
		To provide funds for professional expert salaries.	
7599	From:	11000-623000-564000-651000 Repairs-Transportation	7,500
	To:	11000-623000-451000-651000 Supplies-Transportation	5,000
		11000-623000-641200-651000 New Equip.-\$200-999-Transportation	2,500
		To provide funds for supplies and equipment.	

**SUBJECT:** Appropriation transfers and Budget Revisions Summary**DATE:** April 20, 2011

7601	From:	11000-900000-561000-660000 Contracted Services-President-Institutional	\$ 4,000
	To:	11000-100000-236000-660000 Overtime, Noninstructional-President	4,000
		To provide funds for overtime.	
7615	From:	11000-990000-792000-000000 Unallocated Contingency-Unrestricted General Fund	27,850
	To:	11900-664000-584000-678000 Computer/Tech Related Srv-Enterprise Application Sys.	27,850
		To provide funds for the SurveyDIG management system.	
7619	From:	11000-340200-232000-080100 Professional Expert Salaries-Teacher Prep Institute	3,062
	To:	11000-340200-411000-080100 Textbooks-Teacher Preparation Institute	3,062
		To provide funds for textbooks.	
7620	From:	11000-672000-451000-613000 Supplies-Broadcast and Presentation Svcs	900
	To:	11000-672000-641200-613000 New Equip.-\$200-999-Broadcast/Presentation Svcs	900
		To provide funds for equipment.	
7621	From:	11000-312500-562000-190500 Facility Rental and Leases-Chemistry	2,288
		11000-312500-564000-190500 Repairs-Chemistry	1,260
		11000-312500-564500-190500 Maintenance Agreements-Chemistry	250
	To:	11000-312500-431000-190500 Instr Supplies/Materials-Chemistry	3,798
		To provide funds for instructional supplies.	
7624	From:	11000-323000-431000-615000 Instr Supplies/Materials-Distance Learning	2,000
		11000-323000-451000-615000 Supplies-Distance Learning	4,700
	To:	11000-323000-641300-615000 New Equip.-\$1,000-4,999-Distance Learning	6,700
		To provide funds for equipment.	
7625	From:	11000-330000-421000-070100 Books, Magazines, Periodicals/Fees-Business Division	750
		11000-330000-431000-070100 Instr Supplies/Materials-Business Division	5,250
		11000-330000-433000-070100 Instr Supplies-Repair Parts-Business Division	1,510
	To:	11000-330000-641600-601000 New Equip. IT-\$1,000-4,999-Business Division	7,510
		To provide funds for equipment.	
7626	From:	11000-330000-441000-070100 Software-Under \$200-Business Division	1,440
		11000-330000-441000-601000 Software-Under \$200-Business Division	3,180
		11000-330000-451000-050100 Supplies-Business Division	16,420
	To:	11000-330000-641600-601000 New Equip. IT-\$1,000-4,999-Business Division	21,040
		To provide funds for equipment.	
7627	From:	11000-330000-451000-601000 Supplies-Business Division	570
		11000-330000-563000-601000 Equipment Rental and Leases-Business Division	1,550
		11000-330000-564000-601000 Repairs-Business Division	1,350

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	To:	11000-330000-641600-601000 New Equip. IT-\$1,000-4,999-Business Division	\$ 3,470
		To provide funds for equipment.	
7628	From:	11000-330000-564500-601000 Maintenance Agreements-Business Division	370
	To:	11000-330000-641600-601000 New Equip. IT-\$1,000-4,999-Business Division	370
		To provide funds for equipment.	
7629	From:	11000-350000-431000-129900 Instr Supplies/Materials-Tech and Health Division	1,740
	To:	11000-350000-641200-129900 New Equip. -\$200-999-Tech and Health Division	1,740
		To provide funds for equipment.	
7630	From:	11000-350000-564000-601000 Repairs-Tech and Health Division	9,022
		11000-350000-564500-601000 Maintenance Agreements-Tech and Health Division	170
	To:	11000-350000-641600-601000 New Equip. IT-\$1,000-4,999-Tech and Health Division	9,192
		To provide funds for equipment.	
7631	From:	13703-352500-431500-095300 Instr Supplies-Material Fees-Architect,Eng Design Tech	1,882
	To:	13703-352500-641600-095300 New Equip. IT-\$1,000-4,999-Architect,Eng Design Tech	1,882
		To provide funds for equipment.	
7632	From:	11000-523000-564500-643000 Maintenance Agreements-EOPS	563
	To:	11000-523000-641500-643000 New Equip. IT-\$200-999-EOPS	563
		To provide funds for equipment.	
7633	From:	11000-960400-451000-677000 Supplies-Warehouse-Stores	1,795
	To:	11000-960400-589000-677000 Other Services-Warehouse-Stores	1,795
		To provide funds for printing services.	
7634	From:	42002-000000-795000-000000 Reserve Contingency-Bond Interest	825,206
	To:	42002-700211-612000-710000 Site Improvement-Administration Remodel	825,206
		To provide funds for site improvement for the Administration Remodel project.	
7638	From:	11000-330000-451000-601000 Supplies-Business Division	17,726
		11000-330000-641600-601000 New Equip. IT-\$1,000-4,999-Business Division	274
	To:	11000-330000-584000-070100 Computer/Technlgy Related Serv-Business Division	18,000
		To provide funds for computer/technology related services.	
7639	From:	11000-363000-431000-083500 Instr Supplies/Materials-Physical Education-General	1,197
	To:	11000-363000-641200-083500 New Equip. -\$200-999-Physical Education-General	1,197
		To provide funds for equipment.	

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7644	From:	11000-343000-231000-220600	Short-Term, Nonacad Salaries-Geographic Info Sys	\$	55
	To:	11000-661000-441000-678000	Software-Under \$200-Information Technology		55
			To provide funds for software.		
7645	From:	11000-343000-231000-220600	Short-Term, Nonacad Salaries-Geographic Info Sys		59
		11000-343490-431000-220100	Instr Supplies/Materials-History, Geography, Poli Sci		531
	To:	11000-343490-641200-220100	New Equip.-\$200-999-History, Geography, Poli Sci		286
		11000-343490-641500-220100	New Equip. IT-\$200-999-History, Geography, Poli Sci		304
			To provide funds for equipment.		
7646	From:	11000-345500-431000-080900	Instr Supplies/Materials-Sign Language, Interpreting		760
	To:	11000-345500-641500-080900	New Equip. IT-\$200-999-Sign Language, Interpreting		760
			To provide funds for equipment.		
7650	From:	11000-356000-451000-121000	Supplies-Respiratory Technology		660
	To:	11000-356000-564000-121000	Repairs-Respiratory Technology		660
			To provide funds for repairs.		
7651	From:	11000-370000-431000-000000	Instr Supplies/Materials-Arts Division		480
		11000-372010-451000-100400	Supplies-Music-Choral		11,156
	To:	11000-371040-523000-060400	Student Travel and Conference-Radio, Television		480
		11000-372010-523000-100400	Student Travel and Conference-Music-Choral		11,156
			To provide funds for student travel and conference.		
7652	From:	11000-520000-521000-645000	Travel and Conferences-Student Services Division		264
	To:	11000-520000-641200-645000	New Equip.-\$200-999-Student Services Division		264
			To provide funds for equipment.		
7653	From:	13621-625000-641200-653000	New Equip.-\$200-999-Custodial		729
	To:	13621-625000-451000-653000	Supplies-Custodial		729
			To provide funds for supplies.		
7654	From:	17250-300490-211000-493000	Classified Salaries-Unit A-Instr-Basic Skills-Other		22,611
		17250-300490-321000-493000	PERS-Instr-Basic Skills-Other		2,421
		17250-300490-331000-493000	OASDI-Instr-Basic Skills-Other		1,312
		17250-300490-335000-493000	Medicare-Instr-Basic Skills-Other		307
		17250-300490-351000-493000	SUI-Instr-Basic Skills-Other		163
		17250-300490-361000-493000	W/C-Instr-Basic Skills-Other		335
		17250-300490-371000-493000	CIL -Instr-Basic Skills-Other		4,631
		17250-300490-391000-493000	Retiree Benefits-Instr-Basic Skills-Other		211
		17250-323270-214000-493000	Supervisor Salaries-LLR-Basic Skills-ESL		31,283

