



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 22, 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

- **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
- **Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code Section 54956.9(c) (one case)**

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

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

## **CLOSED SESSION** (continued)

- **Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957** (one position)
- **Public Employee Performance – President/CEO pursuant to Government Code Section 54957**

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

### **INTRODUCTIONS AND RECOGNITION**

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

#### Classified Staff - Appointed

Glenda Melissa Aguirre, Clerical Assistant, Adult Basic Education  
Rajwattie Chatarpaul, Receptionist/Clerical Assistant, CalWORKs  
Julia Martinez, Clerical Assistant, Adult Basic Education  
Sandra Miranda, Clerical Assistant, Financial Aid  
Jazmin Vargas, Clerical Assistant, Financial Aid

#### Classified Staff - Promoted

Nancy Kam, Secretary, Financial Aid

- **Recognition**
  - Women's Track & Field Team for capturing the State Track & Field Championship under the leadership of Coach Mike Goff.
  - Journalism students and Professor Toni Albertson for *Substance* Magazine winning the Maggie Award for best overall student publication from the Journalism Association of Community Colleges.
  - Awarding of Certificates of Service to the following retiring classified staff, faculty, and managers.

#### Classified Staff

**Margie G. Arambula**, Learning Lab Coordinator, 12 years of service  
**Paul A. Bjork**, Lead Computer Operator, 33½ years of service  
**Herbert Bjornberg**, Skilled Crafts Technician, 20 years of service  
**Maribel V. Buono**, Sr. Systems Analyst/Programmer, 11 years of service  
**Diana Casteel**, Executive Assistant to the President and Board of Trustees,  
19½ years of service  
**Marilyn J. Castillo**, Secretary, 16 years of service  
**Gary Cravens**, Public Safety Officer, 32 years of service  
**Shirley A. Dent**, Admissions & Records Clerk II, 41 years of service  
**Martha B. Diaz**, Educational Advisor, 38 years of service

**Celine Dougherty**, Clerical Specialist, 11 years of service  
**Ardean J. Downs**, Veterans Services Specialist, 35 years of service  
**Paul Fernandez**, Custodian, 12 years of service  
**Robert G. Gomez**, Public Safety Officer, 30 years of service  
**Joanne Greenspan**, Curriculum Specialist, 22 years of service  
**Fern Andrea Heard**, Sr. Systems Analyst/Programmer, 38 years of service  
**Jose J. Jimenez**, Computer Facilities Coordinator, 13 years of service  
**Christina Magoni**, Skills Lab Support Specialist, 36 years of service  
**Jodine K. Martin**, Clerical Specialist, 28½ years of service  
**Paul G. Mercier**, Sr. Systems Analyst/Programmer, 30 years of service  
**Charissa K.C. Moskus**, Administrative Secretary, 36 years of service  
**Arline E. Mues**, Test Administration Clerk, 25 years of service  
**Rosemary A. Nahas**, Coordinator for Special Projects, 10 years of service  
**Karen M. Naveda**, Administrative Secretary, 29 years of service  
**Odette M. Richardson**, Research Assistant, 36 years of service  
**Joanne S. Valencia**, Clerical Specialist, 23 years of service  
**Kathryn J. Van Natter**, Admissions & Records Clerk III, 37 years of service  
**Doris Wang**, Account Clerk I, 29 years of service  
**Christine E. Willey**, Sr. Systems Analyst/Programmer, 11 years of service

#### Faculty

**Michael Falzone**, Professor, Fine Arts, 10 years of service  
**Bob Farris**, Professor, Accounting & Management, 20 years of service  
**Kathryn Henkins**, Professor, English, Literature & Journalism, 24 years of service  
**Joy Olayiwola**, Professor, Nursing, 11 years of service  
**John C. Shepherd**, Professor, Aircraft Maintenance & Manufacturing Technology, 30 years of service  
**Larry Watanabe**, Professor, Physical Education, 19 years of service

#### Managers

**John S. Nixon**, President/CEO, 7 years of service

### **APPROVAL OF MINUTES**

Approval of minutes of the regular meeting of May 25, 2011. (See backup packet pages 1 through 12.)

### **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
  - Tentative Budget – Mike Gregoryk

## 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.

## HUMAN RESOURCES

1. Consideration of approval of Personnel Transactions, dated June 22, 2011. (See backup packet pages 13 through 35.)
2. Consideration of approval of a contract with Shaw HR Consulting, Inc. for Fair Employment Housing Act/Americans with Disabilities Act (FEHA/ADA) Reasonable Accommodation Services, for the period July 1, 2011 through June 30, 2012. (See backup packet page 36.)
3. Consideration of approval of a contract for Investigative Services with Norm Traub & Associates for the period July 1, 2011 through June 30, 2012. (See backup packet page 37.)
4. Consideration of approval of a contract for Investigative Services with The Titan Group, for the period July 1, 2011 through June 30, 2012. (See backup packet page 38.)

## INSTRUCTION and STUDENT SERVICES

5. Consideration of approval for Track & Field students and staff to travel to the USA Junior National Championships on June 23–25, 2011, in Eugene, Oregon. (See backup packet page 39.)



6. Consideration of approval of activities for the Health Careers Training Program: Health Professional Conference Mini-grant. (See backup packet page 40.)
7. Consideration of approval of activities for the Promoting STEM Research to College Freshmen and Sophomores grant. (See backup packet page 41.)
8. Consideration of approval of activities for the Title V: Developing Hispanic-Serving Institutions grant. (See backup packet page 42.)
9. Consideration of approval of activities for the Center of Excellence and CTE Hub. (See backup packet page 43.)
10. Consideration of approval of a contract amendment with eXist Designs for the Center of Excellence CTE Hub. (See backup packet pages 44.)
11. Consideration of approval of activities and acceptance of funds for the Carl D. Perkins and Technical Education Act of 2006 (Perkins IV) Title 1C grant. (See backup packet pages 45 and 46.)
12. Consideration of approval of activities and acceptance of funds for the CTE Transitions grant. (See backup packet page 47.)
13. Consideration of approval of contractors for physical exams for health science faculty. (See backup packet page 48.)
14. Consideration of approval of medical directors for health programs. (See backup packet pages 49 and 50.)
15. Consideration of approval of program fees for students in the Technology and Health Division. (See backup packet pages 51 and 52.)
16. Consideration of approval of print card fees for students in the Business Division. (See backup packet page 53.)
17. Consideration of approval of an addition to the Continuing Education Fee-Based program. (See backup packet page 54.)
18. Consideration of approval of additions to the Continuing Education adult education program. (See backup packet page 55.)
19. Consideration of approval of the Child Development Center annual report. (See backup packet pages 56 through 72.)
20. Consideration of approval of Student Services Expenditure Funding for the 2011-12 academic year. (See backup packet page 73.)
21. Consideration of approval of Associated Student Expenditure Funding for the 2011-12 academic year. (See backup packet page 74.)

22. Consideration of approval to extend the agreement with the County of Los Angeles, Department of Public Social Services, for the next fiscal year ending June 30, 2012. (See backup packet page 75.)
23. Consideration of ratification of a contract with the Wildlife Learning Center. (See backup packet page 76.)

### **ADMINISTRATIVE SERVICES**

24. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet pages 77 through 89.)
25. 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 90 and 91.)
26. Consideration of approval of the Tentative Budget for Fiscal Year 2011-12. (See backup packet pages 92 and 93.)
27. Consideration of approval of an Amendment to the Strata Information Group Contract, to be extended to July 31, 2013. (See backup packet page 94.)
28. Consideration of approval of Resolution No. 10-10 - Temporary Inter-fund Cash Borrowing. (See backup packet pages 95 and 96.)
29. Consideration of approval of Aircraft Repair Services with Nostalgia Airways, Inc. dba NAI Aircraft Services for Fiscal Year 2011-12. (See backup packet page 97.)
30. Consideration of approval for the Annual Advertisements for Goods and Services for Fiscal Year 2011-12. (See backup packet page 98.)
31. Consideration of approval of the sale of Miscellaneous Surplus, Scrap Metal, and Salvage Items for Fiscal Year 2011-12. (See backup packet page 99.)
32. Consideration of approval of the Annual Investment Policy Statement. (See backup packet pages 100 through 106.)
33. Consideration of approval of the renewal of the College's Student Accident/Athletic Insurance Coverage with Student Insurance Company for the period July 1, 2011, through July 1, 2012. (See backup packet pages 107 and 108.)
34. Consideration of approval of the renewal of the College's Fine Arts Insurance Coverage with Huntington T. Block Insurance Agency for the period July 1, 2011, through July 1, 2012. (See backup packet page 109.)
35. Consideration of approval of the renewal of the College's Aviation Insurance Policy with Falcon Insurance Agency of California, Inc. for the period July 1, 2011, through July 1, 2012. (See backup packet pages 110 and 111.)

36. Consideration of approval of the General Liability/Property Coverage Renewal with ASCIP for the period July 1, 2011, through July 1, 2012. (See backup packet page 112.)
37. Consideration of approval of an Addendum to the Lease Agreement with Valley Academies Foundation. (See backup packet page 113.)
38. Consideration of approval to purchase a High-Density Mechanical Filing System as part of the furniture purchase for the Administration Building remodel project. (See backup packet page 114.)
39. Consideration of approval to purchase Seating for the Administration Building and the Adoption of Seating as a Campus Standard. (See backup packet page 115.)
40. Consideration of approval to reduce from 10% to 5% the retention for K.A.R. Construction, Inc. for the Design Technology Center (Concrete & Masonry) project; for Lozano Caseworks, Inc. for the Agricultural Sciences Complex (Laboratory Caseworks) project; and for Griffith Company for the Agricultural Sciences Complex (Demolition/Earthwork) project. (See backup packet page 116.)
41. Consideration of approval of an agreement to provide Professional Design and Consulting Services with Southland Industries for the Row Building Food Laboratory 19B-5 Engineering project. (See backup packet page 117.)
42. Consideration of approval of the following Change Orders:
  - Bid No. 2775      Agricultural Sciences Complex – Harbor Construction Co. (General Contractor) – Change Order No. 15. (See backup packet pages 118 through 120.)
  - Bid No. 2777      Agricultural Sciences Complex – Continental Plumbing (Plumbing Contractor) – Change Order No. 14. (See backup packet pages 120 through 122.)
  - Bid No. 2780      Agricultural Sciences Complex – Pierre Sprinkler & Landscape, Inc. (Landscape Contractor) – Change Order No. 4. (See backup packet pages 122 and 123.)
  - Bid No. 2849      Design Technology Center – RC Construction (General Contractor) – Change Order No. 7. (See backup packet pages 124 and 125.)
  - Bid No. 2852      Design Technology Center – West Tech Mechanical (HVAC Contractor) – Change Order No. 3. (See backup packet pages 125 and 126.)
  - Bid No. 2855      Administration Building Remodel – Angeles Contractor, Inc. (General Contractor) – Change Order No. 8. (See backup packet pages 127 through 129.)

- Bid No. 2856 Administration Building Remodel – Donald M. Hoover Company (Flooring Contractor) – Change Order No. 2. (See backup packet pages 129 and 130.)
- Bid No. 2859 Administration Building Remodel – Rancho Pacific Electrical, Inc. (Electrical Contractor) – Change Order No. 7. (See backup packet pages 130 and 131.)
- Bid No. 2861 Physical Education Program Building Renovation – HMI Construction (General Contractor) – Change Order No. 2. (See backup packet pages 132 and 133.)

43. Consideration of approval of the following Contract Amendments:

- Contract Child Development Center – Vantage Technology Consulting Group (Professional Design and Consulting Services Consultant) – Amendment No. 2. (See backup packet page 134.)
- Contract Agricultural Sciences Complex – Vantage Technology Consulting Group (Professional Design and Consulting Services Consultant) – Amendment No. 2. (See backup packet page 135.)

44. Consideration of approval of the following Completion Notices:

- Bid No. 2767 Planetarium Dome Project – Spitz, Inc. (Contractor)
- Bid No. 2825 Art Center Landscape Project – Green Giant Landscape, Inc. (Contractor)
- Bid No. 2826 Humanities Building Courtyard Improvements Project – Green Giant Landscape, Inc. (Contractor)

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

- Kimo Morris – Roper Electric Dryer, valued by donor at \$200, to be used by the Natural Sciences Division.

## ACTION ITEMS

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

1. Consideration of approval of the Associated Students Proposed Budget for Fiscal Year 2011-12. (See backup packet pages 136 through 139.)
2. Consideration of approval of proposed Board Policy 5000 – Student Success. (See backup packet pages 140 and 141.)

3. Consideration of approval to appoint Virgilio Doniza to the Citizens Oversight Committee as the student representative effective July 2011 through December 2012. (See backup packet page 142.)
4. Consideration of approval of the AB1417/Accountability Reporting for the Community Colleges report. (See backup packet pages 143 and 144.)

## 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:    July 25, 2011 (4<sup>th</sup> Monday)  
    August 24, 2011  
    September 14, 2011 (2<sup>nd</sup> Wednesday)

### Upcoming Events:

June 23, 2011	<b>Fire Technology Graduation Ceremony</b> – 6:00 p.m., Clarke Theater
June 27, 2011	<b>Farewell Reception for President Nixon</b> – 1:30 p.m., Founders Hall
July 4, 2011	<b>Independence Day Holiday</b> (campus closed)
July 5, 2011	<b>2011 Summer Intersession Begins</b>
July 19, 2011	<b>Registration Begins for Fall Credit and Continuing Education Classes</b>
August 4, 2011	<b>Citizens Oversight Committee Meeting</b> – 6:00 p.m., Founders Hall

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**

**June 22, 2011**







# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 25, 2011

### MINUTES

#### CALL TO ORDER

The study session of the Board of Trustees of Mt. San Antonio College was called to order at 2:10 p.m. on Wednesday, May 25, 2011. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

#### STAFF PRESENT

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

#### 1. PUBLIC COMMUNICATION

None.

#### 2. STUDY SESSION

##### *Trustee Elections*

Board members met with Paul Mitchell (Redistricting Partners) and Stacy Berger (CCLC) to discuss the California Voting Rights Act (CVRA) which requires boards with at-large election systems to review their underlying voter patterns to determine if a “districted” system would empower subgroups. 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. 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 Board recently contracted with CCLC and Redistricting Partners to conduct an analysis of the College district. Mr. Mitchell said they would like to meet with the Board in about 60 days to present a written analysis and different mapping configurations. The Board will receive several versions of mapping which may include proposals to increase the Board membership from its current five to seven or even nine members.



Any changes made to the College Board structure wouldn't take effect until the November 2013 election.

The Board took a brief recess at 3:15 p.m. The meeting reconvened at 3:35 p.m.

### ***2011-12 College Budget***

Vice President Gregoryk reviewed the work that has been completed to date by the President's Advisory Task Force on Fiscal Planning. The Task Force has identified the College priorities, and the Vice Presidents are working to identify reductions at the team level. The Task Force will meet again on June 1. It is hoped that a recommendation will be forwarded to the President soon after.

Mr. Gregoryk distributed a 2011-12 budget update following the Governor's May Revision. The revised proposed budget is relatively positive for the State and for community colleges. State revenues increased by \$6.6 billion in new revenues between the current and next fiscal years, yielding a decline in the State budget deficit. As a result, the Governor proposes no additional cuts to community colleges, and, in fact, proposes to pay down (partially) the deferral of revenue to community colleges. A pay down would not yield additional revenue, but it would pay colleges revenue in the fiscal year in which it is owed. In addition, the proposal identifies \$57 million in unbudgeted property tax revenues for the current year, which should partially mitigate a deficit in this year's apportionment revenue. The May Revision has no other cuts or augmentations affecting community colleges, but it does maintain the cuts to community colleges for 2011-12 taken earlier in the year (\$6.8 million for Mt. SAC).

Mr. Gregoryk said the consensus in Sacramento is that an all-cuts budget is off the table.

The Study Session recessed at 4:15 p.m.

### **3. CLOSED SESSION**

The Board convened Closed Session at 5:30 p.m.

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

The Board discussed the following items:

- 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
- Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957 (one position)

The meeting adjourned at 6:00 p.m. to join a reception in honor of the College's National Championship Forensics Team.

#### 4. PUBLIC SESSION

The public meeting reconvened at 6:32 p.m.

#### 5. MOMENT OF SILENCE

The Board observed a moment of silence in memory of John (Jack) Sommers, Jr, Professor, Administration of Justice. Professor Sommers joined the College as an adjunct professor in 1996, and was teaching Administration of Justice Report Writing this semester. Professor Sommers passed away on May 8, at the age of 68.

#### 6. INTRODUCTIONS/RECOGNITION

##### • Introductions

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

##### Classified Staff

Leslie Hennings, Secretary, Student Life Office  
 Yesenia Reyes, Caseworker, Student Services/CalWORKs  
 Joshua Stratton, Lead Custodian, Custodial Services

##### • Recognition

- Board members congratulated the College Forensics Team for capturing the national title at the Phi Rho Pi Speech Tournament and for winning the Sylvia Mariner Perpetual Sweepstakes Award. Coach John Vitullo was also recognized for being presented with the Distinguished Service Award by Phi Rho Pi for his contributions to the national forensics organization for community colleges.
- The Board congratulated students Lisa Bastio and Rene Kouassi for being two of 60 students (of the 785 nominated) selected to receive the prestigious Jack Kent Cooke Foundation Undergraduate Transfer Scholarship. In 2010, Mt. SAC was the first college in the history of the scholarship competition to have two winners in the same year. The scholarships provide \$30,000 per year for up to three years.

Lisa Bastio, Rene Kouassi, Patrick Martinez (student trustee), and Xavier Padilla (President, Associated Students) surprised Dr. Nixon by presenting him with the Honors Program Runnebohm Award. The award is given to a person who exemplifies the qualities that define and support offering an Honors education at Mt. SAC. President Nixon was thanked for his steadfast dedication to Honors Education.

- Board President Chen Haggerty thanked Jaejin Eum in abstention for representing the students on the College's Citizens Oversight Committee for the past 1½ years. Trustee Chen Haggerty said the Committee is doing an excellent job of informing the public about the College's progress related to bond projects.

- The following retiring faculty and managers were given Certificates of Service for their years of service by Board President Chen Haggerty. They were all wished success and luck in retirement.