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	17250-323270-221000-493000 Instr Aide Sal-Direct Instr-UA-LLR-Basic Skills-ESL	\$ 11,727
	17250-323270-321000-493000 PERS-LLR-Basic Skills-ESL	3,350
	17250-323270-321000-493000 PERS-LLR-Basic Skills-ESL	1,256
	17250-323270-331000-493000 OASDI-LLR-Basic Skills-ESL	1,899
	17250-323270-331000-493000 OASDI-LLR-Basic Skills-ESL	692
	17250-323270-335000-493000 Medicare-LLR-Basic Skills-ESL	435
	17250-323270-335000-493000 Medicare-LLR-Basic Skills-ESL	162
	17250-323270-351000-493000 SU-LLR-Basic Skills-ESL	225
	17250-323270-351000-493000 SU-LLR-Basic Skills-ESL	84
	17250-323270-361000-493000 W/C-LLR-Basic Skills-ESL	466
	17250-323270-361000-493000 W/C-LLR-Basic Skills-ESL	174
	17250-323270-371000-493000 CIL -LLR-Basic Skills-ESL	4,371
	17250-323270-371000-493000 CIL -LLR-Basic Skills-ESL	2,910
	17250-323270-391000-493000 Retiree Benefits-LLR-Basic Skills-ESL	294
	17250-323270-391000-493000 Retiree Benefits-LLR-Basic Skills-ESL	110
	17250-410770-211000-493000 Classified Salaries-Unit A-AE-ESL-Basic Skills-ESL	4,800
	17250-410770-335000-493000 Medicare-AE-ESL-Basic Skills-ESL	67
	17250-410770-351000-493000 SU-AE-ESL-Basic Skills-ESL	35
	17250-410770-361000-493000 W/C-AE-ESL-Basic Skills-ESL	71
	17250-500260-123000-493000 Noninstr Sal-Counselors-SS-Basic Skills-Counseling	67,620
	17250-500260-211000-493000 Classified Salaries-Unit A-SS-Basic Skills-Counseling	70,301
	17250-500260-311000-493000 STRS-SS-Basic Skills-Counseling	5,579
	17250-500260-321000-493000 PERS-SS-Basic Skills-Counseling	6,456
	17250-500260-331000-493000 OASDI-SS-Basic Skills-Counseling	3,460
	17250-500260-335000-493000 Medicare-SS-Basic Skills-Counseling	959
	17250-500260-335000-493000 Medicare-SS-Basic Skills-Counseling	924
	17250-500260-351000-493000 SU-SS-Basic Skills-Counseling	506
	17250-500260-351000-493000 SU-SS-Basic Skills-Counseling	487
	17250-500260-361000-493000 W/C-SS-Basic Skills-Counseling	1,044
	17250-500260-361000-493000 W/C-SS-Basic Skills-Counseling	1,007
	17250-500260-371000-493000 CIL -SS-Basic Skills-Counseling	13,894
	17250-500260-371000-493000 CIL -SS-Basic Skills-Counseling	9,746
	17250-500260-381000-493000 Alternative Retirement Plan-SS-Basic Skills-Counseling	300
	17250-500260-391000-493000 Retiree Benefits-SS-Basic Skills-Counseling	1,003
To:	17250-300500-589000-000000 Other Services-Instr-Basic Skills and Immigrant Ed	279,688
	To reallocate funds for the 2009-10 Basic Skills grant.	
7655 From:	11000-670000-451000-683000 Supplies-Event Services	1,875
	11000-670000-564000-683000 Repairs-Event Services	1,875
To:	11000-670000-641600-683000 New Equip. IT-\$1,000-4,999-Event Services	3,750
	To provide funds for the purchase of computers.	

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7656	From:	11000-671000-451000-683000	Supplies-Performing Arts Operations	\$ 19,800
	To:	11000-671000-641200-683000	New Equip.-\$200-999-Performing Arts Operations	19,800
			To provide funds for equipment.	
7657	From:	11000-672000-441000-613000	Software-Under \$200-Broadcast/Presentation Services	2,550
	To:	11000-672000-641200-613000	New Equip.-\$200-999-Broadcast/Presentation Services	2,550
			To provide funds for equipment.	
7658	From:	11000-672000-451000-613000	Supplies-Broadcast/Presentation Services	12,400
	To:	11000-672000-641300-613000	New Equip.-\$1,000-4,999-Broadcast/Presentation Svcs	5,265
		11000-672000-641700-613000	New Equip. IT-Over \$5K-Broadcast/Presentation Svcs	7,135
			To provide funds for equipment.	
7660	From:	11000-353520-564000-095650	Repairs-Welding	1,185
	To:	11000-353520-433000-095650	Instr Supplies-Repair Parts-Welding	1,185
			To provide funds for repair parts.	
7661	From:	11000-355000-564000-213300	Repairs-Fire Technology	600
	To:	11000-355000-433000-213300	Instr Supplies-Repair Parts-Fire Technology	600
			To provide funds for repair parts.	
7662	From:	11000-351520-441000-095600	Software-Under \$200-Manufacturing Technology	1,588
		11000-351520-584000-095600	Computer/Technlgy Related Serv-Manufacturing Tech	5,970
		11000-351520-641500-095600	New Equip. IT-\$200-999-Manufacturing Technology	4
	To:	11000-351500-242000-095000	Professional Expert Sal Instr-Aircrft,Manufacturing Tech	4,000
		11000-351500-431000-095000	Instr Supplies/Materials-Aircraft, Manufacturing Tech	3,562
			To provide funds for professional expert instructional salaries and instructional supplies.	
7668	From:	11000-301010-451000-601000	Supplies-Natural Sciences Division	300
	To:	11000-661000-641200-677000	New Equip.-\$200-999-Information Technology	300
			To provide funds for equipment.	
7671	From:	11000-371000-441000-100100	Software-Under \$200-Fine Arts	3,075
		11000-371000-451000-100100	Supplies-Fine Arts	1,411
	To:	11000-371000-641200-100100	New Equip.-\$200-999-Fine Arts	685
		11000-371000-641600-100100	New Equip. IT-\$1,000-4,999-Fine Arts	3,801
			To provide funds for equipment.	
7672	From:	11000-410500-451000-493080	Supplies-AE-ESL	652
		11000-410500-564500-493080	Maintenance Agreements-AE-ESL	1,423

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	To:	11000-410500-641200-493080 New Equip.-\$200-999-AE-ESL	\$ 676
		11000-410500-641300-493080 New Equip.-\$1,000-4,999-AE-ESL	1,399
		To provide funds for equipment.	
7673	From:	11000-410530-431000-493020 Instr Supplies/Materials-AE Language Learning Center	2,247
		11000-410530-451000-493020 Supplies-AE Language Learning Center	1,305
	To:	11000-410530-644200-493020 Software-\$200-999-AE Language Learning Center	3,552
		To provide funds for software.	
7675	From:	11000-412000-641200-200100 New Equip.-\$200-999-AE-Older Adults	1
	To:	11000-412000-431000-083700 Instr Supplies/Materials-AE-Older Adults	1
		To provide funds for instructional supplies.	
7676	From:	11300-500010-589000-000000 Other Services-Matriculation	167,093
	To:	11300-336080-731000-731000 Interfund Transfers-Out-Child Development Center	167,093
		To provide funds for categorical support backfill for the Child Development Center.	
7681	From:	11000-300100-451000-493000 Supplies-Honors Program	540
	To:	11000-300100-589000-493000 Other Services-Honors Program	540
		To provide funds for other services.	
7682	From:	11000-350000-431000-120100 Instr Supplies/Materials-Tech and Health Division	330
	To:	11000-353000-641500-093400 New Equip. IT-\$200-999-Electronics, Computer Tech	330
		To provide funds for the purchase of a computer.	
7683	From:	11000-351520-584000-095600 Computer/Tech Related Serv-Manufacturing Tech	155
	To:	11000-351520-433000-095600 Instr Supplies-Repair Parts-Manufacturing Technology	155
		To provide funds for repair parts.	
7684	From:	11000-320000-451000-612000 Supplies-Library/Learning Resources Division	29,486
		11000-320000-521000-612000 Travel/Conference-Library/Learning Resources Division	2,000
		11000-320000-564000-612000 Repairs-Library/Learning Resources Division	19,350
		11000-320000-564500-612000 Maintenance Agreements-Library/Learn Resources	550
		11000-320000-641200-612000 New Equip.-\$200-999-Library/Learn Resources	114
	To:	11000-320000-584000-612000 Computer/Tech Related Serv-Library/Learn Resources	42,500
		11000-320000-631000-612000 Library Books-Library/Learning Resources Division	9,000
		To provide funds for the library databases and library books collection.	
7685	From:	11000-360000-564000-083500 Repairs-Physical Education Division	234
	To:	11000-360000-452800-083500 Supplies-Repair Parts-Physical Education Division	234
		To provide funds for repair parts.	

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7687	From:	11000-410500-431000-493080 Instr Supplies/Materials-AE-ESL	\$ 1,141
	To:	11000-410500-641300-493080 New Equip.-\$1,000-4,999-AE-ESL	1,141
		To provide funds for equipment.	
7688	From:	11000-523000-564500-643000 Maintenance Agreements-EOPS	155
		11000-523000-589000-643000 Other Services-EOPS	10
	To:	11000-523000-451000-643000 Supplies-EOPS	165
		To provide funds for supplies.	
7689	From:	11000-620000-451000-659000 Supplies-Facilities Planning and Mgt	1,186
	To:	11000-620000-641600-659000 New Equip. IT-\$1,000-4,999-Facilities Planning and Mgt	1,186
		To provide funds for the purchase of a network printer.	
7691	From:	11000-623000-641400-651000 New Equip.-Over \$5K-Transportation	1,080
	To:	11000-623000-564000-651000 Repairs-Transportation	1,080
		To provide funds for repairs.	
7692	From:	11110-625000-451000-653000 Supplies-Custodial	3,304
	To:	11110-625000-641200-653000 New Equip.-\$200-999-Custodial	3,304
		To provide funds for the purchase of floor mats.	
7693	From:	11000-671000-451000-683000 Supplies-Performing Arts Operations	4,050
	To:	11000-671000-641600-683000 New Equip. IT-\$1,000-4,999-Performing Arts Operation	4,050
		To provide funds for an expanded network switch.	
7694	From:	11000-672000-564000-613000 Repairs-Broadcast and Presentation Services	20,285
	To:	11000-672000-451000-613000 Supplies-Broadcast and Presentation Services	12,530
		11000-672000-641200-613000 New Equip.-\$200-999-Broadcast/Presentation Svcs	7,755
		To provide funds to purchase projection lenses and lamps for classroom projectors.	