Katherine Calkins, Professor, Music, 36½ years of service

Maria Luisa Fuller, Professor, Learning Assistance, 10 years of service

John Gardner, Professor, Mental Health Technology, 36 years of service

Sheryl Hullings, Director, Enterprise Application Systems, 37 years of service

Susanna Jones, Director, Financial Aid, 37 years of service

Terrance Krider, Professor, Respiratory Therapy, 30 years of service

Douglas Martin, Professor, Mathematics, 22½ years of service

Carol Norton, Professor, Learning Assistance, Writing/Reading, 20 years of service

Stephen Runnebohm, Dean, Humanities & Social Sciences, 24 years of service

Herminia (Irma) Zuniga, Counselor, 32 years of service

- Trustee Chen Haggerty reminded Board members that this is Patrick Martinez's last meeting as Student Trustee because he will be traveling in Europe next month. She presented Student Trustee Martinez with a plaque thanking him for his year of service and said that he has been an exemplary student trustee this past year serving as an excellent spokesman for student interests.

## **7. APPROVAL OF MINUTES**

It was moved by Trustee Hall, seconded by Trustee Baca, to approve the minutes of the regular meeting of April 20, 2011, and the special meetings of May 5 and May 12, 2011. Motion unanimously carried. Student Trustee concurred.

## **8. ACTION TAKEN IN CLOSED SESSION**

Trustee Chen Haggerty reported that, in closed session, the Board voted unanimously to uphold the arbitrator's recommendation to temporarily reduce the compensation for employee #2776 by three steps, for six months.

## **9. PUBLIC COMMUNICATION**

Professor Rebecca Hatch invited Board members to attend the Humanities & Social Sciences Division Research Showcase scheduled for tomorrow from 12:00-3:00 p.m. The exhibit will include the work (posters and abstracts) of 42 students that was presented at conferences this year. A recognition ceremony is scheduled at 3:00 p.m.

## **10. REPORTS**

All those presenting reports welcomed Dr. Scroggins to Mt. SAC.

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

- President Padilla said the Students and Educators of Distinction event was a great success. He thanked Board members for attending.

- Associated Students had 16 students in attendance at Dr. Nixon's retirement celebration. President Padilla said it was an honor for students to participate and show their gratitude to Dr. Nixon for all his support during his presidency.
- Today, Associated Students hosted the spring annual Athletics Fair. President Padilla commended Athletics Senator Kacy Padilla for a great job in coordinating the event.
- President Padilla introduced Bruno Hernandez and Alex Mendoza, incoming Student Trustee and Associated Students President, respectively. Both students introduced themselves to the Board.

B. Liesel Reinhart, Academic Senate Vice President, reported the following:

- The full Senate met on May 12 and took the following action:
  - Approved Resolution 11-02 Study Abroad. The Senate supports restoration of the Study Abroad program.
  - Approved Resolution 11-03 Senate-Appointed Positions. Future Senate appointees will serve two-year terms (the current rule dictates one- or three-year terms, depending on the position) with a mandatory mid-term review.
  - Approved Board Policy 4270 Use of General Education Courses. The Senate recommends that the Board of Trustees revises its policy which directs the College to accept equivalent-general education courses from other institutions and to apply them (where reasonable) to Mt. SAC graduation requirements.
  - The Senate recommends that the Board of Trustees approves what will be the College's first AA-T degree (in Psychology). A second AA-T degree (in Communication Studies) is expected to be approved by the Senate tomorrow, meeting the legal requirement that the College offer AA-T degrees in fall 2011.
- The College did not approve the Senate's recommendation to hire an additional educational research assessment analyst (Resolution 11-01), citing cost issues. The Senate encouraged the College to hire an additional analyst when circumstances permit.
- The Senate has elected its officers for 2011-12. They are:
 

Eric Kaljumagi, President	Richard McGowan, Vice President
Dan Smith, Secretary	Michelle Grimes-Hillman, Director
Lance Heard, Director	Antoine Thomas, Director
Tom Edson, Director	Kisha Williamson, Director

Voting for Senator-at-large concluded on May 20. Results will be announced on June 9.

- Vice President Reinhart noted that Richard McGowan will be replacing her as Senate Vice President. She said it has been a great experience and wonderful education working with everyone; however, she is eager to go back to working with her students.
- C. Donna Lee, Classified Senate President, reported that the Classified Recognition Ceremony, *The Classys*, was held today to honor and celebrate classified staff.

President Lee offered congratulations to the recipients of the First Annual Classified Excellence Awards:

- College Leadership - Laura Martinez, Professional & Organizational Development
- Best Attitude - Jeff George, Marketing & Public Information
- Creativity & Innovation - Dena Schumaker, Natural Sciences Division
- College Appreciation - Karen Naveda, Arts Division
- Citizenship - Darlene Vale, Agricultural Science
- Campus Improvement - Jose Briceno, Custodial Services
- Rookie of the Year - Marlene Ward, VTEA/Perkins
- College Excellence - Donna Lee, Biological Sciences
- Commitment to Student Service - Caridad Oppenstein, Language Learning Center
- Outstanding Achievement – Anna Acosta, VTEA/Perkins

In addition, Classified Senate awarded Professional Growth Scholarships to Bill Ito, Katherine Martinez, and Edwin Romero.

The Senate was pleased to recognize Dr. Nixon for his continued support of classified staff.

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

- Yesterday, the Faculty Association honored Association members who are retiring as well as members who received tenure at the Faculty Association's Annual Retirement/Tenure Tea. President Galbraith thanked Trustees Chen Haggerty and Chyr, President Nixon, and Vice President Burley for attending.
- The Faculty Association Scholarship Ceremony will be held on Saturday, June 4, from 3:00-5:00 p.m. in Founders Hall. This year 15 students will be awarded scholarships for their achievements here at Mt. SAC.
- The results for the 2011-12 Faculty Association Executive Board elections will be announced at the June 7 Representative Council meeting. Up for election are President, Vice President, Treasurer, Secretary, two Full-time Directors, one Part-time Director, and six Part-time Representatives at Large.

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

- Last week, the College began its celebration of Classified School Employees' Week with the Appreciating Classified Employees (ACE) Program. President Martinez thanked all participants, noting that it provided an excellent opportunity to demonstrate the many ways classified employees contribute to the success of students.
- As usual, the management staff did an outstanding job at the Annual Classified Luncheon. Staff greatly appreciate the time and effort put into this event. Other activities for the week included bingo and a pizza lunch at the Horticultural Unit's Pond Area. Classified School Employees' Week concluded with today's Classys. President Martinez congratulated Donna Lee and the Classified Senate for a spectacular show!
- President Martinez commended Dr. Nixon for the great strides he has made in classified participation in the shared governance process and CSEA looks forward to Dr. Scroggins continuing this commitment.

- F. Johnny Jauregui, CSEA, Chapter 651 President, reported the following:
- President Jauregui thanked those managers who participated in the Appreciating Classified Employees event. Mr. Jauregui worked with Vice President Loria and Dean Chen and believes they found the event to be interesting and enlightening.
  - President Jauregui thanked Dr. Nixon for his support of SB 1419, a CSEA-sponsored bill to establish reasonable safeguards for school districts to follow prior to contracting-out classified services.
- G. President Nixon's report included the following:
- President Nixon echoed earlier comments regarding Student Trustee Martinez's exemplary service representing students on the College Board of Trustees.
  - Dr. Nixon thanked everyone who helped plan his retirement celebration. The event meant a lot to him and his family.
  - The College learned today that the College athletic program was named the 2010-11 National Association of Two-Year Collegiate Athletic Administrators (NATYCAA) Cup Champions. This is a very prestigious award and is presented to the state's top overall community college athletic program. Since its inception in 2004, Mt. SAC has never finished lower than 6<sup>th</sup> place in NATYCAA Cup standings. This is the second time Mt. SAC has won this award – the first time was in 2008-09.
  - Dr. Nixon introduced Mt. SAC's incoming president, Dr. Bill Scroggins. Dr. Nixon said he has known Dr. Scroggins for almost 20 years and believes he will be a good president. Dr. Scroggins will assume the College presidency on July 1, 2011.

## 11. CONSENT AGENDA

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

### **PRESIDENT'S OFFICE**

1. Approval of the 2011-12 meeting calendar for the Mt. San Antonio College Board of Trustees.
2. Approval of an agreement with the law firm of Liebert Cassidy Whitmore to provide legal and consulting services to the College in regard to employment relations and education law, including representation in labor negotiations and in administrative and court proceedings, as requested by the College. Term of agreement is from June 1, 2011 through May 31, 2012.

### **HUMAN RESOURCES**

3. Approval of Personnel Transactions, dated May 25, 2011.
4. Approval of a contract with Center for Collaborative Solutions.

## **INSTRUCTION and STUDENT SERVICES**

5. Approval to destroy roll books and other associated class records, for terms summer 2003 through spring 2008, that have been imaged.
6. Approval of the academic calendar for 2012-13.
7. Approval for Chamber choir students and faculty member Bruce Rogers to participate in the Pavarotti Choir of the Decade Competition to be held in Cardiff, Wales, October 9–16, 2011.
8. Approval to accept an augmentation of the CTE Hub grant and extensions of three Center of Excellence grants.
9. Approval of activities and a contract for the Family and Consumer Sciences Discipline/Industry Collaborative grant.
10. Approval of activities and acceptance of funds for the Song-Brown Registered Nurse Education Program Grant.
11. Approval of a contract with RP Group, Inc., for Pilot Program for Course Material Rental grant.
12. Approval of Community Services programs and courses for summer 2011.
13. Approval of Contract Training through Continuing Education.
14. Approval of the Honors Recognition Dinner scheduled for June 3, 2011, at a cost not to exceed \$2,500.

## **ADMINISTRATIVE SERVICES**

15. Approval of the Appropriation Transfers and Budget Revisions Summary.
16. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
17. Approval of the Quarterly Financial Status Report for the period ending March 31, 2011.
18. Approval of the Quarterly Investment Report for the period ending March 31, 2011.
19. Approval of the Eighteenth Amendment to the Master Agreement By and Between Mt. San Antonio College and Mt. SAC Auxiliary Services, effective July 1, 2011, through June 30, 2016.
20. Approval of an agreement with Mandate Resource Services, LLC for State-mandated cost claim preparation services for actual annual claims for fiscal year 2010-11 plus estimated claims for fiscal year 2011-12.

21. Approval to reject a Claim Against the District by Sara I. Lindsay, and instructed Administrative Services to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4.
22. Approval of an agreement for the use of Mt. SAC as an Incident Command Support Camp Facility by the Los Angeles County Fire Department.
23. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 12.
24. Approval to ratify the purchase of Restroom Paper Goods that exceeded the bid threshold.
25. Approval to reduce to 5% the retention for Harbor Construction Co., Inc. on their contract for the Agricultural Sciences Complex (General Construction) (Bid No. 2775), and for American Electric Company on their contract for the Agricultural Sciences Complex (Electrical) (Bid No. 2779).
26. Approval of various agreements to provide Professional Design and Consulting Services with Breen Engineering for the Child Development Center Project; with P2S Engineering, Inc. for the Agricultural Sciences Complex Project; with H2 Environmental Consulting Services, Inc. for the Gym Building Abatement Project, with Pool Service by Kevin for the Annual Custodial Supplies Project, and with Steve Rogers Acoustics LLC for the Agricultural Sciences Complex Project.
27. Approval of the following Change Orders:
  - Bid No. 2773      Agricultural Sciences Complex – KAR Construction Inc. (Concrete Contractor) – Change Order No. 8.
  - Bid No. 2775      Agricultural Sciences Complex – Harbor Construction Co. (General Contractor) – Change Order No. 14.
  - Bid No. 2779      Agricultural Sciences Complex – American Electric Company (Electrical Contractor) – Change Order No. 10.
  - Bid No. 2846      Design Technology Center – K.A.R. Construction (Caissons and Concrete Contractor) – Change Order No. 7.
  - Bid No. 2849      Design Technology Center – RC Construction (General Contractor) – Change Order No. 6.
  - Bid No. 2851      Design Technology Center – HPL Mechanical (Plumbing Contractor) – Change Order No. 3.
  - Bid No. 2852      Design Technology Center – West Tech Mechanical (HVAC Contractor) – Change Order No. 2.
  - Bid No. 2853      Design Technology Center – Brewster Electric (Electrical Contractor) – Change Order No. 7.



- Bid No. 2855 Administration Building Remodel – Angeles Contractor, Inc. (General Contractor) – Change Order No. 7.

28. Approval of the following Contract Amendments:

- Contract Classroom Building Renovation (Former Agricultural Sciences Lab) – Hill Partnership, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 1.
- Contract Physical Education Building Renovation – Kishimoto Architects, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 10.

29. Approval of the following Completion Notice:

- Bid No. 2840 Humanities Building Exterior Improvement Bridge Project – Y & M Construction, Inc. (Contractor)

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

- Lyssette Trejo – Sofa (Pottery Barn), valued by donor at \$1,500, to be used by the Bridge Program of the Student Services Division.
- Dorothy Brunoll – Presolite MZ-4206 12-Volt Aircraft Starter, valued by donor at \$350, to be used by the Aircraft Maintenance Technology Program of the Technology and Health Division.
- Michael Bauer – Power Plant Maintenance Manuals, valued by donor at \$4,000, to be used by the Aviation Maintenance Program, of the Technology and Health Division.

Motion unanimously carried. Student Trustee concurred.

## **12. PURCHASE OF FURNITURE**

It was moved by Trustee Bader, seconded by Trustee Chyr, to approve purchase of furniture for the Physical Education Building Renovation project. Motion unanimously carried. Student Trustee concurred.

## **13. EMPLOYMENT CONTRACT FOR PRESIDENT/CEO**

It was moved by Trustee Hall, seconded by Trustee Bader, to approve an employment contract for Dr. Bill Scroggins to be President/CEO of Mt. San Antonio College, effective July 1, 2011. Motion unanimously carried. Student Trustee concurred.

## **14. PROPOSED BOARD POLICY 5000 – STUDENT SUCCESS**

Board members received for first reading and discussion proposed Board Policy 5000 – Student Success. No revisions were recommended. The proposed policy will be brought back to the Board in June for approval

## 15. BOARD COMMUNICATION

- All Board members shared the following comments:
  - Congratulations were offered to newly-appointed staff.
  - Incoming president Bill Scroggins was welcomed to the College.
  - Retiring staff were thanked for their years of service and wished the best in retirement.
  - Student Trustee Martinez was thanked for his service on the Board. He was described as being engaging, genuine, and relationship-oriented.
  - Forensics Team students were again congratulated for capturing the national title at the Phi Rho Pi Speech Tournament.
  - Professor John Vitullo was congratulated for winning the Distinguished Service Award from Phi Rho Pi.
  - Students Rene Kouassi and Lisa Bastio were again congratulated for receiving the Jack Kent Cooke award.
  - Trustees mentioned the many events they have attended, including: the Agricultural Sciences dedication ceremony, the Classified Staff Service Awards/Recognition Ceremony, the Veterans Recognition Ceremony, Students and Educators of Distinction Ceremony, Dr. Nixon's retirement party, EOPS/CARE/CalWORKs Awards Ceremony, and the Faculty Association Retirement/Tenure Tea.
- Trustee Chyr said it's been an active month. He said it is gratifying to see real stories come to life. There is so much going on at the faculty and staff levels that impact students. Trustee Chyr specifically mentioned Eula Gray who has dedicated her life to helping students reach their maximum potential. He said he is continually amazed with how people dedicate their lives to Mt. SAC. Trustee Chyr congratulated all those who make this College unique. As he has stated before, Trustee Chyr said he feels blessed to be a part of the College.
- Trustee Hall referenced an article where the Washington D.C.-based non-profit Aspen Institute ranked the nation's top 120 community colleges, which included Mt. San Antonio College. He noted that only five from California were selected.
 

Trustee Hall said he plans to again participate in the Relay for Life, sponsored by the American Cancer Society, on June 25 and 26. Dr. Hall said he will match any donation made by a College staff member up to \$100.
- Trustee Baca thanked Professor Liesel Reinhart and other members of the Nixon retirement party committee. It was a great event.
 

Trustee Baca said he recently had the opportunity to visit with Hilda Solis's west coast representative. He thanked Darrow Soares and Sarah Daum for allowing the representative to come to campus and view the Building Automation Program.
- Trustee Bader said this is such a busy time of year, and she has enjoyed the many events she has attended. She noted that the EOPS/CARE/CalWORKs ceremony is always inspirational.

- Student Trustee Martinez thanked Trustee Baca's wife for all her work in making the table centerpieces at Dr. Nixon's retirement party. He also commended the Honors Program for all they do for students. He thanked everyone for their support during his year of service on the Board.
- Trustee Chen Haggerty echoed the many accolades offered by other trustees. She also commented on prioritizing course offerings, which is very difficult in tough times. Trustee Chen Haggerty asked everyone to think about community colleges by asking the question – do we want to be the back door for K-12 or the entrance for higher education? She said community colleges need to start thinking about their role.

## **16. ADJOURNMENT**

The meeting adjourned at 8:14 p.m.

JSN:dc

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Personnel Transactions

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: Sprague, Amber  
 Position: Library Technician II New: No  
 Department: Library/Learning Resources  
 Sal Range/Step: A-71, Step 3 Salary: \$ 3,731.50/month  
 % of Position: 100% # Mos.: 12  
 Effective: 6/23/11  
 Replaces: Sherrie Steele

Name: Turner-Wiseman, Jennifer  
 Position: Laboratory Technician, Mathematics & Computer Sciences New: No  
 Department: Mathematics, Computer Sciences  
 Sal Range/Step: A-79, Step 1 Salary: \$ 3,665.04/month  
 % of Position: 100% # Mos.: 12  
 Effective: 7/5/11  
 Replaces: Margaret Yau

**Promotion**

Name: Granda, Maria De Lourdes  
 Position: Coordinator, ESL New: No  
 Department: ESL  
 Sal Range/Step: A-112, Step 1 Salary: \$5,089.60/month  
 % of Position: 100% # Mos.: 12  
 Effective: 6/23/11  
 Remarks: Promoted from Office Supervisor, ESL  
 Replaces: Paulo Madrigal

Prepared by: Human Resources Staff

Reviewed by: Annette Loria

Recommended by: John S. Nixon

Agenda Item: Consent #1

**SUBJECT:** Personnel Transactions

**DATE:** June 22, 2011

**CLASSIFIED EMPLOYMENT**

**Reclassifications**

Name: Callahan, Elizabeth  
Position: Executive Assistant I  
Department: President's Office  
Sal Range/Step: C-73, Step 3 Salary: \$5,167.00/month  
% of Position: 100% # Mos.: 12  
Effective: 7/1/11  
Remarks: Reclassified from Secretary

Name: Jimenez, Zaira  
Position: Human Resources Coordinator  
Department: Human Resources  
Sal Range/Step: C-80, Step 4 Salary: \$5,818.00/month  
% of Position: 100% # Mos.: 12  
Effective: 7/1/11  
Remarks: Reclassified from Human Resources Technician

**Resignation/Terminations**

Macayaon, Ligaya, Staff Nurse, Health Services, effective 6/2/11

**Retirements**

Arambula, Margie, Learning Lab. Coordinator, Learning Assistance Center, effective 6/23/11  
Baker, Susan, Receptionist/Clerical Assistant, Honors Program, effective 6/29/11  
Bjornberg, Herbert, Skilled Trade Crafts Worker, Facilities Planning & Mgmt., effective 6/29/11  
Casteel, Diana, Executive Assistant to President and Board of Trustees, President's Office, effective 6/29/11  
Castillo, Marilyn, Secretary, Child Development Center, effective 6/29/11  
Dougherty, Celine, Clerical Specialist, Child Development Center, effective 6/29/11  
Greenspan, Joanne, Curriculum Specialist, Instruction Office, effective 6/30/11  
Jimenez, Jose, Computer Facilities Coordinator, Information Technology, effective 6/30/11  
Magoni, Joseph, Mechanic, Transportation, effective 6/30/11  
Moskus, Charissa, Administrative Secretary, Physical Education, effective 5/20/11  
Mues, Arline, Test Administration Clerk, Assessment & Matriculation, effective 6/29/11  
Nahas, Rosemary, Coordinator Special Projects, Technology & Health Division, 6/30/11  
Richardson, Odette, Research Assistant, Research & Institutional Effectiveness, effective 6/29/11  
Valencia, Joanne, Clerical Specialist, Instruction Office, effective 6/30/11

**SUBJECT:** Personnel Transactions

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**DATE:** June 22, 2011

**CLASSIFIED EMPLOYMENT**

**Retirements** (continued)

Van Natter, Kathryn, Admissions & Records Clerk III, Admissions & Records, 6/29/11  
 Willey, Christine, Senior Systems Analyst/Programmer, Information Technology, 6/30/11

**Personal/Professional Growth Benefit**

*Master's or Higher - \$1,500*  
 Chang, Dean

**TEMPORARY EMPLOYMENT**

**Substitute Employees**

Per employment list (See page 18.)

**Hourly Non-Academic Employees**

Per employment list (See pages 18 and 19.)

**Professional Experts Employees**

Per employment list (See pages 19 and 20.)

New rates and titles effective 7/1/11

Financial Aid Technical Expert	\$71.46/hour
Senior Project Manager	\$75.00/hour

**Student Employees**

Per employment list (See pages 21 through 23.)

**ACADEMIC EMPLOYMENT**

**Faculty Appointments**

Name:	Beydler, David	New:	No
Position:	Professor		
Department:	Mathematics, Computer Science		
Salary/Range:	Column I, Step 2	Salary:	\$57,420.00/annual
Contract status:	First Contract	# Mos.:	10
% of Position:	100%		
Effective:	8/29/11		
Replaces:	Douglas Martin		

**SUBJECT:** Personnel Transactions**DATE:** June 22, 2011**ACADEMIC EMPLOYMENT****Faculty Appointments** (continued)

**Name:** Butler, Thomas **New:** No  
**Position:** Professor  
**Department:** Fine Arts  
**Salary/Range:** Column II, Step 7 **Salary:** \$76,710.00/annual  
**Contract status:** First Contract **# Mos.:** 10  
**% of Position:** 100%  
**Effective:** 8/29/11  
**Replaces:** Thomas Vela

**Name:** Cantrell, Daniel **New:** No  
**Position:** Professor  
**Department:** Communication  
**Salary/Range:** Column I, Step 6 **Salary:** \$69,760.00/annual  
**Contract status:** First Contract **# Mos.:** 10  
**% of Position:** 100%  
**Effective:** 8/29/11  
**Replaces:** Casey Garcia

**Name:** Gomez, Francisco **New:** No  
**Position:** Professor  
**Department:** English, Literature & Journalism  
**Salary/Range:** Column I, Step 9 **Salary:** \$78,970.00/annual  
**Contract status:** First Contract **# Mos.:** 10  
**% of Position:** 100%  
**Effective:** 8/29/11  
**Replaces:** Charles Ryasko

**Name:** Hernandez, Corie **New:** No  
**Position:** Professor  
**Department:** Psychiatric Technician  
**Salary/Range:** Column II, Step 5 **Salary:** \$70,560.00/annual  
**Contract status:** First Contract **# Mos.:** 10  
**% of Position:** 100%  
**Effective:** 8/29/11  
**Replaces:** Susan Wydra

**SUBJECT:** Personnel Transactions

**DATE:** June 22, 2011

**ACADEMIC EMPLOYMENT**

**Faculty Appointments** (continued)

Name: Hsieh, Mei-Ling New: No  
 Position: Professor  
 Department: Communication  
 Salary/Range: Column I, Step 2 Salary: \$57,420.00/annual  
 Contract status: First Contract # Mos.: 10  
 % of Position: 100%  
 Effective: 8/29/11  
 Replaces: Anne Fleischer

Name: Lancaster, Stephen New: No  
 Position: Professor  
 Department: Mathematics, Computer Sciences  
 Salary/Range: Column III, Step 9 Salary: \$86,790.00/annual  
 Contract status: First Contract # Mos.: 10  
 % of Position: 100%  
 Effective: 8/29/11  
 Replaces: Lance Schaina

Name: Mrofka, David New: No  
 Position: Professor  
 Department: Earth Sciences & Astronomy  
 Salary/Range: Column III, Step 2 Salary: \$65,220.00/annual  
 Contract status: First Contract # Mos.: 10  
 % of Position: 100%  
 Effective: 8/29/11  
 Replaces: Terri Long

Name: Myers, Richard New: No  
 Position: Professor  
 Department: English, Literature & Journalism  
 Salary/Range: Column 1, Step 9 Salary: \$78,970.00/annual  
 Contract status: First Contract # Mos.: 10  
 % of Position: 100%  
 Effective: 8/29/11  
 Replaces: Bruce Williams



**SUBJECT:** Personnel Transactions**DATE:** June 22, 2011**ACADEMIC EMPLOYMENT****Faculty Appointments** (continued)

**Name:** Purcell, Robert **New:** No  
**Position:** Professor/Assistant Coach, Football  
**Department:** Physical Education  
**Salary/Range:** Column I, Step 6 **Salary:** \$69,760.00/annual  
**Contract status:** First Contract **# Mos.:** 10  
**% of Position:** 100%  
**Effective:** 8/29/11  
**Replaces:** Laura Beeman

**Name:** Ramey, Martin **New:** No  
**Position:** Professor  
**Department:** Business Administration  
**Salary/Range:** Column III, Step 7 **Salary:** \$80,560.00/annual  
**Contract status:** First Contract **# Mos.:** 10  
**% of Position:** 100%  
**Effective:** 8/29/11  
**Replaces:** Greta Sonnier

**Name:** Wheeler, Daniel **New:** No  
**Position:** Professor  
**Department:** Learning Assistance  
**Salary/Range:** Column I, Step 4 **Salary:** \$63,610.00/annual  
**Contract status:** First Contract **# Mos.:** 10  
**% of Position:** 100%  
**Effective:** 8/29/11  
**Replaces:** Eric Stepp Bolling

**Banking Leave of Absence with Pay**

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Nguyen, Kim-Leiloni	Biological Sciences	15	Spring 2012

**Resignation**

Beeman, Laura, Professor, Physical Education, effective 6/17/11

**SUBJECT:** Personnel Transactions

**DATE:** June 22, 2011

## **ACADEMIC EMPLOYMENT**

### **Retirements**

Falzone, Michael, Professor, Fine Arts, effective 6/17/11  
 Farris, Bob, Professor, Accounting & Management, effective 6/17/11  
 Gardner, John, Professor, Mental Health, effective 6/30/11  
 Henkins, Kathryn, Professor, English, Literature & Journalism, effective 6/30/11  
 Norton, Carol, Professor, Learning Assistance, effective 6/17/11  
 Olayiwola, Joy, Professor, Nursing, effective 5/31/11  
 Shepherd, John, Professor, Manufacturing Technology, effective 6/18/11  
 Watanabe, Larry, Professor, Physical Education, effective 6/17/11

### **Service Increments, 2010-11**

\$312/month for faculty upon completion of 5 years or more at top step of any column

NAME	DEPARTMENT	EFFECTIVE
Faraone, Teresa	Consumer & Design Technologies	8/23/10
Goff, Michael	Physical Education	8/23/10

### **Professional Growth Increments, 2011-12**

\$312/month for faculty after serving three or more years at the Initial Service Increment and after competing six semester units of course work

NAME	DEPARTMENT	EFFECTIVE
Arvidson-Perkins, Genene	Nursing	8/29/11

### **Service Increments, 2011-12**

\$312/month for faculty upon completion of 5 years or more at top step of any column

NAME	DEPARTMENT	EFFECTIVE
Alvarez-Galvan, Maya	English, Literature & Journalism	8/29/11
Chavez, Raul	History & Art History	8/29/11
Chevalier, Jason	Music	8/29/11
Emanuel, Elaine	CIS	8/29/11
Gonzalez, Gail	Mental Health	7/1/11
Hischar, Paul	Business Management	8/29/11
Jastrab, Robert	Physical Education	7/01/11
Mc Kee, Catherine	Paralegal	8/29/11
Sciore, Donald	Art	8/29/11
Soto, Lina	Counseling	7/1/11
Webb, Craig	Earth Sciences & Astronomy	8/29/11
Woolery, Emily	Library & Learning Resources	7/1/11

**SUBJECT:** Personnel Transactions**DATE:** June 22, 2011**ACADEMIC EMPLOYMENT****25 Year Service Increments, 2011-12**

\$312/month for faculty upon completion of 25 years of service

NAME	DEPARTMENT	EFFECTIVE
Anderson, Cynthia	Biological Sciences	8/29/11
Arterburn, Pamela	English, Literature & Journalism	8/29/11
Mc Geough, Daniel	Accounting & Management	8/29/11
Stuard, Bob	Sign Language	8/29/11

**30 Year Service Increment(s), 2011-12**

\$312/month for faculty upon completion of 30 years of service

NAME	DEPARTMENT	EFFECTIVE
Bower, Patricia	Learning Assistance	8/29/11
Petersen, Craig	Biological Sciences	8/29/11

**Additional Assignments**

Provider	Area/ Department	Service/Agreement	Dates	Amount
Aghyarian, Meray	Continuing Education	Flex Day	8/26/11	Not to exceed \$47.38/hr.
Aghyarian, Meray	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11- 2/14/12	Not to exceed \$47.38/hr.
Allen, Yvonne	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Allen, Yvonne	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11- 2/14/12	Not to exceed \$43.15/hr.
Barreto, Norma	Continuing Education	Flex Day	8/26/11	Not to exceed \$40.28/hr.
Barreto, Norma	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11- 2/14/12	Not to exceed \$40.28/hr.
Barry, Angela	Continuing Education	Flex Day	8/26/11	Not to exceed \$41.68/hr.

**SUBJECT:** Personnel Transactions**DATE:** June 22, 2011**ACADEMIC EMPLOYMENT****Additional Assignments** (continued)

<b>Provider</b>	<b>Area/ Department</b>	<b>Service/Agreement</b>	<b>Dates</b>	<b>Amount</b>
Barry, Angela	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11- 2/14/12	Not to exceed \$41.69/hr.
Belblidia, Abdelillah	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Belblidia, Abdelillah	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11- 2/14/12	Not to exceed \$43.15/hr.
Bhowmick, Nivedita	Continuing Education	Flex Day	8/26/11	Not to exceed \$49.04/hr.
Bhowmick, Nivedita	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11- 2/14/12	Not to exceed \$49.04/hr.
Borihane, Kate	Continuing Education/Adult Basic Education	High School Curriculum	7/1/11- 6/30/12	Not to exceed \$40.28/hr.
Bowman, Deanna	Continuing Education/Adult Basic Education	Curriculum, WASC Accreditation and SLOs	7/1/11- 2/24/12	Not to exceed \$41.69/hr.
Brink, Janna	Continuing Education	Flex Day	8/26/11	Not to exceed \$41.69/hr.
Brink, Janna	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11- 2/14/12	Not to exceed \$41.69/hr.
Capraro, John	Continuing Education/Adult Basic Education	Curriculum, WASC Accreditation and SLOs	7/1/11- 2/24/12	Not to exceed \$41.69/hr.
Carmelli, Orna	Continuing Education	Flex Day	8/26/11	Not to exceed \$40.28/hr.
Carmelli, Orna	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11- 2/14/12	Not to exceed \$40.28/hr.
Casian, Elizabeth	Continuing Education	Flex Day	8/26/11	Not to exceed \$41.69/hr.
Casian, Elizabeth	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11- 2/14/12	Not to exceed \$41.69/hr.
Chang, Susan	Continuing Education/Adult Basic Education	High School Curriculum	7/1/11- 6/30/12	Not to exceed \$40.28/hr.

**SUBJECT:** Personnel Transactions**DATE:** June 22, 2011**ACADEMIC EMPLOYMENT****Additional Assignments** (continued)

<b>Provider</b>	<b>Area/ Department</b>	<b>Service/Agreement</b>	<b>Dates</b>	<b>Amount</b>
Chaplot, Surekha	Continuing Education/Adult Basic Education	Curriculum, WASC Accreditation and SLOs	7/1/11-2/24/12	Not to exceed \$44.66/hr.
Cheng, Anny	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Cheng, Anny	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$43.15/hr.
Chinn, Sherry	Continuing Education	Flex Day	8/26/11	Not to exceed \$40.28/hr.
Chinn, Sherry	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$40.28/hr.
Chu, Amy	Continuing Education	Flex Day	8/26/11	Not to exceed \$40.28/hr.
Chu, Amy	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$40.28/hr.
Cooke, David	Continuing Education	Flex Day	8/26/11	Not to exceed \$40.28/hr.
Cooke, David	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$40.28/hr.
De Franco, Xinhua	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
De Franco, Xinhua	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$43.15/hr.
De Vries, Judy	Continuing Education/Adult Basic Education	Curriculum, WASC Accreditation and SLOs	7/1/11-2/24/12	Not to exceed \$41.69/hr.
Drewry-Van Ommen, Woltertje	Continuing Education	Flex Day	8/26/11	Not to exceed \$40.28/hr.
Drewry-Van Ommen, Woltertje	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$40.28/hr.
Estafanous, Christina	Continuing Education/Adult Basic Education	High School Curriculum	7/1/11-6/30/12	Not to exceed \$40.28/hr.
Evans, Douglas	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Evans, Douglas	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$43.15/hr.

**SUBJECT:** Personnel Transactions

**DATE:** June 22, 2011

**ACADEMIC EMPLOYMENT**

**Additional Assignments** (continued)

<b>Provider</b>	<b>Area/ Department</b>	<b>Service/Agreement</b>	<b>Dates</b>	<b>Amount</b>
Fowler, Mina	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Fowler, Mina	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$43.15/hr.
Gautreau, Edward	Continuing Education/Adult Basic Education	Curriculum, WASC Accreditation and SLOs	7/1/11-2/24/12	Not to exceed \$40.28/hr.
Gyurindak, Katalin	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Gyurindak, Katalin	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$43.15/hr.
Hannon, Laura	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Hannon, Laura	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$43.15/hr.
Hardman, Douglas	Continuing Education/Adult Basic Education	Curriculum, WASC Accreditation and SLOs	7/1/11-2/24/12	Not to exceed \$44.66/hr.
Herbst, Mark	Continuing Education	Flex Day	8/26/11	Not to exceed \$41.69/hr.
Herbst, Mark	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$41.69/hr.
Hutter, Donna	Continuing Education/Adult Basic Education	Curriculum, WASC Accreditation and SLOs	7/1/11-2/24/12	Not to exceed \$41.69/hr.
Im, Anne	Continuing Education	Flex Day	8/26/11	Not to exceed \$41.69/hr.
Im, Anne	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$41.69/hr.
Jacobs, Mitchell	Continuing Education/Adult Basic Education	High School Curriculum	7/1/11-6/30/12	Not to exceed \$40.28/hr.
Johnson, Jean	Continuing Education	Flex Day	8/26/11	Not to exceed \$44.66/hr.
Johnson, Jean	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$44.66/hr.