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**BUDGET REVISIONS**  
For the period 03/09/11 - 03/29/11

	<b>2010-11 Scheduled Maintenance Project - District</b>		
7583	Revenue:	41061-940340-898001-710000 Other Financing Sources	\$ 30,000
	Expenditures:	41061-700690-615000-710000 Site Improvements under 150K	30,000
	<b>Donation for Veterinary Clinic</b>		
7622	Revenue:	13314-312000-882000-010210 Local Revenue	25,000
	Expenditures:	13314-312000-641200-010210 New Equip.-\$200-999	7,000
		13314-312000-641300-010210 New Equip.-\$1,000-4,999	18,000
	<b>2010-11 Basic Skills and Inmigrant Education</b>		
7640	Revenue:	17251-300500-862908-000000 State Revenue	(80,844)
	Expenditures:	17251-300490-211000-493000 Classified Salaries-Unit A	21,228
		17251-300490-321000-493000 PERS	2,273
		17251-300490-331000-493000 OASDI	1,316
		17251-300490-335000-493000 Medicare	308
		17251-300490-351000-493000 SUI	153
		17251-300490-361000-493000 W/C	282
		17251-300490-371000-493000 CIL	4,631
		17251-300490-391000-493000 Retiree Benefits	170
		17251-300500-589000-000000 Other Services	(\$358,620)
		17251-323270-214000-493000 Supervisor Salaries	31,283
		17251-323270-221000-493000 Instr Aide Sal-Direct Instr-UA	11,820
		17251-323270-321000-493000 PERS	3,349
		17251-323270-321000-493000 PERS	1,266
		17251-323270-331000-493000 OASDI	1,940
		17251-323270-331000-493000 OASDI	733
		17251-323270-335000-493000 Medicare	454
		17251-323270-335000-493000 Medicare	171
		17251-323270-351000-493000 SUI	85
		17251-323270-351000-493000 SUI	225
		17251-323270-361000-493000 W/C	416
		17251-323270-361000-493000 W/C	157
		17251-323270-371000-493000 CIL	4,370
		17251-323270-371000-493000 CIL	2,910
		17251-323270-391000-493000 Retiree Benefits	95
		17251-323270-391000-493000 Retiree Benefits	250
		17251-410770-211000-493000 Classified Salaries-Unit A	4,800
		17251-410770-335000-493000 Medicare	70

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17251-410770-351000-493000 SUI	\$	35
17251-410770-361000-493000 W/C		64
17251-500260-123000-493000 Noninstr Salaries-Counselors		67,619
17251-500260-211000-493000 Classified Salaries-Unit A		69,780
17251-500260-311000-493000 STRS		5,579
17251-500260-321000-493000 PERS		6,447
17251-500260-331000-493000 OASDI		3,733
17251-500260-335000-493000 Medicare		1,017
17251-500260-335000-493000 Medicare		981
17251-500260-351000-493000 SUI		502
17251-500260-351000-493000 SUI		487
17251-500260-361000-493000 W/C		900
17251-500260-361000-493000 W/C		928
17251-500260-371000-493000 CIL		9,746
17251-500260-371000-493000 CIL		13,893
17251-500260-381000-493000 Alternative Retirement Plan		287
17251-500260-391000-493000 Retiree Benefits		482
17251-500260-391000-493000 Retiree Benefits		541

**WIA Individual Referral**

7641 Revenue:	17428-481000-883900-000000 Other Local Revenues	8,754
Expenditures:	17428-481000-762000-732000 Enrollment Fees and Tuition	2,724
	17428-481000-764000-732000 Book Vouchers	3,150
	17428-481000-767000-732000 Parking Fees	300
	17428-481000-768000-732000 Supplies for Students	1,470
	17428-481000-769000-732000 Other Student Aid	1,110

**2010-11 Categorical Support**

7667 Revenue:	33150-336080-898001-692000 Other Financing Sources	167,093
Expenditures:	33150-336080-231000-692000 Short-Term, Nonacad Salaries	152,607
	33150-336080-335000-692000 Medicare	2,279
	33150-336080-351000-692000 SUI	1,099
	33150-336080-361000-692000 W/C	2,030
	33150-336080-381000-692000 Alternative Retirement Plan	4,578
	33150-336080-431000-692000 Instr Supplies/Materials	2,000
	33150-336080-521000-692000 Travel and Conferences	2,500

**Administration Building Remodel**

7695 Revenue:	41051-700210-865900-710000 State Revenue	115,000
Expenditures:	41051-700210-641300-710000 New Equip.-\$1,000-4,999	115,000

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**2009-10 Cal Grants**

7698	Revenue:	74160-904000-862900-732000	State Revenue	\$	186,000
	Expenditures:	74160-904000-753000-732000	CAL Grants		186,000

**2010-11 BFAP**

7699	Revenue:	17561-504200-862903-646000	State Revenue		138,847
	Expenditures:	17561-504200-236000-646000	Overtime, Noninstructional		43,583
		17561-504200-331000-646000	OASDI		2,702
		17561-504200-335000-646000	Medicare		632
		17561-504200-351000-646000	SUI		314
		17561-504200-361000-646000	W/C		580
		17561-504200-453200-646000	Supplies-Promotional Items		47,949
		17561-504200-471000-646000	Food Supplies		62
		17561-504200-521000-646000	Travel and Conferences		8,199
		17561-504200-522000-646000	Mileage		6
		17561-504200-564500-646000	Maintenance Agreements		720
		17561-504200-584000-646000	Computer/Technlgy Related Serv		18,238
		17561-504200-589200-646000	Services for Catering/Prom Items		4,589
		17561-504200-641200-646000	New Equip.-\$200-999		2,344
		17561-504200-641600-646000	New Equip. IT-\$1,000-4,999		8,929

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$307,270), Restricted General Fund (\$282,483), and Bond Construction Fund (\$838,206) 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 (\$25,000), Restricted General Fund (\$66,757), Child Development Fund (\$167,093), Capital Outlay Projects – No. 1 Fund (\$145,000), and Student Financial Aid Trust Fund (\$186,000) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

**DATE:** April 20, 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
Jeremy Brown	Music	Adjudicator, Instrumental Jazz Festival	4/30/11	Not to exceed \$400
Ernie Del Fonte	Music	Adjudicator, Instrumental Jazz Festival	4/30/11	Not to exceed \$400
Armando Duenas	Music	Tabulator, Instrumental Jazz Festival	4/30/11	Not to exceed \$250
W. Joye Hardiman	Student Services/Learning Communities	Presenter, Learning Communities Workshop "Inquiry Base Learning"	4/22/11	Not to exceed \$2,250
SHEREHE HOLLINS	Student Services/Learning Communities	Co-Presenter, Diversity Workshop, Summer Bridge Program	7/21/11	Not to exceed \$1,500
Robert John Knapp	Student Services/Associated Students	Lecturer, Earth Week: Connection Between Man and the Natural World	4/26/11	Not to exceed \$300
Starla Lewis	Student Services/Learning Communities	Presenter, Diversity Workshop, Summer Bridge Program	7/21/11	Not to exceed \$1,500
Kevin Mayse	Music	Adjudicator, Instrumental Jazz Festival	4/30/11	Not to exceed \$400

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #24

**SUBJECT:** Independent Contractors**DATE:** April 20, 2011

<b>PROVIDER</b>	<b>AREA/DEPARTMENT</b>	<b>SERVICE/ASSIGNMENT</b>	<b>DATE(S)</b>	<b>AMOUNT</b>
Christopher Nyerges	Student Services/Associated Students	Lecturer, Earth Week: Presentation on Sustainability, Self-reliance and Outdoor Survival Skills	4/27/11	Not to exceed \$300
Matthew Politano	Music	Presenter/Performer, Instrumental Jazz Festival Master Class	4/30/11	Not to exceed \$100
Matthew Politano	Music	Presenter, Jazz Piano Master Classes	4/4/11 4/11/11 4/15/11 4/18/11 5/2/11 5/9/11 5/16/11 5/23/11 5/31/11	Not to exceed \$720
Charles Richard	Music	Adjudicator, Instrumental Jazz Festival	4/30/11	Not to exceed \$400

Funding Source

Unrestricted General Fund.

**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:** April 20, 2011

**CONSENT**

**SUBJECT:** Group Membership – National Purchasing Partners (NPP)

**BACKGROUND**

The National Purchasing Partners (NPP) is a group purchasing organization offering government organizations and associations access to an aggressively priced contract portfolio with world class vendors. Its purpose is to reduce the cost of doing business by leveraging volume discounts with a broad range of vendors for commonly needed items. The College seeks to join (NPP) so as to take advantage of such purchasing discounts.

**ANALYSIS AND FISCAL IMPACT**

The College's participation in NPP is allowed under NPP's Master Purchase Agreement with the League of Oregon Cities. Furthermore, Public Contract Code Section 20652 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 goods or services through another public agency that has awarded a contract based on a formal bid process which permitted its bid to be used ("piggybacked") by other public agencies.

NPP has numerous contracts with reputable tractor, utility cart, mowers, tires, hardware, paint, audio, medical supplies, and other vendors that can be a resource for best pricing, availability, and service considerations that affect the College's purchases. There are no membership fees to participate in the NPP program, and the total cost of the program is funded through a fee paid by the participating vendors, based on actual sales.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the College's participation in the National Purchasing Partners (NPP).

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #25

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

**DATE:** April 20, 2011

**CONSENT**

**SUBJECT:** Office and Classroom Furniture – Agricultural Sciences Complex

**BACKGROUND**

The Board of Trustees previously approved the construction of the Agricultural Sciences Complex. Part of this project is the purchase of new furniture for classrooms, staff offices, meeting, and conference rooms.

**ANALYSIS AND FISCAL IMPACT**

To expedite the procurement process within the tight construction deadlines, the use of an existing “piggyback” contract with another public agency was pursued. Public Contract Code Section 20652 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 such services through another public agency that has awarded a contract based on a formal bid process which permitted its bid to be used (“piggybacked”) by other public agencies.

**BID SUMMARIES**

Company Name	Bid Amount
Sierra School Equipment	\$164,835.74
Quality Office Furniture	\$182,343.41
Culver Newlin	\$216,538.88
Virco Inc.	\$136,464.69
Krueger International	\$114,113.04
Office Solutions	\$15,734.00

The top two vendors were completely responsive and able to provide all product and installation as requested. All other vendors either quoted partial product or an alternate product which did not meet the specifications requested.

Arvin Union School District Bid No. 08-04-A-4554, awarded to Sierra School Equipment Company (Sierra) of Bakersfield, California, and valid through 2013, was identified as an existing contract that offered all the furniture needed for the classrooms, offices, conference, and meeting rooms. In addition to the substantial discounting off manufacturer’s list pricing

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #26

**SUBJECT:** Office and Classroom Furniture – Agricultural Sciences Complex

**DATE:** April 20, 2011

offered in the Arvin contract, Sierra School Equipment was able to provide the College with additional volume discounting, averaging between four and six percent. Sierra School Equipment is committed to meeting this project's deadlines and has previously performed successfully for the College. Sierra School Equipment was the lowest responsive and responsible bidder.

#### Funding Sources

State Capital Outlay and Measure R Bond funds.

#### RECOMMENDATION

It is recommended that the Board of Trustees ratifies the purchase of furniture from Sierra School Equipment for classrooms, staff offices, meeting, and conference rooms in the amount of \$164,835.74.



<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>April 20, 2011</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <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:

<b>#1</b>	<b>Consultant:</b>	FBA Engineering	
	<b>Project:</b>	Technology Building Fire Alarm Upgrade	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional consulting services to develop plans and specifications to upgrade the existing fire alarm system at the Technology Building. Fixed fee:	\$35,000.00	
	Contract Amount		\$35,000.00

<b>#2</b>	<b>Consultant:</b>	H2 Environmental Consulting	
	<b>Project:</b>	Business Division Building Construction Project	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional consulting services to provide labor and equipment for site-specific asbestos and lead abatement specifications at the Business Division Row Buildings Nos. 18, 19, and 20. Fixed fee:	\$4,500.00	
	Contract Amount		\$4,500.00

<b>#3</b>	<b>Consultant:</b>	Webb Food Services Design Consultants	
	<b>Project:</b>	Food Service Facilities Planning	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional design and consulting services to evaluate campus food service needs and capacity, and to provide facilities master planning for existing and future food services. Fixed fee:	\$21,500.00	
	Reimbursable expenses:	\$500.00	
	Contract Amount		\$22,000.00

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk  
 Recommended by: John S. Nixon Agenda Item: Consent #27

**SUBJECT:** Professional Design and Consulting Services

**DATE:** April 20, 2011

**Funding Sources**

#1 – 2010-11 Redevelopment funds.

#2 – 2010-11 Redevelopment funds

#3 – Measure RR Bond Anticipation Notes.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>April 20, 2011</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Agricultural Sciences Complex (Change Orders)</u>	

**BACKGROUND**

Agricultural Sciences Complex (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:

<b>Bid No.</b>	<b>2773</b>	<b>Contractor:</b>	<b>KAR Construction Inc. (Concrete Contractor)</b>	<b>CO No.</b>	<b>7</b>
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Remove and replace damaged fill materials due to the rains. This work was done on a time-and-material basis. <i>Unforeseen field conditions-weather.</i>		\$20,000.00	0 days	
1A	Remove existing curb and provide revised handicap ramp per civil engineer's direction. Work done on a time-and-material basis. <i>Architect/Engineer requirement-rework due to design errors.</i>		Included above		
2	Revise and extend ADA ramp on southwest corner of site in order to comply with the future intersection. This work was done on a time-and-material basis. <i>Architect/Engineer requirement-rework due to design errors.</i>		\$6,824.07	0 days	
3	Correct design errors at the southeast service yard including adding an accessible pedestrian pathway, extending landings, and constructing a concrete wall. This work is necessary to allow accessible pedestrian access to the building and to allow vehicle access to the animal care area. This work was done on a time-and material-basis. <i>Architect/Engineer requirement-rework due to design errors.</i>		\$7,333.82	0 days	
4	Build concrete steps on the southwest side of the building not included in original scope of work. <i>Architect/Engineer requirement.</i>		\$5,000.00	0 days	
5	Widen drive approach with extra concrete at longer ADA ramp necessary to avoid accidents. <i>Architect/Engineer requirement-rework due to design errors.</i>		\$1,959.54	0 days	

Prepared by: Gary L. Nellesen

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

Recommended by: John S. Nixon

Agenda Item: Consent #28

**SUBJECT:** Agricultural Sciences Complex (Change Orders)

**DATE:** April 20, 2011

<b>Bid No.</b>	2773	<b>Contractor:</b>	KAR Construction Inc. (Concrete Contractor)	<b>CO No.</b>	7 (cont.)
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
6	Remove and replace existing sidewalk and curb in order to accommodate the path of travel around the building and provide additional room for vehicular access into service yard. <i>Architect/Engineer requirement-rework due to design errors.</i>			\$11,901.21	0 days
	Total			\$53,018.64	0 days
	Original Contract Amount			\$1,337,000.00	
	Net Change by Previous Change Orders			\$94,369.30	
	Net Sum Prior to This Change Order			\$1,431,369.30	
	Amount of Change Order No. 7			\$53,018.64	
	New Contract Sum			\$1,484,387.94	
Percentage of Change to Contract, to Date				11.02%	

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

<b>Agricultural Sciences Complex</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2773 KAR Construction Inc. (Concrete Contractor)</b>
Contract Amount		\$709,243.00		
Change Order No. 1	January 2009	\$28,138.00	0.18%	Modify structural rebar assembly.
Change Order No. 2	February 2009	\$2,269.00	1.04%	Modify elevator pit to accommodate larger elevator.
Change Order No. 3	June 2009	\$68,061.00	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, replace rebar cut during welding activities.
Change Order No. 6	February 2011	\$41,357.75	7.06%	Changes to east side and ADA ramp on southwest corner of site.

**SUBJECT:** Agricultural Sciences Complex (Change Orders)

**DATE:** April 20, 2011

<b>Bid No.</b>	2775	<b>Contractor:</b>	Harbor Construction Co. (General Contractor)	<b>CO No.</b>	13
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Replace damaged existing ceiling tile and grid throughout the building by various trades while performing extra work. <i>Architect/Engineer requirement-rework due to design errors.</i>			\$6,235.00	0 days
2	Delete fire sprinkler on top of elevator shaft, add electric lights, and pour concrete around the elevator hydraulic plunger necessary to obtain elevator's State inspection approval. <i>Architect/Engineer requirement-code compliance.</i>			\$896.00	0 days
3	Furnish construction fencing around site for an extended period due to delays. <i>Architect/Engineer requirement-added costs due to delays.</i>			\$1,429.00	0 days
	Total			\$8,560.00	0 days
	Original Contract Amount			\$3,868,000.00	
	Net Change by Previous Change Orders			\$439,218.20	
	Net Sum Prior to This Change Order			\$4,307,218.20	
	Amount of Change Order No. 13			\$8,560.00	
	New Contract Sum			\$4,315,778.20	
	Percentage of Change to Contract, to Date			11.58%	

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

<b>Agricultural Sciences Complex</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2775 Harbor Construction (General Contractor)</b>
Contract Amount		\$3,868,000.00		
Change Order No. 1	January 2009	\$9,166.00	0.24%	Increase hydraulic elevator capacity.
Change Order No. 2	April 2009	\$10,588.00	0.51%	Rain costs.
Change Order No. 3	June 2009	\$4,064.00	0.62%	Upgrade toilet partition material to Campus Standard.
Change Order No. 4	July 2009	\$58,254.00	2.12%	Add access control to all doors in building.
Change Order No. 5	December 2009	\$31,104.00	2.93%	Add insulation at all interior walls to improve acoustics.
Change Order No. 6	March 2010	\$9,690.00	3.18%	Miscellaneous framing changes.
Change Order No. 7	September 2010	\$82,610.00	5.31%	Miscellaneous changes to structure, ceilings, and finishes.

**SUBJECT:** Agricultural Sciences Complex (Change Orders)

**DATE:** April 20, 2011

<b>Agricultural Sciences Complex</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2775 Harbor Construction (General Contractor)</b>
Change Order No. 8	October 2010	\$100,894.00.00	7.92%	Miscellaneous changes to doors and exterior walls. Add panels and epoxy coating.
Change Order No. 9	November 2010	\$4,707.00	8.04%	Install drywall; one-hour enclosure around chilled water piping.
Change Order No. 10	December 2010	\$70,779.00	9.87%	Install additional epoxy floors in five rooms.
Change Order No. 11	January 2011	\$35,258.00	10.78%	Revise floor finishes in several rooms and stair landing. Provide seismic wires to light fixtures under mechanical ducts.
Change Order No. 12	February 2011	\$22,104.20	11.36%	Revise moisture barrier material; replace two doors.

<b>Bid No.</b>	2777	<b>Contractor:</b>	Continental Plumbing (Plumbing Contractor)	<b>CO No.</b>	13
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Remove and replace existing plastic catch-basin grates with traffic-rated grates at the service yard due to the redesign of the area. <i>Architect/Engineer requirement-rework due to design errors.</i>			\$2,678.00	0 days
2	Install equipment throughout the building due to specialized needs. <i>Architect/Engineer requirement-additional details required.</i>			\$4,848.00	0 days
	Total			\$7,526.00	0 days
	Original Contract Amount			\$1,240,608.00	
	Net Change by Previous Change Orders			\$135,980.32	
	Net Sum Prior to This Change Order			\$1,376,588.32	
	Amount of Change Order No. 13			\$7,526.00	
	New Contract Sum			\$1,384,114.32	
Percentage of Change to Contract, to Date				11.57%	

**SUBJECT:** Agricultural Sciences Complex (Change Orders)**DATE:** April 20, 2011

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

<b>Agricultural Sciences Complex</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2777 Continental Plumbing (Plumbing Contractor)</b>
Contract Amount		\$1,240,608.00		
Change Order No. 1	November 2008	(\$9,753.00)	(.79%)	Substitution of trench drains.
Change Order No. 2	February 2009	\$3,893.00	(.47%)	Repair underground piping and cap existing transit pipe.
Change Order No. 3	May 2009	\$48,642.20	3.45%	Rain costs; reroute conflicting pipe.
Change Order No. 4	June 2009	\$14,081.00	4.58%	Reroute point of connection and lower drain piping.
Change Order No. 5	July 2009	\$10,748.00	5.45%	Install pipe and fittings to new clarifier location.
Change Order No. 6	December 2009	\$4,678.12	5.83%	Connect roof drain to catch basin.
Change Order No. 7	January 2010	\$16,669.00	7.17%	Repair existing water line; reroute roof drain.
Change Order No. 8	March 2010	\$26,640.00	9.32%	Change pipe sizes; add plumbing to custodian's room and split system to data room.
Change Order No. 9	April 2010	\$2,723.00	9.54%	Plumbing connection at kennel area.
Change Order No. 10	July 2010	\$13,340.00	10.61%	Relocate existing water and gas lines.
Change Order No. 11	September 2010	\$12,784.00	11.64%	Relocate fire riser; install sink supports.
Change Order No. 12	December 2010	(\$8,465.00)	10.96%	Credit for providing smaller equipment than specified on plans.