**SUBJECT:** Personnel Transactions**DATE:** June 22, 2011**ACADEMIC EMPLOYMENT****Additional Assignments** (continued)

<b>Provider</b>	<b>Area/ Department</b>	<b>Service/Agreement</b>	<b>Dates</b>	<b>Amount</b>
Kao, Brenda	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Kao, Brenda	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$43.15/hr.
Ketterling, Jeremy	Continuing Education/Adult Basic Education	Curriculum, WASC Accreditation and SLOs	7/1/11-2/24/12	Not to exceed \$40.28/hr.
Kim, Grace	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Kim, Grace	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$43.15/hr.
Kletzien, Kristi	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Kletzien, Kristi	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$43.15/hr.
Kolta, Shirley	Continuing Education	Flex Day	8/26/11	Not to exceed \$41.69/hr.
Kolta, Shirley	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$41.69/hr.
Laffey, Mary	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Laffey, Mary	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$43.15/hr.
Ledezma, Erica	Continuing Education/Adult Basic Education	Curriculum, WASC Accreditation and SLOs	7/1/11-2/24/12	Not to exceed \$41.69/hr.
Lundblade, Shirley	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Lundblade, Shirley	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$43.15/hr.
Lyons, Kellee	Continuing Education/Adult Basic Education	High School Curriculum	7/1/11-6/30/12	Not to exceed \$40.28/hr.
Mahpar, Steven	Music	Performer, Wind Ensemble Tour	6/1/11-6/30/11	\$40.28/hr. Not to exceed \$350

**SUBJECT:** Personnel Transactions**DATE:** June 22, 2011**ACADEMIC EMPLOYMENT****Additional Assignments** (continued)

<b>Provider</b>	<b>Area/ Department</b>	<b>Service/Agreement</b>	<b>Dates</b>	<b>Amount</b>
Mansour, Christina	Continuing Education/Adult Basic Education	High School Curriculum	7/1/11- 6/30/12	Not to exceed \$40.28/hr.
Mariles, Joseph	Continuing Education/Adult Basic Education	High School Curriculum	7/1/11- 6/30/12	Not to exceed \$40.28/hr.
Martinez, Marlise	Continuing Education/Adult Basic Education	High School Curriculum	7/1/11- 6/30/12	Not to exceed \$40.28/hr.
McClelland, Jana	Continuing Education/Adult Basic Education	Curriculum, WASC Accreditation and SLOs	7/1/11- 2/24/12	Not to exceed \$40.28/hr.
Messore, James	Continuing Education	Flex Day	8/26/11	Not to exceed \$40.28/hr.
Messore, James	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11- 2/14/12	Not to exceed \$40.28/hr.
Miho, Dana	Continuing Education	Flex Day	8/26/11	Not to exceed \$41.69/hr.
Miho, Dana	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11- 2/14/12	Not to exceed \$41.69/hr.
Moore, Angelena	Continuing Education/Adult Basic Education	Curriculum, WASC Accreditation and SLOs	7/1/11- 2/24/12	Not to exceed \$40.28/hr.
Nixon, Lorrie	Continuing Education	Flex Day	8/26/11	Not to exceed \$41.69/hr.
Nixon, Lorrie	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11- 2/14/12	Not to exceed \$41.69/hr.
Ortega, Sonia	Continuing Education	Flex Day	8/26/11	Not to exceed \$44.66/hr.
Ortega, Sonia	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11- 2/14/12	Not to exceed \$44.66/hr.
Prasad, Gay	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Prasad, Gay	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11- 2/14/12	Not to exceed \$43.15/hr.
Ramalingam, Leah	Continuing Education	Flex Day	8/26/11	Not to exceed \$41.69/hr.



**SUBJECT:** Personnel Transactions**DATE:** June 22, 2011**ACADEMIC EMPLOYMENT****Additional Assignments** (continued)

<b>Provider</b>	<b>Area/ Department</b>	<b>Service/Agreement</b>	<b>Dates</b>	<b>Amount</b>
Ramalingam, Leah	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$41.69/hr.
Ray, Jamie	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Ray, Jamie	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$43.15/hr.
Rios, Amparo	Continuing Education	Flex Day	8/26/11	Not to exceed \$40.28/hr.
Rios, Amparo	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$40.28/hr.
Robbins, Bruce	Continuing Education/Adult Basic Education	High School Curriculum	7/1/11-6/30/12	Not to exceed \$40.28/hr.
Sanetrick, Michael	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Sanetrick, Michael	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$43.15/hr.
Silva, Sandra	Continuing Education	Flex Day	8/26/11	Not to exceed \$41.69/hr.
Silva, Sandra	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$41.69/hr.
Sunnaa, Andrea	Continuing Education	Flex Day	8/26/11	Not to exceed \$44.66/hr.
Sunnaa, Andrea	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$44.66/hr.
Szok, Ken	Continuing Education	Flex Day	8/26/11	Not to exceed \$44.66/hr.
Szok, Ken	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$44.66/hr.
Toloui, Mitra	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Toloui, Mitra	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$43.15/hr.
Vandepas, Jill	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Vandepas, Jill	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$43.15/hr.

**SUBJECT:** Personnel Transactions**DATE:** June 22, 2011**ACADEMIC EMPLOYMENT****Additional Assignments** (continued)

<b>Provider</b>	<b>Area/ Department</b>	<b>Service/Agreement</b>	<b>Dates</b>	<b>Amount</b>
Vanegas, Yazmin	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Vanegas, Yazmin	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$43.15/hr.
Vu, Anne	Continuing Education/Adult Basic Education	High School Curriculum	7/1/11-6/30/12	Not to exceed \$46.22/hr.
Warner, Angela	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Warner, Angela	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$43.15/hr.
Warner, Ben	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Warner, Ben	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$43.15/hr.
White, Shelby	Continuing Education/Older Adult Program	Curriculum, WASC Accreditation and SLOs	7/1/11-2/24/12	\$41.69/hr. Not to exceed \$9,000
Winner, Nacira	Continuing Education	Flex Day	8/26/11	Not to exceed \$41.69/hr.
Winner, Nacira	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$41.69/hr.
Wolters, Zohra	Continuing Education/Adult Basic Education	High School Curriculum	7/1/11-6/30/12	Not to exceed \$40.28/hr.
Yang, Kaisheng	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Yang, Kaisheng	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$43.15/hr.
Yanuaría, Christina	Continuing Education	Flex Day	8/26/11	Not to exceed \$43.15/hr.
Yanuaría, Christina	ESL	Curriculum, WASC Accreditation and SLOs	8/29/11-2/14/12	Not to exceed \$43.15/hr.

**SUBJECT:** Personnel Transactions**DATE:** June 22, 2011**MANAGEMENT****New Hire**

**Name:** Jenkins, James **New:** No  
**Position:** Dean, Humanities & Social Sciences  
**Division:** Humanities & Social Sciences  
**Salary/Range:** M-21, Step 4 **Salary:** \$144,132.00/annual  
**% of Position:** 100% **# Mos.:**12  
**Effective:** 7/1/11  
**Replaces:** Stephen Runnebohm

**Pay Scale Changes**

**Name:** Baldwin, Linda  
**Position:** Associate Vice President, Fiscal Services  
**Department:** Fiscal Services  
**Salary/Range:** M-27, Step 1 **Salary:** \$164,724.00/annual  
**% of Position:** 100% **# of Mos.:** 12  
**Effective:** 7/1/11  
**Remarks:** From Pay Range M-23

**Name:** Hampton, Terri  
**Position:** Director, Human Resources  
**Department:** Human Resources  
**Salary/Range:** M-21, Step 1 **Salary:** \$137,220.00/annual  
**% of Position:** 100% **# of Mos.:** 12  
**Effective:** 7/1/11  
**Remarks:** From Pay Range M-17

**Name:** Hanson, Grace  
**Position:** Director, Disabled Student Programs & Services  
**Department:** Disabled Student Programs & Services  
**Salary/Range:** M-19, Step 1 **Salary:** \$128,160.00/annual  
**% of Position:** 100% **# of Mos.:** 12  
**Effective:** 7/1/11  
**Remarks:** From Pay Range M-15

**SUBJECT:** Personnel Transactions

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**DATE:** June 22, 2011

**MANAGEMENT**

**Pay Scale/Title Changes**

**Name:** Lee, Richard  
**Position:** Director, Payroll  
**Department:** Fiscal Services  
**Salary/Range:** M-12, Step 1                      **Salary:** \$96,084.00/annual  
**% of Position:** 100%                              **# of Mos.:** 12  
**Effective:** 7/1/11  
**Remarks:** Title change from Manager, Payroll, Pay Range M-9

**Name:** Royce, Rosa  
**Position:** Director, Budget and Fiscal Analysis  
**Department:** Fiscal Services  
**Salary/Range:** M-17, Step 1                      **Salary:** \$118,920.00/annual  
**% of Position:** 100%                              **# of Mos.:** 12  
**Effective:** 7/1/11  
**Remarks:** Title change from Assistant Director, Fiscal Services, Pay Range M-13

**Name:** Zahrt Egbert, Shelly  
**Position:** Director, Accounting  
**Department:** Fiscal Services  
**Salary/Range:** M-12, Step 1                      **Salary:** \$96,084.00/annual  
**% of Position:** 100%                              **# of Mos.:** 12  
**Effective:** 7/1/11  
**Remarks:** Title change from Manger, Accounting, Pay Range M-9

**SUBJECT:** Personnel Transactions**DATE:** June 22, 2011**TEMPORARY EMPLOYMENT****Substitute Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Casteel, Diana	Exec. Asst. to Pres/BOT	President's Office	50.56	07/01/11-06/30/12
Castillo, Marilyn	Secretary	Child Development Ctr.	27.53	07/01/11-08/14/11
Gile, Melinda	Clerical Specialist	Architecture & Design	19.14	05/31/11-06/30/11
Magoni, Christina	Administrative Secretary	Library & Learning Resources	23.13	07/05/11-09/08/11
Naveda, Karen	Administrative Secretary	Arts Division	29.51	07/01/11-10/31/11
Villegas, Jose	Custodian	Custodial Services	16.65	05/19/11-06/30/11
Willey, Christine	Sr. System Analyst/Programmer	Information Technology	42.22	07/05/11-06/30/12
Zubieta, Lorenzo	Clerical Specialist	Financial Aid	19.13	07/01/11-06/30/12

**Hourly Non-Academic Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Acevedo, Laura	Activity Aide	Continuing Education	8.00	06/01/11-06/30/11
Acevedo, Laura	Activity Aide	Continuing Education	8.00	07/01/11-08/31/11
Acevedo, Nicholas	Activity Aide	Continuing Education	8.00	06/01/11-06/30/11
Acevedo, Nicholas	Activity Aide	Continuing Education	8.00	07/01/11-08/31/11
Akop, Michael	Cashier II	Bursar's Office	9.00	07/01/11-12/31/11
Alli, Ethan	Outreach Specialist	Counseling/STEP Prog.	12.50	05/23/11-06/30/11
Alli, Ethan	Outreach Specialist	Counseling/STEP Prog.	12.50	07/01/11-07/29/11
Ayala, Andy	Financial Aid Assistant	Financial Aid	12.76	07/01/11-06/30/12
Broberg, Robert	Study Skills Assistant III	Tutorial Services	12.48	07/05/11-08/14/11
Brown, Jennifer	Study Skills Assistant III	Tutorial Services	12.48	07/05/11-08/14/11
Cairoli, Oscar	Tutor II	Tutorial Services	9.25	07/05/11-08/14/11
Cantu, Martin	Tutor II	Tutorial Services	9.25	07/05/11-08/14/11
Catrejon, Guillermo	Financial Aid Assistant	Financial Aid	12.76	07/01/11-06/30/12
Castro, Gabriela	Study Skills Assistant I	Tutorial Services	10.27	07/05/11-06/11/12
Chang, Andrew	Study Skills Assistant I	Tutorial Services	10.27	07/05/11-02/17/12
Corcuera, Raul	Study Skills Assistant III	The Writing Center	12.48	07/05/11-08/11/11
Crespo, Evelyn	Study Skills Assistant II	Adult Basic Education	11.32	07/01/11-12/11/11
Daniels, Ja'Nice	Secretarial Aide	Child Development Ctr.	11.88	07/01/11-08/14/11
Dodge, Sarah	Learning Assistant	Tutorial Services	13.00	07/05/11-06/24/12
Edwards, Ann Christin	Study Skills Assistant II	Learning Assistance Ctr.	11.32	07/01/11-08/14/11
Farrar, Stephen	Clerk Typist II	Financial Aid	10.05	07/01/11-10/30/11
Felix, Jessica	Activity Aide	Continuing Education	8.00	06/01/11-06/30/11
Felix, Jessica	Activity Aide	Continuing Education	8.00	07/01/11-08/31/11
Goldsmith, Jami	Administrative Aide	Interior Design	12.76	05/02/11-06/30/11
Hanlon, Lisa	Cashier III	Bursar's Office	10.00	07/01/11-12/31/11
Hernandez, Shirley	Model	Fine Arts	21.00	08/29/11-06/15/12
Ho, Ying Hsing	Study Skills Assistant III	Tutorial Services	12.48	07/05/11-06/24/12
Jow, Kimberly	Study Skills Assistant I	Tutorial Services	10.27	07/05/11-06/24/12
Kouassi, Koffi Rene	Student Intern	Student Services	15.00	05/02/11-06/30/11
Laughlin, Courtni	Activity Aide	Continuing Education	8.00	06/01/11-06/30/11

**SUBJECT:** Personnel Transactions**DATE:** June 22, 2011**TEMPORARY EMPLOYMENT****Hourly Non-Academic Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Laughlin, Courtni	Activity Aide	Continuing Education	8.00	07/01/11-08/31/11
Lopez, Annalisa	Clerk Typist II	Financial Aid	10.05	07/01/11-10/30/11
Macedonio, Jeniece	Study Skills Assistant I	Adult Basic Education	10.27	06/27/11-06/30/11
Macedonio, Jeniece	Study Skills Assistant I	Adult Basic Education	10.27	07/01/11-08/31/11
Marin, Irma	Human Resources Aide	Human Resources	16.25	07/01/11-06/30/12
Montes, Talia	Activity Aide	Continuing Education	8.00	06/01/11-06/30/11
Montes, Talia	Activity Aide	Continuing Education	8.00	07/01/11-08/31/11
Nguyen, Trina	Study Skills Assistant III	Tutorial Services	12.48	07/05/11-08/12/11
Pacheco, Monica	Clerk Typist II	Financial Aid	10.05	07/01/11-10/30/11
Rocha, Lauren	Study Skills Assistant III	The Writing Center	12.48	07/05/11-08/11/11
Sarkissian, Michael	Activity Aide	Continuing Education	8.00	06/01/11-06/30/11
Sarkissian, Michael	Activity Aide	Continuing Education	8.00	07/01/11-08/31/11
Sarsak, Ali	Study Skills Assistant I	Tutorial Services	10.27	07/05/11-08/14/11
Silva, Adrienne	Study Skills Assistant III	The Writing Center	12.48	07/05/11-08/11/11
Smith, Dana	Study Skills Assistant III	Tutorial Services	12.48	07/05/11-02/16/12
Smith, Sharon	Clerk Typist III	Adult Basic Education	10.87	06/23/11-06/30/11
Smith, Sharon	Clerk Typist III	Adult Basic Education	10.87	07/01/11-08/31/11
Tran, Huy	Tutor III	The Writing Center	10.50	06/01/11-06/30/11
Tran, Huy	Tutor III	The Writing Center	10.50	07/05/11-08/11/11
Tsukamoto, Makiko	Study Skills Assistant III	Tutorial Services	12.48	07/05/11-08/12/11
Vargas, Evelyn	Activity Aide	Continuing Education	8.00	06/01/11-06/30/11
Vargas, Evelyn	Activity Aide	Continuing Education	8.00	07/01/11-08/31/11
Williams, Marcus	Outreach Specialist	Student Services	12.50	05/02/11-06/30/11
Yujuico, Kimberly	Tutor II	Tutorial Services	9.25	07/05/11-06/17/12

**Professional Expert Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aguilera, Lynn	Technical Expert II	Nursing	45.00	05/27/11-06/30/11
Arellano, Edward	Tutor IV	Upward Bound	11.75	06/20/11-06/30/11
Beach, Melissa	Health Promotion Specialist	Student Health Services	24.00	07/01/11-06/30/12
Bennett, Makisha	Event Supervisor II	Event Services	13.75	07/01/11-06/30/12
Bera, Usha	Program Supervisor I	Continuing Education	12.48	06/20/11-06/30/11
Bera, Usha	Program Supervisor I	Continuing Education	12.48	07/01/11-08/31/11
Birney, Jeremy	Sound Engineer II	Technical Services	20.00	07/02/11-06/29/12
Blake, Nicholas	Teaching Aide	Adult Basic Education	13.27	07/01/11-08/28/11
Calderon, Yvette	Medical Assistant	Student Health Services	15.00	07/01/11-06/30/12
Chaplot, Priyadarshini	Project Coordinator	Research & Inst. Effec.	35.00	05/19/11-06/30/11
Chessman, Leyla	Registered Nurse I	Student Health Services	28.94	07/01/11-06/30/12
Correa, Lena	Medical Assistant	Student Health Services	15.00	07/01/11-06/30/12
Costa, James	Theatrical Rigger II	Technical Services	16.50	07/02/11-06/29/12
Curtis, Allison	Adv. Nurse Practitioner	Student Health Services	41.53	07/01/11-06/30/12

**SUBJECT:** Personnel Transactions**DATE:** June 22, 2011**TEMPORARY EMPLOYMENT****Professional Expert Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Dave, Mala	Teaching Aide	Adult Basic Education	13.27	07/01/11-06/30/12
Egan, Melissa	Health Promotion Specialist	Student Health Services	24.00	07/01/11-06/30/12
Estevez, Elizabeth	Project Expert/Specialist	ACES	25.00	05/01/11-06/30/11
Evangelista, Patrick	Registered Nurse II	Student Health Services	31.83	07/01/11-06/30/12
Ferrara, Deanna	Theatrical Rigger I	Technical Services	12.50	07/15/11-06/28/12
Ferrer, Liliana	Tutor IV	Upward Bound	11.75	06/20/11-06/30/11
Fuentes, Alejandro	Event Supervisor II	Event Services	13.75	07/01/11-06/30/12
Garcia, Sheila	Technical Expert II	Technology & Health	45.00	06/02/11-06/30/11
Gardner, Nancy	Teaching Aide	ESL	13.27	07/01/11-06/30/12
Giffin, Alex	Lecturer-Fire Technology	Fire Technology	37.26	05/09/11-06/30/11
Gilbreath, Fern	Interpreter IV	Continuing Education	38.00	09/01/10-06/30/11
Gomez, Paula	Theatrical Rigger I	Technical Services	12.50	07/02/11-06/28/12
Hernandez, Elizabeth	Research Aide	ESL	15.87	07/01/11-06/30/12
Hong, Krystal	Teaching Aide	ESL	13.27	07/01/11-06/30/12
Howell, Abigail	Program Supervisor II	Adult Basic Education	16.64	07/01/11-06/30/12
Hullings, Sheryl	Senior Project Manager	Information Technology	75.00	07/07/11-06/30/12
Hutter, Brett	Teaching Aide	Adult Basic Education	13.27	06/27/11-06/30/11
Hutter, Brett	Teaching Aide	Adult Basic Education	13.27	07/01/11-08/31/11
Icaro, Rubirosa	Project Expert/Specialist	Adult Basic Education	25.00	05/01/11-06/30/11
Iwata, David	Aquatics Assistant III	Continuing Education	12.00	07/01/11-08/30/11
Jass, Nancy	Interpreter IV	DSPS	38.00	05/04/11-06/30/11
Jones, Susanna	Financial Aid Technical Expert	Financial Aid	71.46	07/01/11-06/30/12
Leon-Silva, Yesenia	Event Supervisor II	Event Services	13.75	07/01/11-06/30/12
Maldonado, Lianne	Project Administrator	Adult Basic Education	60.00	07/01/11-06/30/12
Miranda, Raul	Technical Rigger II	Technical Services	16.50	07/02/11-06/30/12
Morris, Jabari	Lecturer-Fire Technology	Fire Technology	37.26	05/20/11-06/30/11
Ortiz, Calixto	Computer Svcs. Training Spec.	ESL	14.45	07/01/11-06/30/12
Palais, David	Project Manager	Information Technology	55.00	07/05/11-01/31/12
Peek, Corbett	Physician	Student Health Services	61.67	07/01/11-06/30/12
Pena, Jose	Registered Nurse I	Student Health Services	28.94	07/01/11-06/30/12
Rusich, Tiffany	Teaching Aide	ESL	13.27	07/01/11-06/30/12
San Miguel, Adam	Event Supervisor II	Event Services	13.75	07/01/11-06/30/12
Sierra, Patrick	Health Promotion Specialist	Wellness Center	24.00	05/20/11-06/30/11
Smith, Kimberly	Technical Expert II	Nursing	45.00	05/02/11-06/19/11
Sweatt, Ania	Teaching Aide	ESL	13.27	07/01/11-06/30/12
Tay, Sophia	Tutorial Specialist I	The Writing Center	17.00	07/05/11-08/11/11
Topete, Octavio	Health Promotion Specialist	Wellness Center	24.00	05/20/11-06/30/11
Trujillo, Ruben	Teaching Aide	ESL	13.27	07/01/11-06/30/12
Uliana, Regina	Psychologist	Student Health Services	48.83	07/01/11-06/30/12
VanLul, Nancy	Registered Nurse I	Student Health Services	28.94	07/01/11-06/30/12
Walker, Ann	Physician	Student Health Services	61.67	07/01/11-06/30/12

**SUBJECT:** Personnel Transactions**DATE:** June 22, 2011**TEMPORARY EMPLOYMENT****Student Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Acosta, Evan	Student Assistant V	Building Automation	12.50	05/23/11-06/30/11
Aguero, Jesse	Student Assistant V	The Writing Center	12.50	07/05/11-08/11/11
Alayass, Khaoula	Student Assistant I	Child Development Ctr.	8.00	07/01/11-08/14/11
Anaya, Sandra	Student Assistant II	Child Development Ctr.	8.75	07/01/11-08/14/11
Andrzejewski, Britnee	Student Assistant V	Agricultural Sciences	12.50	02/28/11-06/30/11
Angulo Garcia, Nancy	Student Assistant I	Child Development Ctr.	8.00	07/01/11-08/14/11
Anzaldo, Felipe	Student Assistant I	Continuing Education	8.00	06/01/11-06/30/11
Anzaldo, Felipe	Student Assistant I	Continuing Education	8.00	07/01/11-08/31/11
Arellano, Evelia	Student Assistant I	Continuing Education	8.00	06/01/11-06/30/11
Arellano, Evelia	Student Assistant I	Continuing Education	8.00	07/01/11-08/31/11
Avila, Lesley	Student Assistant I	DSPS	8.00	05/05/11-06/17/11
Benson, Steven	Student Assistant IV	Fire Technology	11.25	06/20/11-06/30/11
Boling, Silas Jr.	Student Assistant IV	Fire Technology	11.25	06/20/11-06/30/11
Bonilla, Mario	Student Assistant I	Child Development Ctr.	8.00	07/01/11-08/14/11
Boubion, Dominique	Student Assistant III	The Writing Center	10.00	07/05/11-08/11/11
Bruce, Katharine	Student Assistant I	Child Development Ctr.	8.00	04/26/11-06/30/11
Bruce, Katharine	Student Assistant I	Child Development Ctr.	8.00	07/01/11-08/14/11
Burboa, Maria	Student Assistant I	DSPS	8.00	05/05/11-06/17/11
Burns, Krista	Student Assistant I	Perkins-Radio	8.00	05/18/11-06/17/11
Cadiz, Lisbeth	Student Assistant I	Child Development Ctr.	8.00	05/19/11-06/30/11
Cadiz, Lisbeth	Student Assistant I	Child Development Ctr.	8.00	07/01/11-08/14/11
Cardona, Leonard	Student Assistant III	Information Technology	10.00	07/01/11-08/12/11
Carmona, Luzette	Student Assistant I	DSPS	8.00	05/05/11-06/30/11
Carrera, Michael	Student Assistant IV	Information Technology	11.25	07/01/11-08/12/11
Castro, Candice	Student Assistant III	Adult Basic Education	10.00	07/01/11-08/28/11
Catingub, Nolan	Student Assistant V	Technical Services	12.50	07/02/11-08/26/11
Chavez, Hilda	Student Assistant II	Counseling	8.75	07/05/11-08/31/11
Chavez, Lorena	Student Assistant IV	Counseling/STEP Prog.	11.25	06/23/11-06/30/11
Chavez, Lorena	Student Assistant IV	Counseling/STEP Prog.	11.25	07/01/11-07/29/11
Chavez, Steven	Student Assistant V	The Writing Center	12.50	07/05/11-08/11/11
Chen, Tzupu	Student Assistant II	Tutorial Services	8.75	02/28/11-06/30/11
Chrsti, Christine	Student Assistant I	Child Development Ctr.	8.00	07/01/11-08/14/11
Coelho, Joel	Student Assistant I	Continuing Education	8.00	06/01/11-06/30/11
Coelho, Joel	Student Assistant I	Continuing Education	8.00	07/01/11-08/31/11
Cordova, Catherine	Student Assistant I	Continuing Education	8.00	06/01/11-06/30/11
Cordova, Catherine	Student Assistant I	Continuing Education	8.00	07/01/11-08/31/11
Correa, Antonio Jr.	Student Assistant III	Perkins-Radio	10.00	05/02/11-06/17/11
Cruz, Ana	Student Assistant V	Building Automation	12.50	05/23/11-06/30/11
Delgado, Katrina	Student Assistant I	DSPS	8.00	05/05/11-06/17/11
Dominguez, Gabriela	Student Assistant II	Child Development Ctr.	8.75	07/01/11-08/14/11
Duenas, David	Student Assistant III	The Writing Center	10.00	07/05/11-08/11/11
Enriquez, Michael	Student Assistant V	The Writing Center	12.50	07/05/11-08/08/11



**SUBJECT:** Personnel Transactions**DATE:** June 22, 2011**TEMPORARY EMPLOYMENT****Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Esquivel, Griselda	Student Assistant I	Child Development Ctr.	8.00	05/05/11-06/30/11
Esquivel, Griselda	Student Assistant I	Child Development Ctr.	8.00	07/01/11-08/14/11
Fabian, Jessica	Student Assistant I	Child Development Ctr.	8.00	07/01/11-08/14/11
Flores, Diana	Student Assistant III	The Writing Center	10.00	07/05/11-08/11/11
Fonseca, Jacqueline	Student Assistant IV	Switchboard	11.25	07/05/11-08/26/11
Fotiadis, Joanna	Student Assistant II	Bridge Program	8.75	05/01/11-06/30/11
Garcia, Krystal	Student Assistant IV	The Writing Center	11.25	07/05/11-08/11/11
Garcia, Lorena	Student Assistant I	Child Development Ctr.	8.00	07/01/11-08/14/11
Gonzalez, Amanda	Student Assistant V	Student Health Services	12.50	07/01/11-08/26/11
Gonzalez, Martin	Student Assistant II	Bridge Program	8.75	05/01/11-06/30/11
Gonzalez, Melizza	Student Assistant II	Counseling	8.75	07/05/11-08/31/11
Gutierrez, Andrea	Student Assistant V	The Writing Center	12.50	07/05/11-08/26/11
Gutierrez, Vanessa	Student Assistant I	Child Development Ctr.	8.00	07/01/11-08/14/11
Guzman, Scarlett	Student Assistant II	Bridge Program	8.75	05/01/11-06/30/11
Hamlin, Andrew	Student Assistant IV	The Writing Center	11.25	07/05/11-08/26/11
Hardman, Eric	Student Assistant IV	Adult Basic Education	11.25	07/01/11-08/28/11
Harris, Christy	Student Assistant I	Child Development Ctr.	8.00	07/01/11-08/14/11
Harris, Shanna	Student Assistant II	Child Development Ctr.	8.75	07/01/11-08/14/11
Herrador, Gracie	Student Assistant IV	Learning Assistance Ctr.	11.25	04/28/11-06/30/11
Herrador, Gracie	Student Assistant IV	Learning Assistance Ctr.	11.25	07/01/11-08/14/11
Honda, Lisa	Student Assistant I	Continuing Education	8.00	06/01/11-06/30/11
Honda, Lisa	Student Assistant I	Continuing Education	8.00	07/01/11-08/31/11
Hyatt, Amber	Student Assistant I	Child Development Ctr.	8.00	07/01/11-08/14/11
Jeffry, Fnu	Student Assistant III	Tutorial Services	10.00	05/01/11-06/30/11
Jimenez, Steven M.	Student Assistant I	Continuing Education	8.00	06/01/11-06/30/11
Jimenez, Steven M.	Student Assistant I	Continuing Education	8.00	07/01/11-08/31/11
Jimenez, Steven M.	Student Assistant III	Continuing Education	10.00	06/01/11-06/30/11
Jimenez, Steven M.	Student Assistant III	Continuing Education	10.00	07/01/11-08/31/11
Juarez, Deborah	Student Assistant II	Child Development Ctr.	8.75	07/01/11-08/14/11
Kan, Ho Yi	Student Assistant I	DSPS	8.00	05/05/11-06/17/11
Knoll, Micah	Student Assistant V	The Writing Center	12.50	07/05/11-08/11/11
Lee, Sang Ah	Student Assistant V	Agricultural Sciences	12.50	02/25/11-06/30/11
Lewis, Christina	Student Assistant I	Continuing Education	8.00	06/01/11-06/30/11
Lewis, Christina	Student Assistant I	Continuing Education	8.00	07/01/11-08/31/11
Lopez, Veronica	Student Assistant I	DSPS	8.00	05/05/11-06/17/11
Magana, Cynthia	Student Assistant II	Bridge Program	8.75	05/01/11-06/30/11
Mares, Adriana	Student Assistant II	Bridge Program	8.75	05/01/11-06/30/11
Martinez, Denice	Student Assistant I	DSPS	8.00	05/05/11-06/17/11
Ojeda, Evelyn	Student Assistant IV	Information Technology	11.25	07/01/11-08/12/11
Perez, Rosemary	Student Assistant I	Continuing Education	8.00	06/01/11-06/30/11
Perez, Rosemary	Student Assistant I	Continuing Education	8.00	07/01/11-08/31/11
Perez, Yadira	Student Assistant II	Bridge Program	8.75	05/01/11-06/30/11

**SUBJECT:** Personnel Transactions

**DATE:** June 22, 2011

**TEMPORARY EMPLOYMENT**

**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Pomeroy, Courtney	Student Assistant I	DSPS	8.00	05/05/11-06/17/11
Requeño, Carlos	Student Assistant III	Information Technology	10.00	07/01/11-08/12/11
Ringger, Natalie	Student Assistant IV	Purchasing	11.25	07/05/11-08/25/11
Rocha, Juliana	Student Assistant I	DSPS	8.00	05/05/11-06/17/11
Rose, James	Student Assistant V	Building Automation	12.50	05/23/11-06/30/11
Rusich, Brittany	Student Assistant I	ESL	8.00	07/01/11-08/28/11
Salgado, Lillian	Student Assistant I	Child Development Ctr.	8.00	05/05/11-06/30/11
Sandoval, Glenn	Student Assistant IV	Purchasing	11.25	07/05/11-08/25/11
Sumida, Ryan	Student Assistant III	Architecture & Design	10.00	05/26/11-06/19/11
Tran, Karen	Student Assistant IV	Learning Assistance Ctr.	11.25	07/01/11-08/14/11
Venable, Tammy	Student Assistant I	Continuing Education	8.00	06/01/11-06/30/11
Venable, Tammy	Student Assistant I	Continuing Education	8.00	07/01/11-08/31/11
Vigneswaran, Thenushiya	Student Assistant II	Bridge Program	8.75	05/01/11-06/30/11
Villa, Gilbert	Student Assistant II	Bridge Program	8.75	05/01/11-06/30/11
Villamarzo, Chrystal	Student Assistant IV	Fashion Merch. & Dsgn.	11.25	05/09/11-06/19/11
Williams, Gerald	Student Assistant I	Continuing Education	8.00	06/01/11-06/30/11
Williams, Gerald	Student Assistant I	Continuing Education	8.00	07/01/11-08/31/11
Woodcock, Jennifer	Student Assistant III	The Writing Center	10.00	06/01/11-06/30/11
Zambrano, Diana	Student Assistant V	Adult Basic Education	12.50	07/01/11-08/28/11
Zuniga, Lizbeth	Student Assistant II	Bridge Program	8.75	05/01/11-06/30/11

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

**DATE:** June 22, 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. In its role as an independent third-party, Shaw HR Consulting, Inc. will perform consultation services of any kind. The proposed rate of \$150 per hour, 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 July 1, 2011 through June 30, 2012, 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**

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 #2

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Contract for Investigative Services – Norm Traub & Associates

**BACKGROUND**

The Human Resources Department requires the services of a firm that specializes in investigating personnel issues, one that can operate as an independent third party separate from the District's legal counsel. The office of Norm Traub & Associates can provide such investigative services.

**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. Norm Traub & Associates has experience working in the public sector, with particular emphasis on personnel issues.

The intent is to use the services of Norm Traub & Associates on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to conduct investigations and provide the College with written reports of its findings. In its role as an independent third party, Norm Traub & Associates will not perform litigation services of any kind.

The proposed rate of \$130 per hour, plus certain reimbursables, is competitive within the investigative services market and is comparable to the District's costs for similar services. The fees may be adjusted, with the District's consent, from July 1, 2011 through June 30, 2012, the term of the agreement. Thus, Norm Traub & Associates offers the necessary experience at a reasonable price. Moreover, it is in the District's best interest to enter into a contract for investigative services with Norm Traub & Associates.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the award of a contract for investigative legal services with Norm Traub & Associates.

Prepared by: Annette Loria

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

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 22, 2011</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract for Investigative Services – The Titan Group</u>	

**BACKGROUND**

The Human Resources Department requires the services of a firm that specializes in investigating personnel issues, one that can operate as an independent third party separate from the District's legal counsel. The Titan Group can provide such investigative services.

**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 Titan Group has experience working in the public sector, with particular emphasis on personnel issues.

The intent is to use the services of The Titan Group on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to conduct investigations and provide the College with written reports of its findings. In its role as an independent third party, The Titan Group will not perform litigation services of any kind.

The proposed rate of \$95 per hour, plus certain reimbursables, is competitive within the investigative services market and is comparable to the District's costs for similar services. The fees may be adjusted, with the District's consent, from July 1, 2011 through June 30, 2012, the term of the agreement. Thus, The Titan Group offers the necessary experience at a reasonable price. Moreover, it is in the District's best interest to enter into a contract for investigative services with The Titan Group.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the award of a contract for investigative legal services with The Titan Group.

Prepared by: Annette Loria

Recommended by: John S. Nixon

Agenda Item: Consent #4

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

**DATE:** June 14, 2011

**CONSENT**

**SUBJECT:** Track & Field to the USA Junior National Championships

**BACKGROUND**

Five members of the Mt. SAC Track & Field teams have qualified to compete at the USA Track & Field Junior National Championships. The championships will be held at the University of Oregon in Eugene, Oregon, June 23–25, 2011. Doug Todd, Ernie Gregoire and Victor Estrada, coaching staff members, will be attending this event with the student athletes.

**ANALYSIS AND FISCAL IMPACT**

This event determines the national champion for all U.S. Track and Field Athletes 19 years and under. It also serves as the selection trials for the Pan-American and World Championship Junior Teams that will represent the United States.

**Funding Sources**

Stars of Excellence and Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the travel to this competition for Track & Field student athletes and staff.

Prepared by: Joseph Jennum

Reviewed by: Virginia R. Burley

Recommended by: John Nixon

Agenda Item: Consent #5

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Activities: Health Careers Training Program: Health Professions  
Mini-grant Conference

**BACKGROUND**

Mt. San Antonio College currently has a Health Careers Training Program Mini-grant funded by the California Office of Statewide Health Planning and Development. The purpose of the grant is to assist college students explore various health professions, prepare for health careers, and identify available educational resources that will help them reach their professional goals. The conference will include a keynote address, concurrent workshops, a health education fair, hands-on skill-building activities, and an academic game show. The College expects 800 participants, including middle school, high school, and community college students.

**ANALYSIS AND FISCAL IMPACT**

Total funding for the grant award is \$12,000 for the performance period of June 17, 2010, through June 30, 2011. The funding agency has approved the expenditure of grant funds to support the following: catering services and food supplies, conference materials and promotional items, and printing.

As part of the grant activities, the project will host a health professions conference. Permission is requested to purchase promotional items, not to exceed \$5,000.

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

**Funding Source**

California Office of Statewide Health Planning and Development.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the activities of the Health Professions Mini-grant, as defined above.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #6

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Activities: Promoting STEM Research to College Freshmen and  
Sophomores Grant

**BACKGROUND**

Mt. San Antonio College currently has a grant titled “Promoting STEM Research to College Freshmen and Sophomores,” funded by the National Science Foundation. The purpose of the grant is to implement the Southern California Conference for Undergraduate Research (SCCUR), which promotes awareness of faculty-mentored undergraduate research by providing a forum for the presentation and discussion of the best scholarly research and creative work of undergraduates in the region. The College anticipates that 850 secondary and postsecondary students, faculty members, and administrators will participate in the event. As part of the grant activities, permission is requested to establish an income account for the event and provide deposits to vendors for services related to the event.

**ANALYSIS AND FISCAL IMPACT**

The College will establish an income account, which will include registration fees and industry sponsorships. The College will use this income, in addition to the grant funds, for the following expenditures: to purchase meals for attendees and volunteers; purchase student recognition awards; purchase promotional materials; and to purchase miscellaneous supplies, materials, and/or services related to the operation and production of the event. This income account will be established because the College must maintain a separate accounting of grant funds and income generated from registration fees and industry sponsorships. Any revenue remaining at the end of the grant period will be split evenly between the College and SCCUR.