**SUBJECT:** Agricultural Sciences Complex (Change Orders)

**DATE:** April 20, 2011

<b>Bid No.</b>	2779	<b>Contractor:</b>	American Electric Company (Electrical Contractor)	<b>CO No.</b>	9
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Provide additional circuits to increase power supply to computers in the lab not included in original scope of work. <i>Architect/Engineer requirement-additional details required.</i>			\$4,112.76	0 days
2	Provide power to four access control boxes in the data distribution room not indicated on electrical plans. <i>Architect/Engineer requirement-additional details required.</i>			\$684.42	0 days
3	Provide power to equipment in Rooms 1461 and 1471 not indicated on electrical plans. <i>Architect/Engineer requirement-additional details required.</i>			\$2,089.14	0 days
4	Remove and replace one-lamp exterior fixture with two-lamp fixture in order to meet lighting requirements. <i>Architect/Engineer requirement-rework due to design errors.</i>			\$27,347.36	0 days
	Total			\$34,233.67	0 days
	Original Contract Amount			\$1,863,000.00	
	Net Change by Previous Change Orders			\$441,217.54	
	Net Sum Prior to This Change Order			\$2,304,217.54	
	Amount of Change Order No. 9			\$34,233.67	
	New Contract Sum			\$2,338,451.21	
	Percentage of Change to Contract, to Date			25.52%	

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

<b>Agricultural Sciences Complex</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2779 American Electric (Electric Contractor)</b>
Contract amount		\$1,863,000.00		
Change Order No. 1	July 2009	\$43,859.09	2.35%	Clean and cut block-outs, 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.



**SUBJECT:** Agricultural Sciences Complex (Change Orders)

**DATE:** April 20, 2011

<b>Agricultural Sciences Complex</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2779 American Electric (Electric Contractor)</b>
Change Order No. 5	November 2010	\$7,487.00	10.96%	Install additional light poles in courtyard.
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 Greenhouse, Raptor, Equine, Animal Care, and main buildings.
Change Order No. 8	February 2011	\$28,915.99	23.68%	Installation of underground cabling and projection screens.

<b>Bid No.</b>	2780	<b>Contractor:</b>	Pierre Sprinkler & Landscape, Inc. (Landscape Contractor)	<b>CO No.</b>	3
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Remove erosion control and weeds from south slope in order to proceed with concrete and landscape work. <i>Architect/Engineer requirement-added cost due to delays.</i>		\$3,749.93	0 days	
2	Install additional palm trees on north side of site not included in original scope of work. <i>Owner directed change-design modification.</i>		\$3,065.55	0 days	
3	Repair existing valve and control wires found not working for an extended period of time. <i>Architect/Engineer requirement-added cost due to delays.</i>		\$1,383.00	0 days	
4	Remove and replace damaged sand bags, finish grade, repair erosion damage, and prepare sub-grade for temporary sidewalk. <i>Architect/Engineer requirement-added costs due to delays.</i>		\$6,339.38	0 days	
5	Reinstall main irrigation line under newly added ADA ramp on the east side of the building. <i>Architect/Engineer requirement-rework due to design errors.</i>		\$2,311.38	0 days	

**SUBJECT:** Agricultural Sciences Complex (Change Orders)

**DATE:** April 20, 2011

<b>Bid No.</b>	2780	<b>Contractor:</b>	Pierre Sprinkler & Landscape, Inc. (Electrical Contractor)	<b>CO No.</b>	3 (cont.)
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
6	Relocate installed irrigation lines on east side of kennel area to accommodate the relocated handicap walkway. <i>Architect/Engineer requirement-rework due to design errors.</i>			\$2,838.77	0 days
	Total			\$19,688.01	0 days
	Original Contract Amount				\$324,500.00
	Net Change by Previous Change Orders				\$38,494.78
	Net Sum Prior to This Change Order				\$362,994.78
	Amount of Change Order No. 3				\$19,688.01
	New Contract Sum				\$382,682.79
	Percentage of Change to Contract, to Date				17.93%

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

<b>Agricultural Sciences Complex</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2780 Pierre Sprinkler &amp; Landscape, Inc. (Landscape Contractor)</b>
Contract Amount		\$324,500.00		
Change Order No. 1	October 2010	23,646.78	7.29%	Install decomposed granite at courtyard not in original scope of work.
Change Order No. 2	December 2010	\$14,848.00	11.86%	Excavation of five existing floor openings for trees; additional turf, shrubs, and protection slopes around the site.

#### Funding Sources

State Capital Outlay and Measure R Bond funds.

#### RECOMMENDATION

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

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>April 20, 2011</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Humanities Courtyard Improvements (Change Order)</u>	

**BACKGROUND**

Humanities Courtyard Improvements (Change Order).

**ANALYSIS AND FISCAL IMPACT**

The following change was 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.	2826	Contractor:	Green Giant Landscape (General Contractor)	CO No.	3
Item	Change and Justification:		Amount	Time	
1	Remove coating on several bench pads. The contractor did not complete this request so a different contractor was called in to remove a coating that was erroneously applied to the concrete pads underneath the benches. <i>Back charge to Landscape Contractor.</i>		<\$475.00>	0 days	
2	Labor hours were not used during the project; unused allowances were deducted from the contract. <i>Contract price adjustment.</i>		<\$1,773.00>	0 days	
3	Dumpsters were not used during the project; unused allowances were deducted from the contract. <i>Contract price adjustment.</i>		<\$900.00>	0 days	
4	Extra work to address unforeseen conditions was not necessary to complete this project. Unused allowances were deducted from the contract. <i>Contract price adjustment.</i>		<\$10,000.00>	0 days	
	Total		<\$13,148.00>	0 days	
	Original Contract Amount			\$297,000.00	
	Net Change by Previous Change Orders			\$17,449.95	
	Net Sum Prior to This Change Order			\$314,449.95	
	Amount of Change Order No. 3			<\$13,148.00>	
	New Contract Sum			\$301,301.95	
Percentage of Change to Contract, to Date				1.45%	

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

Prepared by: Gary L. Nellesen                      Reviewed by: Thomas G. Meikle/Michael D. Gregoryk  
 Recommended by: John S. Nixon                      Agenda Item: Consent #28

**SUBJECT:** Humanities Exterior Improvements (Change Order)

**DATE:** April 20, 2011

<b>Humanities Courtyard Improvements</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2826 Green Giant Landscape (General Contractor)</b>
Contract Amount		\$297,000.00		
Change Order No. 1	March 2010	\$17,259.14	5.81%	Landscape changes, modify sidewalk at northwest stairs, uncover encasement, repair 6" drain line, modify grades and raise planter, water-proofing.
Change Order No. 2	January 2011	\$190.81	0.06%	Demolish existing light pole bases, raise storm drain inlet, patch and paint walls at central planter, install concrete slabs for new benches.

Funding Source

Measure R Bond funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>April 20, 2011</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Humanities Building Exterior Improvement Bridge Project</u>	
	<u>(Change Order)</u>	

**BACKGROUND**

Humanities Building Exterior Improvement Bridge Project (Change Order).

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2840	<b>Contractor:</b>	Y & M Construction (General Contractor)	<b>CO No.</b>	5
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Restocking fee for electrical materials purchased to add a redundant fiber-optic pathway; this added scope was canceled and added to a different project to save costs. <i>Owner directed change-project scope changed.</i>		\$552.32	0 days	
2	Demolish and dispose the temporary ramp once the project was completed. <i>Owner directed change.</i>		\$405.01	0 days	
	Total		\$957.33	0 days	
	Original Contract Amount			\$490,200.00	
	Net Change by Previous Change Orders			\$15,607.17	
	Net Sum Prior to This Change Order			\$505,807.17	
	Amount of Change Order No. 5			\$957.33	
	New Contract Sum			\$506,764.50	
	Percentage of Change to Contract, to Date			3.36%	

Prepared by: Gary L. Nellesen Reviewed by: Thomas G. Meikle/Michael D. Gregoryk  
 Recommended by: John S. Nixon Agenda Item: Consent #28

**SUBJECT:** Humanities Exterior Improvement Bridge Project (Change Order)

**DATE:** April 20, 2011

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

<b>Humanities Exterior Improvements Bridge Project</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2840 Y &amp; M Construction (General Contractor)</b>
Contract Amount		\$493,200.00		
Change Order No. 1	January 2010	\$429.15	0.09%	Delete anti-graffiti from project/demolition work.
Change Order No. 2	February 2010	\$25,784.90	5.23%	Credit for 30" drain pipe, replace light poles and signage.
Change Order No. 3	May 2010	\$10,743.12	2.18%	Revise irrigation and landscape, modify sewer and storm drain.
Change Order No. 4	November 2010	<\$21,350.00>	<4.33%>	Credits for allowance, additional labor, dumpsters, and dead palm tree.

Funding Sources

Measure R Bond and COPS funds.

**RECOMMENDATION**

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

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

**DATE:** April 20, 2011

**CONSENT**

**SUBJECT:** Design Technology Center (Change Orders)

**BACKGROUND**

Design Technology Center (Change Orders).