The College may enter into contract with vendors in the procurement of services related to this event. Permission is requested to provide advance payment (deposits) to these vendors.

Activities will be carried out with grant and SCCUR income-generated account funds. The project will not impact the College budget.

**Funding Source**

National Science Foundation, registration fees, and industry sponsorships.

**RECOMMENDATION**

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

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #7



<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>June 22, 2011</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Activity: Title V: Developing Hispanic-Serving Institutions Grant</u>	

**BACKGROUND**

Mt. San Antonio College currently has a Title V: Developing Hispanic-Serving Institutions grant titled "Addressing Acute Student Needs at Mt. San Antonio College," funded by the U.S. Department of Education. The overarching purpose of the grant is to improve student success through increased support of writing and critical literacy, learning communities, and expanded student services. The grant focuses on five integrated components critical to improving the success of Hispanic and other at-risk populations as they move through Mt. SAC's educational pipeline: improvement of writing skills and success in developmental and gateway courses; improvement of critical literacy skills and success in developmental and gateway courses; expansion of learning communities in developmental English and reading; improvement in student services access and intensity; and development of and use of Web integration and student tracking capabilities.

**ANALYSIS AND FISCAL IMPACT**

The grant budget contains \$80,000 as matching endowment for scholarships. The purpose of this budget line item is to leverage funding for a 1:1 match for scholarships. The College requests approval to transfer \$80,000 of Title V grant funds to the Mt. San Antonio College Foundation to establish an endowment scholarship, per the funding agency's approved grant application.

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

**Funding Source**

U.S. Department of Education.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the transfer of \$80,000 in Title V grant funds to the Mt. San Antonio College Foundation.

Prepared by: <u>Adrienne J. Price</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>John S. Nixon</u>	Agenda Item: <u>Consent #8</u>

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Activities: Center of Excellence and CTE Hub

**BACKGROUND**

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

The COE holds an additional grant for a statewide Career and Technical Education Hub (CTE Hub). The CTE Hub disseminates the research findings of the four Centers of Excellence to CTE partners statewide and improves collaboration among educational institutions involved in CTE to develop career pathways.

As part of the grant activities, permission is requested to pay for travel-related expenses for non-college employees to participate in grant-related activities. In addition, permission is requested to pay for food and refreshment expenses at meetings, focus groups, and other grant-related events, not to exceed \$3,000.

**ANALYSIS AND FISCAL IMPACT**

The College may pay for non-college employees (such as consultants hired by the grant) to participate in grant-related travel and conference activities. The grant allows the purchase of food and refreshments for grant-related activities and events. Activities will be carried out with grant funds. The project will not impact the College budget.

**Funding Sources**

California Community Colleges Chancellor’s Office, Economic and Workforce Development Division, and SB 70 grant.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the activities for the COE and CTE Hub.

Prepared by: Joumana McGowan/Audrey Reille

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #9

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Contract Amendment: eXist Designs for Center of Excellence CTE Hub

**BACKGROUND**

The Center of Excellence (COE) Career and Technical Education Hub (CTE Hub) is funded by SB 70. The CTE Hub creates career counseling tools and career exploration tools, based on the research findings of the four Centers of Excellence in California.

The COE CTE Hub is using the services eXist Designs, a marketing and design firm, to produce career videos on emerging and high-growth careers, specific to the centers' research findings, and for graphic design work on career fact sheets and other grant-related materials.

The current contract, not to exceed \$20,000, is effective from March 24, 2011, until June 30, 2011. Permission is requested to extend the contract until October 31, 2011, to complete the video projects and other grant-related activities.

**ANALYSIS AND FISCAL IMPACT**

The existing contract with eXist Designs will be extended until October 31, 2011. The maximum amount of \$20,000 will remain the same.

Contractor will continue to be paid from the Center of Excellence's CTE Hub budget. There is no cost to the District.

**Funding Source**

SB 70 grant.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract amendment to extend the end date of the services provided by eXist Designs to Center of Excellence CTE Hub.

Prepared by: Joumana McGowan/Audrey Reille

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #10

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Activities and Acceptance of Funds: Carl D. Perkins Career and  
Technical Education Act of 2006 (Perkins IV) Title 1C Grant

**BACKGROUND**

Mt. San Antonio College developed a local plan and submitted an application to the California Community College Chancellor's Office for funding through a federal grant provided by the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV). An allocation of \$856,427 for the 2011-12 year will fund activities that will lead to program improvement for Career and Technical Education (CTE) programs.

The key aspects of the Act are as follows:

- to provide quality career technical education to students (including special populations) planning to enter the workforce or continue their education;
- to provide technology and equipment upgrades to maintain program currency;
- to strengthen the general education content in CTE courses;
- to improve the persistence and completion rates of non-traditional and economically disadvantaged students in career technical education programs; and
- to provide outreach to secondary, proprietary, industry, and community partners.

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio College proposes to perform the following activities in order to meet the purpose of the grant:

- strengthen the technical skills of students participating in CTE programs through the integration of general education with career and technical education;
- link CTE programs at the secondary and postsecondary levels, including transportation, not to exceed \$4,500 annually;
- provide students with strong experience in and understanding of all aspects of an industry through work-based learning;
- develop, improve, or expand the use of technology in CTE programs;
- provide professional development to CTE faculty, counselors, and administrators;
- develop and implement evaluations of CTE programs;
- support services and activities that add breadth to CTE programs;
- provide activities to support special populations and economically disadvantaged students in CTE programs including marketing and outreach materials; and

Prepared by: Joumana McGowan

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #11

**SUBJECT:** Acceptance of Funds for the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C Grant

**DATE:** June 22, 2011

- promote industry partnerships and functional CTE advisory committees which may require facilities, marketing and advertising, and catering and other food items, not to exceed \$7,500 annually.

Activities planned for the 2011-12 academic year are coordinated through the Instruction Office. The budget includes funding for:

- Curriculum development and improved instructional delivery;
- New equipment and technology purchases;
- Student support structures and student services;
- Professional development;
- Partnership development;
- Accountability, assessment, and evaluation; and
- Administration (5%).

#### Funding Source

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

#### **RECOMMENDATION**

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

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Activities and Acceptance of Funds: CTE Transitions Grant

**BACKGROUND**

Mt. San Antonio College has submitted a local plan for acceptance of CTE (Career and Technical Education) Transition funds through Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) to the California Community College Chancellor's Office. An allocation of \$46,970 for the 2011-12 year will fund articulation with secondary programs and continue outreach with partnering districts and Regional Occupational Programs.

CTE Transition funding is provided to assist campuses with Tech Prep related work after the elimination of these funds at the Federal level. The Tech Prep Consortium was formed in 1992, with a business education focus and is comprised of twelve unified school districts, three Regional Occupation Programs and Mt. San Antonio College. The College Articulation with secondary programs has grown to include 25 agencies and 62 schools.

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio College will meet the following grant objectives with these funds:

- validate current Articulation Agreements by conducting Articulation Workshops;
- provide workshop refreshments, not to exceed \$650;
- participate in the Statewide Career Pathways Initiative by utilizing Articulation Templates;
- continue to provide articulation resources via the web page;
- continue outreach efforts, such as campus visits, to promote the college and articulation;  
and
- transportation of students to campus for outreach activities, not to exceed \$2,100.

There will be no impact to the General Fund.

**Funding Source**

CTE Transitions Funding as set-aside from the State Carl D. Perkins allocation.

**RECOMMENDATION**

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

Prepared by: Joumana McGowan

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #12

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Contractors for Physical Exams for Health Sciences Faculty

**BACKGROUND**

Faculty members who supervise students enrolled in the clinical internship portion of a health career program are required to have a yearly physical examination. The requirement for faculty physical examinations is included in the College-approved affiliation agreements with hospitals that provide internship opportunities.

**ANALYSIS AND FISCAL IMPACT**

Faculty with clinical assignments will be offered the option of having their physical completed at Walnut Medical Group or Mt. San Antonio College's Health Services. An open purchase order not to exceed \$3,500 for the 2011-12 fiscal year will be created for Walnut Medical Group; and funds will be transferred for services rendered at Mt. SAC's Health Services. A budget of \$4,000 has been established to pay for faculty physicals. Rates for physical examinations and related tests for the 2011-12 academic year are as follows:

	Walnut Medical Group	Mt. SAC Health Services
Routine Physical	\$25	\$35
PPD (TB test)	\$15	\$ 7
MMR (measles, mumps, rubella)	Not stocked	\$55
Mumps Titer	\$40	\$17
Rubella Titer	\$40	\$ 8
Rubeola Titer (measles)	\$40	\$17
Hepatitis B Vaccine	Not stocked	\$32 per dose
Hepatitis B Surface Antibody	\$30	\$10
Varicella Vaccine	Not stocked	Not available
Varicella Titer	\$40	\$14
Tetanus Vaccine	\$40	\$25
Tdap Vaccine	Not stocked	\$38
CBC	\$20	\$ 6
Vision/Audio screening tests	Included with physical	Included with physical
Chest X-Ray	\$30 for 1 view; \$50 for 2 views	Referrals available
Drug Testing	\$40	\$15

**Funding Source**

General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Walnut Medical Group and Mt. SAC's Health Services to administer physicals to the Technology & Health clinical instructors.

Prepared by: Sarah G. Daum Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon Agenda Item: Consent #13

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Medical Directors for Health Programs

**BACKGROUND**

The governing bodies for the Paramedic, Radiologic Technology, and Respiratory Therapy programs require that these programs have an active medical director, per the Los Angeles County Department of Health – Paramedic, The Joint Review Committee on Education in Radiologic Technology – Radiologic Technology, and The Commission on Accreditation for Respiratory Care – Respiratory Therapy.

**ANALYSIS AND FISCAL IMPACT**

Each fiscal year the medical directors for the Paramedic, Radiologic Technology, and Respiratory Therapy programs enter into a signed agreement. Services provided by the medical directors include:

**Paramedic Program**

- working in coordination with the Program Director of the Paramedic Program;
- keeping abreast of progress in the field of pre-hospital emergency care;
- making sure students are exposed to appropriate experiences in emergency medical technology;
- approving all course content;
- approving the content of all written and skills examinations;
- approving the provision for students' clinical experiences at each affiliate hospital and field provider;
- being available for clinical on-site visits;
- attending advisory committee and department meetings;
- giving lectures; and
- giving an address at graduation ceremonies.

**Radiologic Technology Program**

- providing direction for the program by acting as a consultant to the faculty;
- participating in curriculum development;
- assisting with new hospital agreements;
- meeting with administrators if support is needed for the program; and
- providing consultation when significant problems occur.

Prepared by: Sarah G. Daum

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #14



**SUBJECT:** Medical Directors for Health Programs

**DATE:** June 22, 2011

Respiratory Therapy Program

- assessing the quality and appropriateness of medical content of the educational program;
- acting as liaison and advocate of the program among staff physicians, administrators, and allied health care personnel;
- assuring adequacy of instruction in medicine-related subjects with regard to quantity and quality;
- assuring sufficient physician input in affiliated hospitals;
- participating in program curriculum design, evaluation, and revision;
- encouraging and participating in continuing education and evaluation of program faculty; and
- giving lectures to students.

These agreements will be effective July 1, 2011, through June 30, 2012.

The following amounts have been budgeted to pay the medical directors for their services:

Dr. Nedra Vincent, Paramedic Program – \$5,000

Dr. Frank Turner, Radiologic Technology Program – \$1,000

Dr. Earl Young, Respiratory Therapy – \$7,500

Payment of half of the budgeted amount will be made twice per year. The first payment will be for the period of July 1, 2011, through December 31, 2011. The second payment for the period of January 1, 2012, through June 30, 2012.

Funding Source

General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreements for these medical directors.

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Program Fees for Students in the Technology and Health Division

**BACKGROUND**

Students in various programs incur charges associated with their course of study. The following are being submitted to the Board of Trustees for review:

<b>Program</b>	<b>Explanation</b>	<b>Fee</b>
Air Conditioning and Refrigeration	Students take an examination at the completion of the program, Environmental Protection Agency 608 Test. Successful completion is required by industry to handle and manipulate refrigerants. The examination is computer-based and is proctored by program staff. The cost of the examination includes an unlimited number of retakes.	\$25
Aviation Maintenance	Students are eligible to take two FAA Certification Examinations after successfully completing the program, Airframe Oral and Practical Examination and Powerplant Oral and Practical Examination. The cost of each exam includes materials and supplies and the cost of the certified examiner.  For each examination (or retake) the fee, \$410, includes \$400 in examiner costs and \$10 in supplies and materials.	\$410
Basic Fire Academy	Students who attend the fourteen week Basic Fire Academy participate in a wide range of training activities including: daily physical fitness training, State Fire Marshal certification classes, and arduous firefighter manipulative training exercises. Student's fees are required to purchase the following equipment: <ul style="list-style-type: none"> <li>• Training certificates and awards</li> <li>• Binders, handbooks and textbooks</li> <li>• Physical fitness training gear</li> <li>• Uniforms and patches</li> <li>• Helmet and accessories</li> <li>• Firefighter safety equipment</li> </ul> <p>All equipment purchased by students in the basic fire academy training is retained by the student at the conclusion of the academy.</p> <ul style="list-style-type: none"> <li>• New Academy Trainee</li> <li>• New Academy Trainee with Sponsor</li> <li>• Returning Academy Trainee</li> <li>• Returning Academy Trainee with Sponsor</li> </ul>	\$1,775 \$1,372 \$ 865 \$ 552

Prepared by: Sarah G. Daum

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #15

**SUBJECT:** Program Fees for Students in the Technology and Health Division

**DATE:** June 22, 2011

<b>Program</b>	<b>Explanation</b>	<b>Fee</b>
Nursing	<p>Students are required to take HESI assessment tests in several different nursing classes (N1B, N4, N5, N6, N10). HESI exams predict the success rate of students on the national NCLEX exam required for Registered Nurse licensure and provide guidance to the student and the program on student preparation. The cost of the exams include materials and an individualize remediation plan for each student as needed.</p> <p>N1B Fundamentals, N4 Maternity, N5 Mental Health, N6 Pediatrics, N10 Pharmacology, N10 Med Surg</p> <p>N10 RN Exit</p>	<p>\$26 each</p> <p>\$45</p>
Respiratory Therapy	<p>Students are required to take and pass three examinations prior to completing the program. These examinations verify student achievement and preparation for the national and state licensure examinations that are required for employment in the field. The program's accrediting agency, Commission on the Accreditation of Respiratory Care Programs, strongly encourages programs to require these examinations.</p> <p>The cost of retaking each exam is \$40</p>	<p>\$125</p> <p>\$40</p>
Welding	<p>Students are eligible to take a Welding Certification Test after completing the program. This certification is recognized by industry and is required by most employers. The cost of the exam includes materials and supplies and proctors for preparation of examination materials and oversight during test completion. The cost of retaking the exam is also \$100.</p>	\$100

### **ANALYSIS AND FISCAL IMPACT**

The estimated fees for students for the 2011-12 academic year are detailed above. They represent the actual cost charged by vendors. Fiscal Services will validate the actual fee amount prior to charging students.

#### **Funding Source**

Not applicable.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve program fees, as detailed above.

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Student Fees for Color Printing Cards for Business Division Students

**BACKGROUND**

Students who are enrolled in several of the Business Division programs (Fashion, Marketing, Business, Accounting, Computer Information Systems, and Food & Nutrition) are required to print several of their assignments utilizing a color printer. To ensure that the color printing is accessible to the students in the Business Division Computer Lab at an affordable price, a Color Printing Card can be purchased for \$7.

**ANALYSIS AND FISCAL IMPACT**

The estimated fees for students for the 2011-12 academic year are detailed below. They represent the actual cost charged by external vendors and Mt. SAC. Fiscal Services will validate the actual fee amount prior to charging students which is supported by the cost of supplies such as paper and toner.

Comparison costs, per page:

Mt. SAC (with color printing card)	\$0.19
Day & Night Copy Center	\$0.49
Office Max	\$0.49
Office Depot	\$0.59
Staples	\$0.59
FedEx/Kinkos	\$0.69

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Color Printing Card fee, as detailed above.

Prepared by: Joumana McGowan

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #16

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Addition to the Continuing Education Fee-Based Program

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

**Community Services Program – New Class/Program:**

<b>Course Title/Program</b>	<b>Presenter</b>	<b>Remuneration</b>	<b>Fee</b>
Firefighter Physical Ability Test	Ward, Liz	50%	\$120

**Funding Source**

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

**RECOMMENDATION**

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

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #17

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

**DATE:** June 22, 2011

**CONSENT**

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

**BACKGROUND**

Continuing Education presents a wide variety of programs and courses each semester. Adult Education additions to the program are listed below.

**ANALYSIS AND FISCAL IMPACT**

**Adult Education – New Classes/Programs:**

<b>Course Title/Program</b>	<b>Presenter</b>	<b>Rate of Pay</b>
Memorandum of Understanding Extension: Los Angeles Urban League Business and Career Center Workforce Investment Act (WIA) Students July 1, 2011 – June 30, 2013		No cost to the District
Contract Extension: LA Works WorkSource Center – Irwindale New contract dates: July 1, 2011 – June 30, 2012	Guerrero, Joseph  Chaplot, Surekha	\$45/hour (not to exceed \$40,000) \$45/hour (as needed)

**Funding Source**

The LA Works contract is supported through WIA funding.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the additions, 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:** June 22, 2011

**CONSENT**

**SUBJECT:** Child Development Center Annual Report

**BACKGROUND**

The Mt. San Antonio College Child Development Center has received two contracts for the 2010-11 fiscal year from the California Department of Education, Child Development Division. These contracts, **CCTR-0131** and **CSPP-0238**, require the submission of an Agency Annual Report which requires Board approval.

**ANALYSIS AND FISCAL IMPACT**

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

**Funding Source**

California Department of Education, Child Development Division.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves this Agency Annual Report for the California Department of Education, Child Development Division.

Prepared by: Janette Henry

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #19

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California Department of Education  
March 2011

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Child Development Division  
California Department of Education

CD 4000  
(Revised March 2011)

### Agency Annual Report

<b>Agency's Legal Name</b>		<b>Mt. San Antonio Community College District</b>	
<b>Vendor Number</b> 19-6482-00-0	<b>Contract Type</b>		<b>CDS Code</b>
	<input type="checkbox"/> CSPP <input checked="" type="checkbox"/> CCTR <input type="checkbox"/> CFCC <input type="checkbox"/> CHAN <input type="checkbox"/> CMIG		<input type="checkbox"/> Cal-SAFE
<b>Person Authorized to Sign Report</b>		<b>Virginia Burley, Vice President, Instruction</b>	
<b>Telephone Number</b>		<b>(909) 594-5611</b>	
<b>Cal-SAFE Coordinator</b>		<b>N/A</b>	
<b>Telephone Number</b>			
<b>Date Program Self-Evaluation Completed</b>		<b>5/31/11</b>	
<b>Number of Classrooms Reviewed</b> 3		<b>Number of Family Child Care Homes Reviewed</b>	<b>N/A</b>
<b>Describe the Annual Report Process</b> (Note: This area expands as necessary)			
<p>The Mt. San Antonio College Child Development Center General Child Care Program began the Annual Self-Review process in October 2010. The Review process was conducted by the three Lead Teachers, three Associate Teachers, the Director, and Assistant Director.</p> <p>The assessment tool used was the Thelma Harnes Infant/Toddler Environment Rating Scale (ITERS). The results were tabulated and reviewed by the Program Director, Assistant Director and Lead Teachers. Areas that needed improvement were noted and a corrective Action Plan was implemented. Follow up was conducted in the Spring of 2011 and improvements were noted.</p> <p>The Lead Teachers and classroom Associate Teachers conducted the Desired Results Developmental Profile for each child enrolled in the General Child Care Program. Parent/Teacher conferences were conducted with each family and the results of each child's profile was shared. A Parent Conference form was signed by each parent.</p> <p>A Parent Survey was conducted in October 2010. Parent responses were tabulated and assessed by the Program Director and Lead Teachers. The results were shared with parents through a Center-wide Newsletter clarifying any concerns that were documented from the survey as well as levels of satisfaction with the program.</p> <p>A CMR was self-administered by the Program Director, Assistant Director, and Lead Teachers in April 2011. Areas needing improvement were addressed.</p>			
<b>A copy of the Program Self-Evaluation will be/has been presented to the Agency Board on Date</b> _____.			
<b>Statement of Completion</b> I certify that a Program Self-Evaluation was completed.		<b>Signature</b>  <b>Name and Title: Dr. Virginia Burley Vice President, Instruction</b>	<b>Date</b>



**Environment Rating Scale Summary of Findings**

<b>Contractor/Center:</b>	Mt. San Antonio Community College District Child Development Center		
<b>Contract Type and/or Cal-SAFE:</b>	<b>Planning Date:</b>	October 15, 2010	
<b>Planner's Name and Position:</b>	<b>Follow-up Date:</b>	April 22, 2011	
<b>Planner's Name and Position:</b>	<b>Planner's Name and Position:</b>		
Tamika Addison, Assistant Director	Rosa Ortiz, Lupe Medina, Kathy Dorr, Teachers		

<b>Sub-Scale Average</b>	<b>Key Findings from Environment Rating Scale</b>	<b>Action Steps (Include materials, training needs, any changes to schedules, space, and supervision.)</b>	<b>Expected Completion Date and Persons Responsible</b>	<b>Follow-Up (Changes made, date completed, and time extended.)</b>
3. Provision for relaxation and comfort Score of 4	Cozy areas are not available outdoors. More rugs and pillows needed.	Request to parents to donate gently used pillows and rugs.	November 2010 Lupe Medina	Donations acquired, all pillows, rugs cleaned and sanitized. Several cozy areas created. Complete November 19, 2010
14. Use of books Score of 5	Not enough age appropriate books in good repair are available.	Books to be purchased through the Scholastic Book Club, parent donations requested. Books that are repairable to be fixed.	December 2010 Lupe Medina	Age appropriate books purchased and donated. Wish list created so when parents want to donate books they have titles of developmentally appropriate literature. Completed January 2011.

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				and is ongoing.
17. Using language to develop reasoning skills Score of 4	Teachers do not regularly expand on or increase the language of the children in the classroom. If a child says something simple, staff repeat or acknowledge this but don't help the child expand their language by asking questions or adding new words that connect to the conversation.	Monthly staff trainings are scheduled. During these trainings staff will receive specific guidelines on how to increase their knowledge and practice of this skill. Interactive discussions, the use of video clips and reading assignments will support this ongoing training.	May 2011 Amy Hilliard, Janette Henry, Tarnika Addison	Trainings completed and staff have greatly improved their work with children in expanding their language and developing reasoning skills. Completed May 2011
38. Supervision and evaluation of Instructional Aide staff Score of 5	Although Instructional Aide staff are informally observed and given feedback, more regular, formal evaluations need to take place	Lead Teacher will schedule bi-annual formal evaluations with all Instructional Aide staff.	May 2011 Kathy Dorr	Most Instructional Aide staff received two evaluations. Four staff still need to have their final evaluation for this academic year. Those will be completed in June 2011. Time for completion was extended.

Use as many sheets as necessary to address key findings for all subscale averages below "5".

Desired Results Program Action Plan

<b>Contractor/Center:</b> Mt. San Antonio Community College District Child Development Center	
<b>Contract Type and/or Cal-SAFE:</b> CCTR-0131	
<b>Planner's Name and Position:</b> Janette Henry, Director	
<b>Planner's Name and Position:</b> Tamika Addison, Assistant Director	
<b>Program Findings (What you identified as needing improvement)</b> <u>Measure 22 COG3: Imitation</u> 17% of children in the Younger Toddler children need support with the ability to imitate familiar two-step actions when interacting with others. <u>Measure 16 LLD3: Communication of needs, feelings, and interests</u> 10% of Younger Toddlers have not yet demonstrated the ability to communicate needs, feelings and interests with a few special words or gestures. <u>Measure 9 SSD9: Interaction with Adults</u> 50% of Infants are expanding their responses to the teaching staff and giving cues to teacher/staff to interact. <u>Measure 19 LLD6: Recognition of Symbols</u> 69% of the Older Toddler children are in the "Discovering Ideas" stage. <u>Parent Survey 6.J Parent Involvement</u> 70% of parents feel positive about the level of Parent Involvement.	
<b>Program Goal (What you want to accomplish.)</b> Younger Toddlers will enhance their imitation skills	<b>Objectives (How you will accomplish the goal.)</b> Staff will model and encourage children on an on-going basis to participate in songs and rhymes that include gestures and finger plays, thus enhancing language development.
<b>Program Goal (What you want to accomplish.)</b> Younger Toddlers will develop their ability to communicate needs	<b>Objectives (How you will accomplish the goal.)</b> 1. Staff will implement the use of "Baby Signs" 2. "Baby Signs" will be posted at children's eye level. 3. Staff will intentionally verbalize emotions that children display to help them build vocabulary as they learn to express
<b>Expected Completion Date and Persons Responsible</b> May 2011 Lupe Medina, Teacher All Instructional Aides	<b>Follow-Up (Changes made, date completed.)</b> Through monthly Training meetings and mentoring of staff this goal was accomplished.
<b>Expected Completion Date and Persons Responsible</b> May 2011 Lupe Medina, Teacher All Instructional Aides	<b>Follow-Up (Changes made, date completed.)</b> This was an on-going focus for the entire year and successfully accomplished.

Infants will expand their responses as they provide cues for adults to interact  Older Toddlers continue to show understanding that pictures represent people and things  Provide additional ways that parents can be involved at the Child Development Center.	themselves	Infants are placed in small groups with specific staff who provide consistency and primary caregiving that supports infants as they develop routines and predictably.	May 2011 Rosa Ortiz, Teacher All Instructional Aides	This support was ongoing for the entire year. Goal accomplished.
	1. Plan and implement letter recognition activities that help children begin to recognize their names. 2. Ensure children have access to familiar books. 3. Allow children to choose their own books to use independently and with caregivers.	May 2011 Kathy Dorr, Teacher All Instructional Aides	Goal accomplished.	
1. Survey parents as to how they would like to participate in their children's program. 2. Develop a plan from the information gathered from the Parent Survey. 3. Set several meeting dates and invite parents to share their ideas, etc.	May 2011 Janette Henry, Director	This goal has been discussed at Staff Meetings but not yet complete. This goal will continue into 2011-12		

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CD 3701  
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**Personnel Roster**

(Note: Family Day Care Home Education Networks—Complete the first five boxes only.)  
 (Copy this page as needed) (Tables expand as needed)

<b>Contractor Name</b> Mt. San Antonio Community College District		<b>Vendor Number and/or CDS Code</b> 19-6482-00-0	
<b>Program Director's Name</b> Janette Ann Henry	<b>Permit Number</b> 060199420 <b>Permit Type</b> Program Director		<b>Permit Expiration Date</b> 4/1/12
<b>Site Name</b> Mt. San Antonio College Child Development Center			
<b>Site Supervisor's Name</b> Janette Henry		<b>Permit Number</b> 060199420 <b>Permit Type</b> Program Director	<b>Permit Expiration Date</b> 4/1/12
<b>Contract Type and/or Cal-SAFE</b> CCTR-0131	<b>Site</b> <u>1</u> <b>of</b> <u>1</u>	<b>Number of Classrooms</b> 3	<b>Hours of Operation</b> M-Th 6:30 am-7 pm F 6:30 am-5 pm
<b>Column A Classroom</b>	<b>Column B Lead Teacher's Name</b>	<b>Column C Permit Number and Type</b>	<b>Column D Expiration Date</b>
Infant Center	Rosa Maria Ortiz	110097474 Site Supervisor	7/1/16
Toddler-1	Guadalupe Medina-Nunez	090026027 Site Supervisor	3/1/14
Toddler-2	Kathleen Lynn Dorr	090063554 Prog. Director	4/1/14
<b>Site Name</b>			
<b>Site Supervisor's Name</b>		<b>Permit Number</b> <b>Permit Type</b>	<b>Permit Expiration Date</b>
<b>Contract Type and/or Cal-SAFE</b>	<b>Site</b> ___ <b>of</b> ___	<b>Number of Classrooms</b>	<b>Hours of Operation</b>
<b>Column A Classroom</b>	<b>Column B Lead Teacher's Name</b>	<b>Column C Permit Number and Type</b>	<b>Column D Expiration Date</b>

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Management Bulletin 11-01 Checklist  
March 2011

### Fiscal Year 2010–11 Program Self-Evaluation Checklist

<b>Legal Name of Contractor</b>	<b>Mt. San Antonio Community College District</b>
<b>Center-Based Contract Type and/or Cal-SAFE</b>	<b>CCTR-0131</b>

Complete a Program Self-Evaluation Checklist for each center-based contract and/or Cal-SAFE to ensure that each packet contains all the required forms as described below. Place a check mark in the box to verify that the item is included in the Program Self-Evaluation due by or no later than **Wednesday, June 1, 2011, 5 p.m.**

Description	Check box <input checked="" type="checkbox"/>
<b>All center-based contracts and/or Cal-SAFE must submit the following:</b>	
Agency Annual Report (CD 4000) form: (One per center-based contract and/or Cal-SAFE).	<input checked="" type="checkbox"/>
Environment Rating Scale Summary of Findings (CD 4002) form: (One per center-based contract and/or Cal-SAFE).	<input checked="" type="checkbox"/>
Desired Results Program Action Plan (CD 4003) form: (One per center-based contract and/or Cal-SAFE).	<input checked="" type="checkbox"/>
Personnel Roster (CD 3701) form: (One per center-based contract and/or Cal-SAFE). <b>Note: Family Child Care Home Education Network contractors need only fill out the first five sections.</b>	<input checked="" type="checkbox"/>
Attestation of Qualified Staff and Ratio Requirements (CD 3701A) form: (One per center-based contract and/or Cal-SAFE).	<input checked="" type="checkbox"/>

The FY 2010–11 Program Self-Evaluation must be received by the California Department of Education by or no later than **Wednesday, June 1, 2011, 5 p.m.** Mail the original documents to:

**FY 2010–11 Program Self-Evaluation**  
Child Development Division  
California Department of Education  
1430 N Street, Suite 3410  
Sacramento, CA 95814-5901

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### Attestation of Qualified Staff and Ratio Requirements

<b>Contractor Name</b>			
Mt. San Antonio Community College District			
<b>Vendor Number and/or CDS Code</b>	CCTR-0131	<b>Contract Type and/or Cal-SAFE</b>	

The following documentation will be kept in the contractor's files, updated as necessary, and made available to CDD staff upon request:

- Current Personnel Roster (CD 3701) form attached to a current, comprehensive list of **all** personnel assigned to each classroom
- Copies of current permits, credentials, or temporary county certificates
- Copies of waivers, if applicable, for the Program Director or Site Supervisor(s)

(California *Education Code (EC)* sections 8203[g], 8208[v][aa][af], 8244, 8264.5, 8264.7, 8360-8361, 8463[l][m], *California Code of Regulations*, Title 5 (5 *CCR*), sections 18203, 18205-18207, and 18295)

The above named contractor maintains at least the following minimum ratios at all sites and these ratios shall be determined based on actual attendance.

<b>Age Group</b>	<b>Adult:Child</b>	<b>Teacher:Child</b>
Infants (Birth to 18 months)	1:3	1:18
Toddlers (18+ up to 36 months)	1:4	1:16
Preschool (36+ up to Kindergarten)	1:8	1:24
School-Age (Kindergarten and above)	1:14	1:28

(*EC* sections 8203, and 8264.7-8264.8; 5 *CCR*, sections 18013[d], 18135, and 18290)

I attest under **penalty of perjury** that all applicable staff-child ratios are met for each age group and classroom and that all program staff is qualified for the position held.

<b>Signature of Authorized Representative authorized to sign Annual Report</b>		<b>Date</b>
<b>Printed name and title of Authorized Representative</b>	Dr. Virginia Burley Title: Vice President, Instruction	<b>Phone Number</b> (909) 594-5611 Ext. 5154

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CD 4000  
 (Revised March 2011)

**Agency Annual Report**

<b>Agency's Legal Name</b>		Mt. San Antonio Community College District	
<b>Vendor Number</b> 19-6482-00-0	<b>Contract Type</b>		<b>CDS Code</b>
	<input checked="" type="checkbox"/> CSPP <input type="checkbox"/> CCTR <input type="checkbox"/> CFCC <input type="checkbox"/> CHAN <input type="checkbox"/> CMIG		<input type="checkbox"/> Cal-SAFE
<b>Person Authorized to Sign Report</b>		Virginia Burley	
<b>Telephone Number</b>		(909) 594-5611 ext. 5414	
<b>Cal-SAFE Coordinator</b>		N/A	
<b>Telephone Number</b>			
<b>Date Program Self-Evaluation Completed</b>		5/31/11	
<b>Number of Classrooms Reviewed</b> 3		<b>Number of Family Child Care Homes Reviewed</b>	N/A
<p><b>Describe the Annual Report Process</b> (Note: This area expands as necessary)</p> <p>The Mt. San Antonio College Child Development Center CSPP Program began the Annual Self-Review process in October 2010. The Review process was conducted by the three Lead Teachers, three Associate Teachers, the Director, and Assistant Director.</p> <p>The assessment tool used was the Thelma Harnes Early Childhood Environment Rating Scale (ECERS). The results were tabulated and reviewed by the Program Director, Assistant Director and Lead Teachers. Areas that needed improvement were noted and a corrective Action Plan was implemented. Follow up was conducted in the Spring of 2011 and improvements were noted.</p> <p>The Lead Teachers and classroom Associate Teachers conducted the Desired Results Developmental Profile for each child enrolled in the CSPP Program. Parent/Teacher conferences were conducted with each family and the results of each child's profile was shared. A Parent Conference form was signed by each parent.</p> <p>A Parent Survey was conducted in October 2010. Parent responses were tabulated and assessed by the Program Director and Lead Teachers. The results were shared with parents through a Center-wide Newsletter clarifying any concerns that were documented from the survey as well as levels of satisfaction with the program.</p> <p>A CMR was self-administered by the Program Director, Assistant Director, and Lead Teachers in April 2011. Areas needing improvement were addressed.</p>			
<p><b>A copy of the Program Self-Evaluation will be/has been presented to the Agency Board on Date</b> _____.</p>			
<p><b>Statement of Completion</b>                  I certify that a Program Self-Evaluation was completed.</p>		<p><b>Signature</b>                  Name and Title: <b>Dr. Virginia Burley</b>                  Vice President, Instruction</p>	
		<p><b>Date</b></p>	



**Environment Rating Scale Summary of Findings**

<b>Contractor/Center:</b> Mt. San Antonio Community College District Child Development Center	
<b>Contract Type and/or Cal-SAFE:</b> CSPP-0238	<b>Planning Date:</b> October 15, 2010
<b>Planner's Name and Position:</b> Janette Henry, Director	<b>Follow-up Date:</b> April 22, 2011
<b>Planner's Name and Position:</b> Tamika Addison, Assistant Director	<b>Planner's Name and Position:</b> Amy Hilliard, William Wong, Anita Valdez-Castro, Shoko Shiroma, Teachers

Sub-Scale Average	Key Findings from Environment Rating Scale	Action Steps (Include materials, training needs, any changes to schedules, space, and supervision.)	Expected Completion Date and Persons Responsible	Follow-Up (Changes made, date completed, and time extended.)
4. Room arrangements for play Score of 4	Classroom materials and shelves need to be clearly labeled in centers. Materials need to be rotated given children's interests every 4 to 5 weeks.	Labeling materials will be purchased and several dates chosen in order to complete this process.	January 2011 Anita Castro, Shoko Shiroma	All materials containers and shelves appropriately labeled. Completed February 2011.
21. Music and movement Score of 4	Need a larger variety of music materials accessible for children's use, especially musical instruments.	Purchase and ask parents to share music and instruments from their culture (in various languages).	December 2010 Shoko Shiroma Anita Castro Parents	Instruments, various multi-cultural CD's purchased and some donated by parents. Several parents spent time in the classroom talking with the children and staff about their music and culture.

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				Completed in May 2011 and has become an ongoing part of our program.
43. Opportunities for professional growth Score of 4	Some in-service training is provided, however, in the area of early math training for staff there is a deficiency.	Training meetings will be scheduled with an outside early math professional to present three workshops on this topic.	May 2011 Janette Henry, Anita Castro, Shoko Shiroma	Not yet implemented. Expected completion date December 2011. Time extended.