**ANALYSIS AND FISCAL IMPACT**

The following changes were 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.	2847	Contractor:	Columbia Steel (Structural Steel/Miscellaneous Metals Contractor)	CO No.	3
Item	Change and Justification:		Amount	Time	
1	Add support to the floor boxes at the underside of the second floor metal deck, which is necessary for structural support. <i>Architect/Engineer requirement-additional details required.</i>		\$4,372.00	1 day	
2	The concrete contractor incorrectly placed anchor bolts and slotting holes. Special welding was needed to correct alignment of structural steel. <i>Back charge to Concrete Contractor.</i>		\$5,826.00	1 day	
3	The concrete contractor created a template for the ledger holes that did not properly align with the pre-punched holes in the ledgers at the Assembly space. Special welding was needed to correct alignment of structural steel. <i>Back charge to Concrete Contractor.</i>		\$9,135.50	4 day	
4	Provide elevator hoist beam required by the elevator contractor for installation purposes. <i>Architect/Engineer requirement-additional details required.</i>		\$1,082.00	1 day	
5	Revise wall framing at stairs to correct slab edge at stair landing. <i>Architect/Engineer requirement-conflicting drawings.</i>		\$2,464.00	1 day	
6	Provide platform framing for added mechanical cooling unit at Storage Room 303 necessary to accommodate the addition of a split-system air conditioning unit needed to maintain continuous cooling for the Assembly area audiovisual equipment. <i>Owner directed change-Campus Standard.</i>		\$3,123.00	2 days	

Prepared by: Gary L. Nellesen

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

Recommended by: John S. Nixon

Agenda Item: Consent #28

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** April 20, 2011

<b>Bid No.</b>	2847	<b>Contractor:</b>	Columbia Steel (Structural Steel/Miscellaneous Metals Contractor)	<b>CO No.</b>	3 (cont.)
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
	Total			\$26,002.50	10 days
	Original Contract Amount			\$2,044,400.00	
	Net Change by Previous Change Orders			\$7,263.39	
	Net Sum Prior to This Change Order			\$2,051,663.39	
	Amount of Change Order No. 3			\$26,002.50	
	New Contract Sum			\$2,077,665.89	
Percentage of Change to Contract, to Date				1.63%	

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

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2847 Columbia Steel (Structural Steel &amp; Miscellaneous Metals Contractor)</b>
Contract Amount		\$2,044,400.00		
Change Order No. 1	November 2010	\$2,284.39	0.11%	Concrete-filled bollards, back charge from consultant, survey.
Change Order No. 2	December 2010	\$4,979.00	0.36%	Revise beam location, reinstall perimeter post, additional support under penetrations.

<b>Bid No.</b>	2849	<b>Contractor:</b>	RC Construction (General Contractor)	<b>CO No.</b>	5
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Clarify gridlines shown on electrical drawings to match with architectural. <i>Architectural/Engineer requirement-no cost clarification.</i>			\$0.00	0 days
2	Revise plumbing background drawing, to show current site plan. <i>Architectural/Engineer requirement-no cost clarification.</i>			\$0.00	0 days
3	Provide level concrete mechanical equipment pad and tapered insulation to allow for proper drainage around roof mounted mechanical equipment. <i>Architectural/Engineer requirement-no cost clarification.</i>			\$0.00	0 days
4	Provide concrete slab vapor emissions treatment only at areas where adhered floor finishes are specified, to avoid a conflict with the specified concrete staining system. <i>Architectural/Engineer requirement-no cost clarification.</i>			\$0.00	0 days



**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** April 20, 2011

Bid No.	2849	Contractor:	RC Construction (General Contractor)	CO No.	5 (cont.)
Item	Change and Justification:		Amount	Time	
5	Provide metal stud attachment at exterior canopy per the clarification drawing. <i>Architectural/Engineer requirement-no cost clarification.</i>		\$0.00	0 days	
6	Clarify dimensions at the last row of seating in the Assembly space necessary to allow the concrete contractor to construct the required concrete step for wheelchair seating. <i>Architectural/Engineer requirement-no cost clarification.</i>		\$0.00	0 days	
7	Revise Staff Restroom layout to avoid structural floor beam and toilet drain conflict. <i>Architectural/Engineer requirement-no cost clarification.</i>		\$0.00	0 days	
8	Raise beam location to avoid conflict with elevator door opening. <i>Architectural/Engineer requirement-no cost clarification.</i>		\$0.00	0 days	
9	Extend balcony edge by 5' to the south to clarify edge of deck and glass guardrail support details at second-floor balcony. <i>Architectural/Engineer requirement-no cost clarification.</i>		\$0.00	0 days	
10	Construct a metal stud furring wall to provide a chase to conceal roof drain plumbing piping. <i>Architectural/Engineer requirement-additional details required.</i>		\$5,558.88	1 days	
11	Revise HVAC at Storage Room to provide cooling for increased heat-load generated by new audiovisual equipment. <i>Owner directed change-no cost clarification.</i>		\$0.00	0 days	
12	Change all wood doors to 100% Forest Stewardship Council (FSC) certified wood to ensure wood products are taken from a responsibly managed forest and to meet LEED goals. <i>Owner directed change-LEED.</i>		\$3,954.00	0 days	
13	Infill two elevator pits, cast electrical concrete pad, and provide a 6" high concrete curb. Miscellaneous and necessary work that was not included in the contract scope. <i>Architect/Engineer requirement-additional details.</i>		\$2,937.69	0 days	
14	Coordinate roofing installation for the added mechanical unit platform framing. <i>Owner directed change-no cost clarification.</i>		\$0.00	0 days	
15	The steel contractor missed a post noted on the drawing; special welding was necessary for reinforcement. <i>Back charge to Structural Steel Contractor.</i>		\$4,432.00	0 days	
16	Revise corridor ceiling heights to accommodate overhead utilities. <i>Owner directed change-no cost clarification.</i>		\$0.00	0 days	

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** April 20, 2011

<b>Bid No.</b>	2849	<b>Contractor:</b>	RC Construction (General Contractor)	<b>CO No.</b>	5 (cont.)
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
17	Construct an air duct enclosure necessary to install a vertical air supply duct to provide cooling to the lobby area. This is a change of design that improves the appearance of the lobby area. <i>Architectural/Engineer requirement-design modification.</i>			\$5,461.00	0 days
18	Modify framing at the wheelchair lift support system necessary to accommodate specific equipment. <i>Architectural/Engineer requirement-design modification.</i>			\$5,668.92	1 days
19	Provide a 12,000-gallon water tank for a 12-day period, beginning March 14, 2011. <i>Owner directed change-to provide construction water during the Campus wide water shutdown.</i>			\$1,200.00	0 days
20	Install fir-treated plywood sheathing at mechanical equipment platforms not included in original scope of work. <i>Owner directed change-scope clarification.</i>			\$4,008.95	0 days
	Total			\$33,221.73	0 days
	Original Contract Amount			\$4,998,000.00	
	Net Change by Previous Change Orders			\$68,044.41	
	Net Sum Prior to This Change Order			\$5,066,044.41	
	Amount of Change Order No. 5			\$33,221.73	
	New Contract Sum			\$5,099,266.14	
	Percentage of Change to Contract, to Date			2.03%	

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

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2849 - RC Construction (General Contractor)</b>
Contract Amount		\$2,707,000.00		
Change Order No. 1	July 2010	\$1,464.72	0.59%	Rain delays; relocate fence.
Change Order No. 2	August 2010	\$1,681.69	1.0%	Increase wall thickness; insulation at roof for mechanical unit.
Change Order No. 3	December 2010	\$27,666.00	0.55%	Roofing; rubber tile flooring.
Change Order No. 4	January 2011	\$37,232.00	0.74%	Metal wall panels; revised floor finishes.

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** April 20, 2011

**Funding Sources**

State Capital Outlay and Measure R Bond funds.

**RECOMMENDATION**

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

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

**DATE:** April 20, 2011

**CONSENT**

**SUBJECT:** Administration Building Remodel (Change Orders)

**BACKGROUND**

Administration Building Remodel (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:

<b>Bid No.</b>	2854	<b>Contractor:</b>	Janus Corporation (Hazardous Materials Abatement)	<b>CO No.</b>	4
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Demolish existing colored-glass block windows to be replaced with new windows. <i>Owner directed change-design modification.</i>			\$4,011.00	0 days
2	Remove additional lead paint on the exterior top band of the building to mitigate hazardous materials exposure. <i>Unforeseen conditions-hazardous materials.</i>			\$17,550.00	10 days
	Total			\$21,561.00	10 days
	Original Contract Amount			\$709,243.00	
	Net Change by Previous Change Orders			\$98,468.00	
	Net Sum Prior to This Change Order			\$807,711.00	
	Amount of Change Order No. 4			\$21,561.00	
	New Contract Sum			\$829,272.00	
	Percentage of Change to Contract, to Date			16.92%	

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

<b>Administration Building Remodel</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Janus Corporation</b>
Contract Amount		\$709,243.00		
Change Order No. 1	August 2010	\$28,138.00	3.97%	Demolition for added windows.
Change Order No. 2	October 2010	\$2,269.00	4.29%	Stairwell wall demolition and Storm Water Pollution Prevention Plan.
Change Order No. 3	March 2011	\$68,061.00	13.88%	Exterior wall lead paint abatement and removed.

Prepared by: Gary L. Nellesen

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

Recommended by: John S. Nixon

Agenda Item: Consent #28

**SUBJECT:** Administration Building Remodel (Change Orders)

**DATE:** April 20, 2011

<b>Bid No.</b>	2855	<b>Contractor:</b>	Angeles Contractor Inc. (General Contractor)	<b>CO No.</b>	6
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Revise concrete stair landing to include coloring, grinding, and polishing to produce a high-quality finish. <i>Architect/Engineer requirement-design modifications.</i>			\$7,409.99	0 days
2	Revise the Switchboard counter to a two-tier unit and redesign storage cabinets to provide for a more ergonomic and functional use. <i>Owner directed change-design modifications.</i>			\$7,294.39	5 days
	Total			\$14,704.38	5 days
	Original Contract Amount			\$2,582,000.00	
	Net Change by Previous Change Orders			\$311,143.69	
	Net Sum Prior to This Change Order			\$2,893,143.69	
	Amount of Change Order No. 6			\$14,704.38	
	New Contract Sum			\$2,907,848.07	
	Percentage of Change to Contract, to Date			12.62%	

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

<b>Administration Building Remodel</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2855 Angeles Contractor Inc. (General Contractor)</b>
Contract Amount		\$2,582,000.00		
Change Order No. 1	July 2010	\$121,159.78	4.69%	Add punch windows and roller shade for skylight.
Change Order No. 2	August 2010	\$35,942.34	6.08%	Modify roofing application to cover parapet wall.
Change Order No. 3	September 2010	\$12,125.52	6.79%	Reinforce Penthouse duct openings.
Change Order No. 4	January 2011	\$68,526.69	9.44%	Penthouse wall panels; Roof reinforcement for HVAC; Parapet membrane.
Change Order No. 5	March 2011	\$67,389.36	12.05%	Human Resources department reconfiguration, repair existing walls, Access Controls hardware.

**SUBJECT:** Administration Building Remodel (Change Orders)**DATE:** April 20, 2011

Bid No.	2859	Contractor:	Rancho Pacific Electrical, Inc. (Electrical Contractor)	CO No.	6
Item	Change and Justification:		Amount	Time	
1	Revise rack-mounted uninterruptible power supply to meet current Campus Standard. <i>Owner directed change-Campus Standard.</i>		\$2,691.00	0 days	
2	Install conduit and wiring to the battery charger at the building emergency generator. <i>Architect/Engineer requirement-additional details required.</i>		\$1,280.00	0 days	
3	Install direct light fixtures in lieu of cove fixtures to provide greater light output in the Switchboard room. <i>Owner directed change-design modification.</i>		\$4,289.00	0 days	
4	Delete the specified ceiling-mounted fixture and add wall-mounted light fixtures to minimize exposed conduit and junction boxes at the exterior walls of the building. <i>Architect/Engineer requirement-Campus Standard.</i>		\$3,504.00	0 days	
5	Delete the designed audiovisual system in Room 148. Add combination power/data/audiovisual floor box and reconfigure receptacle outlets and lighting due to requested reconfiguration in Rooms 148 and 149. <i>Owner directed change-revised use of space.</i>		<\$3,541.00>	0 days	
6	Provide power and data cabling to various rooms to supply power to security devices and equipment. <i>Owner directed change-Campus Standard.</i>		\$4,509.00	0 days	
7	Supply power to temporary air conditioning units to provide temporary heating and cooling in the building while finish work proceeds. <i>Unforeseen field conditions-sequence of construction activities.</i>		\$3,009.00	0 days	
8	Relocate access control unit to more ergonomic location. <i>Architect /Engineer requirement-design modification.</i>		\$245.00	0 days	
9	Re-layout all door position switches due to locations of adjacent interior windows. <i>Architect/Engineer requirement.</i>		\$171.00	0 days	
10	Provide power to the card reader not included in original scope of work. <i>Architect/Engineer requirement-additional details required.</i>		\$1,690.00	0 days	
11	Install electrical infrastructure and lighting for reconfigured Research Work Room 228. <i>Owner requested change-revised use of space.</i>		\$6,681.00	0 days	
	Total		\$24,528.00	0 days	
	Original Contract Amount		\$1,667,700.00		
	Net Change by Previous Change Orders		\$241,664.50		
	Net Sum Prior to This Change Order		\$1,909,364.50		
	Amount of Change Order No. 6		\$24,528.00		
	New Contract Sum		\$1,933,892.50		
	Percentage of Change to Contract, to Date		15.96%		

**SUBJECT:** Administration Building Remodel (Change Orders)

**DATE:** April 20, 2011

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

<b>Administration Building Remodel</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2589 Rancho Pacific Electric (Electrical Contractor)</b>
Contract Amount		\$1,667,000.00		
Change Order No. 1	July 2010	\$103,488.00	6.21%	Add emergency communication system and LEED-required metering.
Change Order No. 2	September 2010	\$20,600.00	7.44%	Replace existing 12kv conductors.
Change Order No. 3	October 2010	\$21,597.00	8.74%	Improve Penthouse lighting.
Change Order No. 4	January 2011	\$47,020.50	11.56%	Entrance canopy lighting and power.
Change Order No. 5	March 2011	\$48,959.00	14.49%	Power and data reconfiguration.

Funding Sources

State Capital Outlay and COPS funds.

**RECOMMENDATION**

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

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

**DATE:** April 20, 2011

**CONSENT**

**SUBJECT:** Physical Education Building Renovation (Change Orders)

**BACKGROUND**

Physical Education Building Renovation (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.	2861	Contractor:	HMI Construction (General Contractor)	CO No.	1
Item	Change and Justification:		Amount	Time	
1	Add excavation at each structural footing, infill with base and compact to 90% of relative compaction to achieve a firm footing bottom to support the building foundations. <i>Unforeseen conditions-soils.</i>		\$12,602.56	0 days	
2	Remove existing drywall and reinstall at eight locations; necessary after installation of new power and data outlets. Every effort was made to save costs on the project, but the existing drywall was determined in the field to be unsuitable for re-use in the field. <i>Unforeseen conditions-interior finishes.</i>		\$1,977.93	0 days	
	Total		\$14,580.49	0 days	
	Original Contract Amount		\$1,883,000.00		
	Net Change by Previous Change Orders		\$0.00		
	Net Sum Prior to This Change Order		\$1,883,000.00		
	Amount of Change Order No. 1		\$14,580.49		
	New Contract Sum		\$1,897,580.49		
	Percentage of Change to Contract, to Date		0.77%		

Prepared by: Gary L. Nellesen

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

Recommended by: John S. Nixon

Agenda Item: Consent #28



**SUBJECT:** Physical Education Building Renovation (Change Orders)**DATE:** April 20, 2011

<b>Bid No.</b>	2862	<b>Contractor:</b>	Empyrean Plumbing (General Contractor)	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Install trap primers at the floor drains to prevent sewer vapors from escaping into occupied areas. <i>Required to comply with Campus Standards.</i>			\$4,732.42	0 days
2	Relocate the storm drain points of connection and reconnect the existing roof drain downspouts to the storm drain system. This is necessary to ensure adequate drainage for the building. <i>Unforeseen conditions-storm drains system.</i>			\$7,583.36	0 days
3	Add isolation valves at the new sink in Room 128 to facilitate future maintenance of the sink. <i>Required to comply with Campus Standards.</i>			\$190.84	0 days
4	Add an exterior hose bib required for routine service of the exterior HVAC unit and future area maintenance. <i>Required to comply with Campus Standards.</i>			\$365.51	1 day
5	Remove and replace the existing 2" water pipe with 2 1/2" pipe. The existing pipe is not adequate to service the building. <i>Unforeseen conditions-domestic water system.</i>			\$6,559.47	1 day
	Total			\$19,431.60	2 days
	Original Contract Amount			\$194,316.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$194,316.00	
	Amount of Change Order No. 1			\$19,431.60	
	New Contract Sum			\$213,747.60	
Percentage of Change to Contract, to Date				10.00%	

<b>Bid No.</b>	2865	<b>Contractor:</b>	Construction Electric (Electrical Contractor)	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
	Remove existing conduits that are no longer needed and provide structural support for conduits that will be attached to the new ceiling framing. <i>Architect/Engineer requirement-additional details required.</i>			\$834.00	0 days
	Total			\$834.00	0 days
	Original Contract Amount			\$452,000.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$452,000.00	
	Amount of Change Order No. 1			\$834.00	
	New Contract Sum			\$452,834.00	
Percentage of Change to Contract, to Date				0.18%	

**SUBJECT:** Physical Education Building Renovation (Change Orders)

**DATE:** April 20, 2011

Funding Source

Measure RR Bond Anticipation Notes.

**RECOMMENDATION**

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

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

**DATE:** April 20, 2011

**CONSENT**

**SUBJECT:** Professional Design and Consulting Services (Contract Amendment)

**BACKGROUND**

In order to commence design on construction and renovation projects, it is necessary to retain the services of qualified professionals.

**ANALYSIS AND FISCAL IMPACT**

The following contract amendment is presented for ratification:

	<b>Consultant:</b>	RKA Consulting Group	<b>No.</b>	1
	<b>Project:</b>	Bonita Drive and Temple Avenue Intersection Realignment		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Professional services to provide an additional survey North of Temple Avenue on Bonita Avenue in order to properly complete the engineering for the intersection alignment and traffic striping. Fixed fee:		\$2,900.00	
	Total		\$2,900.00	
	Original Contract Amount		\$35,500.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$35,500.00	
	Amount of Amendment No. 1		\$2,900.00	
	New Contract Sum		\$38,400.00	

**Funding Source**

Measure RR Bond Anticipation Notes.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #29

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

**DATE:** April 20, 2011 **ACTION**

**SUBJECT:** Proposed Revisions to Board Policy 5030 -- Fees

**BACKGROUND**

In accordance with Board Policy 5030 and California Education Code Section 76300, the Board must authorize fees to be charged and/or collected by the College.

The California Education Code Section 76060.5 permits community colleges to establish a Student Representation Fee for the purpose of providing support for governmental affairs representatives who may be stating their positions and viewpoints before city, county, and district governments and before offices and agencies of the state government. Assessment of the fee is dependent upon a student election in which 66 percent of the students voting in the election vote in the affirmative. Mt. San Antonio College students voted on such a fee on November 8-12, 2010. The Student Representation Fee passed by an 84 percent margin with 1,609 in favor and 311 against, for a total of 1,920 eligible votes.

The Student Representation Fee is a mandatory fee which can only be waived for one of four reasons (religious, political, moral, or financial). Thus, a student must pay the Student Representation Fee unless s/he cites one of these specific reasons to have it waived. The fee will be collected during the fall and spring semesters only.

These proposed revisions to Board Policy 5030 – Fees were presented to the Board for first reading and discussion in March 2011. No further revisions were recommended at that time.

**ANALYSIS AND FISCAL IMPACT**

The proposed fee will generate 50 cents per enrolled student. Funds generated from this fee will be used for the costs associated with students or representatives who may be stating their positions and viewpoints before city, county, and district government, and before offices and agencies of the state and federal government.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves proposed revisions to Board Policy 5030 – Fees and to allow for the collection of the Student Representative Fee, effective fall 2011.

Prepared by: Maryann Tolano-Leveque

Reviewed by: Audrey Yamagata-Noji

Recommended by: John S. Nixon

Agenda Item: Action #1

**SUBJECT:** Proposed Revisions to Board Policy 5030 -- Fees

**DATE:** April 20, 2011

## **Chapter 5 – Student Services**

### **Board Policy 5030 Fees**

References: Education Code Sections 76300, et seq.

The Board must authorize specific fees to be charged and/or collected in accordance with the State Education Code. The College President/CEO shall establish procedures for the collection, deposit, exemption, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the College schedule of classes.

#### **Enrollment Fee:**

Education Code Section 76300

Each student shall be charged a fee for enrolling in credit courses as required by law.

#### **Waiving of Fees for K-12 Special Admission Students:**

Students enrolled in the K-12 school system who have been identified as students who can benefit from advanced scholastic or vocational work at the college level and who meet the requirements to enroll in the community college per Education Code 48800 will have the following fees waived:

- Enrollment fee

- Health fee

- Student activities fee

These students will be required to pay for materials fees assigned to specific courses. Parking fees will not be waived and remain optional.

#### **Health Fee:**

Education Code Section 76355

The Student Health Center is funded through the assessment of a Health Fee to all credit students, regardless of full-time or part-time status. Education Code 76355 provides for the assessment of the Health Fee, the exemption of certain students from paying the mandatory fee, and the increase of the student Health Fee based on the same percentage as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services, and specifies how these funds may not be expended. The College President/CEO shall present to the Board for approval a fee to be charged to each full-time and part-time credit student for student health services. Additional fees for specific, additional, health services will be established based on the cost of the service, as approved by the College President/CEO in consultation with the Chief Student Services Officer.

**SUBJECT:** Proposed Revisions to Board Policy 5030 -- Fees

**DATE:** April 20, 2011

**Parking Fee:**

Education Code 76360

The College President/CEO shall present for Board approval fees for parking for students.

**Instructional Materials:**

Education Code Section 76365; Title 5, Sections 59400, et seq.

Students may be required to provide required instructional and other materials for a credit or noncredit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the College.

**Physical Education Facilities:**

Education Code 76395

Where the College incurs additional expenses because a physical education course is required to use non-College facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the College.

**Student Activities Fee:**

A Student Activities Fee may be charged to credit students each semester for the purpose of providing support for student programs and activities. A waiver of this fee shall be made available.

**Student Representation Fee:**

**Education Code 76060.5**

**A Student Representation Fee may be charged to students each semester for the purpose of providing support for students or representatives who may be stating their positions and viewpoints before city, county, and district government, and before offices and agencies of the state and federal government.**

**Students will have the ability to opt out of paying this fee for political, religious, moral, or financial reasons.**

**Transcript and Verification Fees:**

Education Code 76223

The College shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The College President/CEO in consultation with appropriate staff

**SUBJECT:** Proposed Revisions to Board Policy 5030 -- Fees

**DATE:** April 20, 2011

is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. Expedited transcripts and enrollment verifications will be provided for an additional fee as approved by the College President/CEO. There shall be no charge for searching for or retrieving any student record.

**International Students Application Processing Fee:**

Education Code Section 76142

The College shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. The College President/CEO in consultation with appropriate staff may establish this processing fee and regulations for determining economic hardship. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

**Nonresident Students Capital Outlay Fee:**

Education Code Section 76141

The College may charge nonresident students an amount not to exceed the amount that was expended by the district for capital outlay in the preceding fiscal year divided by the total full-time equivalent students of the district in the preceding fiscal year. Students with economic hardships, defined as current recipients of benefits under the Temporary Assistance for Needy Families Program, the Supplemental Income/State Supplementary Program, or a general assistance program are exempt from these fees.

Adopted June 23, 2004

Revised September 26, 2007

Revised May 26, 2010

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

**DATE:** April 20, 2011

**ACTION**

**SUBJECT:** Annual Review of Board Policy 2015 – Student Member

**BACKGROUND**

It is the responsibility of the Board of Trustees to annually decide whether to grant the following privileges to the student member:

- The privilege to make and second motions;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting attendance up to the maximum prescribed in Education Code 72024;
- The privilege to serve a term commencing July 1;
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

Currently, the Student Trustee is granted all of the above privileges with the exception of attending closed session.

**ANALYSIS AND FISCAL IMPACT**

Below is the current Board Policy.

**Chapter 2 – Board of Trustees**

**BP 2015 Student Member**

Reference:

Education Code Section 72023.5

The Board of Trustees shall include one non-voting student member. The term of office shall be one year commencing July 1.

The student member shall be a resident of California at the time of the nomination, and during the term of service, and shall be enrolled in and maintain a minimum of five semester units in the College at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain a 2.0 cumulative grade point average (GPA) while serving as the Student Trustee.

Recommended by: John S. Nixon Agenda Item: Action #2



**SUBJECT:** Annual Review of Board Policy 2015 – Student Member

**DATE:** April 20, 2011

The Student Trustee shall be chosen by the students enrolled in the College in accordance with Board approved procedures and criteria included in the Administrative Regulations and Procedures.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session).

On or before May 15 of each year, the Board of Trustees shall review the privileges afforded to the student member.

The Student Trustee is afforded the following privileges:

- The privilege to make and second motions;
- The privilege to receive compensation for meeting attendance; and
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

Adopted March 24, 2004

Revised July 23, 2008

Revised May 26, 2010

The current budget includes compensation for the Student Trustee.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees reviews the current privileges granted to the Student Trustee and reaffirm existing policy or modify Board Policy 2015.

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

**DATE:** April 20, 2011

**ACTION**

**SUBJECT:** Resolutions to Implement Retirement Incentive

**BACKGROUND**

The District proposes to offer a retirement incentive to faculty, managers, classified, and confidential employees, which will result in savings to the District. The Board is asked to adopt a resolution to permit the implementation of a retirement incentive for eligible employees in each employee group.

**ANALYSIS AND FISCAL IMPACT**

The vehicle intended to be used to implement the retirement incentive is the California State Teachers Retirement System (CalSTRS) and the California Public Employees Retirement System (CalPERS).

The three bargaining units (Faculty Association, CSEA Chapter 262, and CSEA Chapter 651) and the two unrepresented groups (managers and confidential employees) have approved the retirement incentive proposal.

Adoption of Resolution Nos. 10-08 and 10-09 will permit the District to implement the retirement incentive for eligible employees who retire under the provisions of the District's retirement incentive. The retirement incentive will provide an eligible retiree a one-time, off-schedule payment equal to 5% of his/her base salary times the number of years of service, not to exceed \$25,000.

The total projected savings is unknown until it is determined how many employees elect to take advantage of the retirement incentive.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Resolution Nos. 10-08 and 10-09, as presented.

Prepared by: Annette Loria

Recommended by: John S. Nixon

Agenda Item: Action #3

**SUBJECT:** Resolutions to Implement Retirement Incentive

**DATE:** April 20, 2011

**RESOLUTION #10-08  
RESOLUTION OF THE BOARD OF TRUSTEES OF  
THE MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT  
OF LOS ANGELES COUNTY, CALIFORNIA**

WHEREAS the DISTRICT is a member of the California State Teachers Retirement System (CalSTRS) for the purpose of providing tax qualified retirement benefits.

WHEREAS it is to be determined to be in the best fiscal interest of the District and its employees to provide a Retirement Incentive to eligible employees who wish to voluntarily exercise their option to separate from District service.

NOW, THEREFORE, be it resolved that:

The Board of Trustees of the DISTRICT, being a member of the CalSTRS Trust, does hereby adopt the District's Retirement Incentive, as part of the District Retirement Program, between April 21, 2011 and June 30, 2011, with an effective date of resignation on or before June 30, 2011.

AYES, and in favor of, Board members:

NOES, Board members:

ABSENT, Board members:

ABSTAIN, Board members:

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES

John S. Nixon, Secretary of the Board of Trustees of the Mt. San Antonio Community College District of Los Angeles County, California, hereby certifies that the above and foregoing resolution was duly adopted by the Board of Trustees at a regular meeting thereof held on the 20<sup>th</sup> day of April 2011, and passed by a majority vote of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 20<sup>th</sup> day of April 2011.

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John S. Nixon  
Secretary to the Board of Trustees

**SUBJECT:** Resolutions to Implement Retirement Incentive

**DATE:** April 20, 2011

**RESOLUTION #10-09  
RESOLUTION OF THE BOARD OF TRUSTEES OF  
THE MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT  
OF LOS ANGELES COUNTY, CALIFORNIA**

WHEREAS the DISTRICT is a member of the California Public Employees Retirement System (CalPERS) for the purpose of providing tax qualified retirement benefits.

WHEREAS it is to be determined to be in the best fiscal interest of the District and its employees to provide a Retirement Incentive to eligible employees who wish to voluntarily exercise their option to separate from District service.

NOW, THEREFORE, be it resolved that:

The Board of Trustees of the DISTRICT, being a member of the CalPERS Trust, does hereby adopt the District's Retirement Incentive, as part of the District Retirement Program, between April 21, 2011 and June 30, 2011, with an effective date of resignation on or before June 30, 2011.

AYES, and in favor of, Board members:

NOES, Board members:

ABSENT, Board members:

ABSTAIN, Board members:

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES

John S. Nixon, Secretary of the Board of Trustees of the Mt. San Antonio Community College District of Los Angeles County, California, hereby certifies that the above and foregoing resolution was duly adopted by the Board of Trustees at a regular meeting thereof held on the 20<sup>th</sup> day of April 2011, and passed by a majority vote of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 20<sup>th</sup> day of April 2011.

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John S. Nixon  
Secretary to the Board of Trustees