Use as many sheets as necessary to address key findings for all subscale averages below "5".

Desired Results Program Action Plan

<b>Contractor/Center:</b> Mt. San Antonio Community College District Child Development Center			
<b>Contract Type and/or Cal-SAFE:</b> CSPP-0238			
<b>Planner's Name and Position:</b> Janette Henry, Director			
<b>Planner's Name and Position:</b> Tamika Addison, Assistant Director			
<p><b>Program Findings (What you identified as needing improvement)</b></p> <p><u>Measure 20 LLD8: Phonological Awareness</u> 34% of children in the Younger Preschool class are not yet at the first developmental level.  <u>Measure 18 LLD6: Comprehension of age-appropriate text presented by adults</u> 62% of the Older Preschool class are at the developing level of this measure.  <u>Measure 35 Math 4: Measurement</u> 84% of children are at the developing level.  <u>Parent Survey 6.1 Interaction with other parents</u> 57% of parents would like more opportunities to interact with one another.</p>			
<b>Program Goal (What you want to accomplish.)</b>	<b>Objectives (How you will accomplish the goal.)</b>	<b>Expected Completion Date and Persons Responsible</b>	<b>Follow-Up (Changes made, date completed.)</b>
To increase children's understanding of phonological awareness and understanding that sounds and letters make up words	<ol style="list-style-type: none"> <li>At small and large group times staff will present songs and point out the similarities in different sounds.</li> <li>During group time children will follow along when asked to clap the syllables in children's names (Da-vid, An-na, etc.)</li> </ol>	May 2011 Amy Hilliard Instructional Aides	Staff trainings conducted throughout the year as children progressed to the building stage, through ongoing training all staff were able to support children as they began to blend compound words and syllables. June 2011
Increase children's understanding and responses to details and ideas from age appropriate literature	<ol style="list-style-type: none"> <li>Present a wide variety of fiction and non-fiction texts</li> <li>Develop extended activities relating to Books such as sequence cards, drawing and dictation and retelling/acting out stories.</li> </ol>	May 2011 Anita Valdez-Castro Regina Holloman	

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<p>Children will refine their measuring.                   Provide more family functions in which parents can build relationships and support for one another</p>	<p>Various activities that will support and extend children's understanding of measurement will be implemented; such as ordering objects by one measurable property which could include size, length, weight or capacity.                   Through the Center's annual "Back to School Night" event the parents will be invited to discuss and share their ideas of how to form stronger connections with each other.</p>	<p>May 2011                  Shoko Shiroma                  Faye Liu                   Janette Henry, Director                  Tamika Addison, Asst. Director                  Lead Teachers</p>	<p>June 2011                  Is an ongoing component of the curriculum                   This goal begun but will continue into 2011/12</p>
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**Personnel Roster**

(Note: Family Day Care Home Education Networks—Complete the first five boxes only.)  
 (Copy this page as needed) (Tables expand as needed)

<b>Contractor Name</b> Mt. San Antonio Community College Child Development Center		<b>Vendor Number and/or CDS Code</b> 19-6482-00-0	
<b>Program Director's Name</b> Janette Henry	<b>Permit Number</b> 060199420 <b>Permit Type</b> Program Director	<b>Permit Expiration Date</b> 4/12/12	
<b>Site Name</b> Mt. San Antonio College Child Development Center			
<b>Site Supervisor's Name</b> Janette Henry		<b>Permit Number</b> 060199420 <b>Permit Type</b> Program Director	<b>Permit Expiration Date</b> 4/1/12
<b>Contract Type and/or Cal-SAFE</b> CSPP-0238	<b>Site</b> <u>1</u> <b>of</b> <u>1</u>	<b>Number of Classrooms</b> 3	<b>Hours of Operation</b> M-Th 6:30 am-7 pm F 6:30 am-5 pm
<b>Column A Classroom</b> CSPP-0238	<b>Column B Lead Teacher's Name</b>	<b>Column C Permit Number and Type</b>	<b>Column D Expiration Date</b>
Younger Preschool	Amy S. Hilliard	090066355 Site Supervisor	4/1/14
4 Year Olds	William H. Wong	081087659 Teacher	11/1/13
State Preschool am	Anita Valdez-Castro	080103496 Prog. Director	5/1/13
State Preschool pm	Shoko Shiroma	080084905 Site Supervisor	3/1/14
<b>Site Name</b>			
<b>Site Supervisor's Name</b>		<b>Permit Number</b> <b>Permit Type</b>	<b>Permit Expiration Date</b>
<b>Contract Type and/or Cal-SAFE</b>	<b>Site</b> ___ <b>of</b> ___	<b>Number of Classrooms</b>	<b>Hours of Operation</b>
<b>Column A Classroom</b>	<b>Column B Lead Teacher's Name</b>	<b>Column C Permit Number and Type</b>	<b>Column D Expiration Date</b>

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Management Bulletin 11-01 Checklist  
 March 2011

**Fiscal Year 2010–11 Program Self-Evaluation Checklist**

<b>Legal Name of Contractor</b>	<b>Mt. San Antonio Community College District</b>
<b>Center-Based Contract Type and/or Cal-SAFE</b>	<b>CSPP-0238</b>

Complete a Program Self-Evaluation Checklist for each center-based contract and/or Cal-SAFE to ensure that each packet contains all the required forms as described below. Place a check mark in the box to verify that the item is included in the Program Self-Evaluation due by or no later than **Wednesday, June 1, 2011, 5 p.m.**

Description	Check box <input checked="" type="checkbox"/>
<b>All center-based contracts and/or Cal-SAFE must submit the following:</b>	
Agency Annual Report (CD 4000) form: (One per center-based contract and/or Cal-SAFE).	<input checked="" type="checkbox"/>
Environment Rating Scale Summary of Findings (CD 4002) form: (One per center-based contract and/or Cal-SAFE).	<input checked="" type="checkbox"/>
Desired Results Program Action Plan (CD 4003) form: (One per center-based contract and/or Cal-SAFE).	<input checked="" type="checkbox"/>
Personnel Roster (CD 3701) form: (One per center-based contract and/or Cal-SAFE). <b>Note: Family Child Care Home Education Network contractors need only fill out the first five sections.</b>	<input checked="" type="checkbox"/>
Attestation of Qualified Staff and Ratio Requirements (CD 3701A) form: (One per center-based contract and/or Cal-SAFE).	<input checked="" type="checkbox"/>

The FY 2010–11 Program Self-Evaluation must be received by the California Department of Education by or no later than **Wednesday, June 1, 2011, 5 p.m.** Mail the original documents to:

**FY 2010–11 Program Self-Evaluation**  
 Child Development Division  
 California Department of Education  
 1430 N Street, Suite 3410  
 Sacramento, CA 95814-5901

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CD 3701A  
(Revised March 2011)

### Attestation of Qualified Staff and Ratio Requirements

<b>Contractor Name</b>			
Mt. San Antonio Community College District			
<b>Vendor Number and/or CDS Code</b>	<b>CSPP-0238</b>	<b>Contract Type and/or Cal-SAFE</b>	

The following documentation will be kept in the contractor's files, updated as necessary, and made available to CDD staff upon request:

- Current Personnel Roster (CD 3701) form attached to a current, comprehensive list of **all** personnel assigned to each classroom
- Copies of current permits, credentials, or temporary county certificates
- Copies of waivers, if applicable, for the Program Director or Site Supervisor(s)

(California *Education Code (EC)* sections 8203[g], 8208[v][aa][af], 8244, 8264.5, 8264.7, 8360-8361, 8463[l][m], *California Code of Regulations*, Title 5 (5 CCR), sections 18203, 18205-18207, and 18295)

The above named contractor maintains at least the following minimum ratios at all sites and these ratios shall be determined based on actual attendance.

<b>Age Group</b>	<b>Adult:Child</b>	<b>Teacher:Child</b>
Infants (Birth to 18 months)	1:3	1:18
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Preschool (36+ up to Kindergarten)	1:8	1:24
School-Age (Kindergarten and above)	1:14	1:28

(*EC* sections 8203, and 8264.7-8264.8; 5 CCR, sections 18013[d], 18135, and 18290)

I attest under **penalty of perjury** that all applicable staff-child ratios are met for each age group and classroom and that all program staff is qualified for the position held.

<b>Signature of Authorized Representative authorized to sign Annual Report</b>		<b>Date</b>
<b>Printed name and title of Authorized Representative</b>	<b>Dr. Virginia Burley</b> <b>Title: Vice President, Instruction</b>	<b>Phone Number</b> (909) 594-5611 Ext. 5154

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Student Services Expenditure Funding 2011-12

**BACKGROUND**

Student Services programs and departments sponsor and lead many special events and activities throughout the year. Approval is needed to expend funds for specific items related to the completion of these efforts: promotional items, special supplies, recognition items, food, non-alcoholic beverages, and uniform items. Specific departments and programs include: ACES, Admissions, International Students, Outreach, EOP&S/CARE/CalWORKs, DSP&S, Assessment, Matriculation, Counseling, Advising, Transfer, Bridge, Aspire Program, Upward Bound, Student Life Office, Student Services Vice President's Office, Health Center, Financial Aid, Veteran's, Career and Transfer Services and other programs that are related to Student Services.

**ANALYSIS AND FISCAL IMPACT**

Student Services is requesting approval in concert with established guidelines and limitations for the expenditure of funds for the purpose of various special events, related costs, including contracts with vendors and conference sites to be held throughout the 2011-12 academic year. These events relate to professional meetings, training, staff development, partnership efforts, advisory committees, parent meetings, and student recognition events.

**Funding Source**

All expenditures related to these particular events and meetings will come from existing Student Services budgets from both general funds and categorical funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves expenditure of Student Services funds for costs associated with various special events for the 2011-12 academic year.

Prepared by: Audrey Yamagata-Noji

Recommended by: John S. Nixon

Agenda Item: Consent #20



<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 22, 2011</u>	<b>CONSENT</b>
<b>SUBJECT</b> <u>Associated Students Expenditure Funding 2011-12</u>	

**BACKGROUND**

Beginning with the 2009-10 fiscal year, Associated Students (A.S.) funds were deposited and accounted for by Fiscal Services. Because of this, Board approval is necessary for the expenditure of any A.S. funds, including funds to be spent for College departments, personnel, activities, special events, celebrations, special programs, conferences, banquets, A.S. elections costs, and direct support to students.

**ANALYSIS AND FISCAL IMPACT**

Associated Students is requesting approval for the expenditure of funds from July 1, 2011 through June 30, 2012.

Approval is needed to expend funds for specific items such as: catering, deposits, contracted services, donations, promotional items, special supplies, recognition items, food, non-alcoholic beverages, and uniform items.

**Funding Source**

Associated Students.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves expenditures of Associated Students funds for costs associated with various special events for the 2011-12 academic year.

Prepared by: Maryann Tolano-Leveque

Reviewed by: Audrey Yamagata-Noji

Recommended by John S. Nixon

Agenda Item: Consent #21

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Extension of Agreement – County of Los Angeles Department of Public  
Social Services

**BACKGROUND**

The County of Los Angeles, Department of Public Social Services, annually provides a grant to the CalWORKs program to provide for specialized supportive services for eligible CalWORKs students. Board approval is being requested for a contract for the next fiscal year, July 1, 2011-June 30, 2012.

The program includes academic, career and personal counseling, employment services, educational advisement, personal development workshops and case management. The agreement pays for salaries, fringe benefits, supplies, mileage, conferences, trainings, and monthly meeting expenses. The contract amount is \$86,000.

**ANALYSIS AND FISCAL IMPACT**

All activities and expenses related to this contract will be funded out of this funding source, to be used only for CalWORKs eligible students.

**Funding Source**

County of Los Angeles, Department of Public Social Services.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves extension of the agreement with the County of Los Angeles, Department of Public Social Services, through June 30, 2012.

Prepared by: Lorraine Williams

Reviewed by: Carolyn Keys/Audrey Yamagata-Noji

Recommended by: John S. Nixon

Agenda Item: Consent #22

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Contract with Wildlife Learning Center

**BACKGROUND**

The Associated Students is requesting that the Board ratify a contract with the Wildlife Learning Center for the purpose of a live animal presentation of California wildlife held during Earth Week, April 26-28, 2011. The Associated Students, in partnership with the E.A.G.L.E. Club, sponsored a three-day activity. The Wildlife Learning Center provided education about current environmental issues, their relation to society, and environmental education for the Mt. SAC Community.

**ANALYSIS AND FISCAL IMPACT**

The cost for the Wildlife Learning Center presentation is \$385. Ratification is necessary because the previous submission was as an independent contractor which applies to individuals, not organizations.

**Funding Source**

Associated Students.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the contract with Wildlife Learning Center.

Prepared by: Maryann Tolano-Leveque

Reviewed by: Carolyn Keys/Audrey Yamagata-Noji

Recommended by: John S. Nixon

Agenda Item: Consent #23

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

**DATE:** June 22, 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 05/10/11 - 06/07/11**

8116	From:	11000-300000-531000-660000 Dues and Memberships-VP Instruction	\$	1,509
	To:	11000-300000-641200-660000 New Equip.-\$200-999-VP Instruction		106
		11000-300000-641500-660000 New Equip. IT-\$200-999-VP Instruction		1,403
		To provide funds for the purchase of a printer, an iPad, and a scanner.		
8117	From:	11000-361000-241000-100800 Hrly Instr Aide Sal-Dir Instr-Dance		6,444
	To:	11000-361000-141000-100800 Hrly Noninstr Salaries-Dance		6,444
		To provide funds for hourly non-instructional salaries for the Fall and Spring dance choreographers.		

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #24

**SUBJECT:** Appropriation transfers and Budget Revisions Summary**DATE:** June 22, 2011

8118	From:	11000-661000-211000-677000 Classified Salaries-Unit A-Information Technology	\$ 36,912
		11000-960000-321000-000000 PERS-Health and Welfare	4,134
		11000-960000-331000-000000 OASDI-Health and Welfare	2,289
		11000-960000-335000-000000 Medicare-Health and Welfare	535
		11000-960000-351000-000000 SUI-Health and Welfare	594
		11000-960000-361000-000000 W/C-Health and Welfare	786
		11000-960000-371000-000000 CIL -Health and Welfare	4,631
	To:	11000-664000-584000-678000 Computer/Tech Related Serv-Enterprise Applic Sys.	49,881
		To provide funds to cover an increase in the Sungard licenses using funds from a position that was eliminated.	
8121	From:	11000-990000-792000-000000 Unallocated Contingency-Unrestricted General Fund	4,556
	To:	11900-622000-236000-655000 Overtime, Noninstructional-Grounds	1,082
		11900-622000-451000-655000 Supplies-Grounds	235
		11900-622000-641200-655000 New Equip. -\$200-999-Grounds	425
		11900-622200-236000-655000 Overtime, Noninstructional-Grounds-Irrigation	949
		11900-622200-451000-655000 Supplies-Grounds-Irrigation	1,865
		To provide funds for additional expenses for the landscape project east of Building 60.	
8123	From:	17421-410500-232000-493080 Professional Expert Salaries-AE-ESL	80,000
		17421-410500-241000-493080 Hrly Instr Aide Sal-Dir Instr-AE-ESL	21,774
		17421-410500-261000-493080 Hrly Instr Aide Sal-Other-AE-ESL	15,000
		17421-410500-335000-493080 Medicare-AE-ESL	1,195
		17421-410500-335000-493080 Medicare-AE-ESL	325
		17421-410500-351000-493080 SUI-AE-ESL	576
		17421-410500-351000-493080 SUI-AE-ESL	157
		17421-410500-361000-493080 W/C-AE-ESL	1,264
		17421-410500-361000-493080 W/C-AE-ESL	290
		17421-410500-381000-493080 Alternative Retirement Plan-AE-ESL	2,400
		17421-410500-381000-493080 Alternative Retirement Plan-AE-ESL	653
		17421-410500-451000-493080 Supplies-AE-ESL	1,891
		17421-410500-564500-493080 Maintenance Agreements-AE-ESL	1,358
	To:	17421-410500-641600-493080 New Equip. IT-\$1,000-4,999-AE-ESL	126,883
		To provide funds for the purchase of eighty computer systems for the ESL labs.	
8124	From:	17421-410505-232000-493080 Prof Expert Salaries-AE-ESL, EL Civics Section 231	16,062
		17421-410505-335000-493080 Medicare-AE-ESL, EL Civics Section 231	240
		17421-410505-351000-493080 SUI-AE-ESL, EL Civics Section 231	116
		17421-410505-361000-493080 W/C-AE-ESL, EL Civics Section 231	214
		17421-410505-381000-493080 Alt Retirement Plan-AE-ESL, EL Civics Section 231	481
		17421-410505-564500-493080 Maint. Agreements-AE-ESL, EL Civics Section 231	524

**SUBJECT:** Appropriation transfers and Budget Revisions Summary**DATE:** June 22, 2011

	To:	17421-410505-411000-493080 Textbooks-AE-ESL, EL Civics Section 231	\$ 2,961
		17421-410505-431000-493080 Instr Supplies/Materials-AE-ESL, EL Civics Section 231	2,569
		17421-410505-441000-493080 Software-Under \$200-AE-ESL, EL Civics Section 231	6,445
		17421-410505-641600-493080 New Equip IT-\$1,000-4,999-AE-ESL,EL Civics Sec 231	5,662
		To reallocate funds for the 2010-11 EL Civics Section 231 grant.	
8147	From:	11000-357000-451000-125000 Supplies-Medical Services	850
	To:	11000-355000-563000-213300 Equipment Rental and Leases-Fire Technology	850
		To provide funds for the rental of a portable restroom for the Fire Academy.	
8149	From:	11110-372020-523000-100400 Student Travel and Conference-Music-Instrumental	700
	To:	11110-372020-141000-100400 Hrly Noninstr Salaries-Music-Instrumental	700
		To provide funds for performers for a music concert.	
8150	From:	11000-373000-562000-100700 Facility Rental and Leases-Theater	1,500
	To:	11000-373000-231000-100700 Short-Term, Nonacad Salaries-Theater	1,500
		To provide funds for short-term, non-academic salaries for student employees.	
8154	From:	71005-521500-795000-696000 Reserves for Contingencies-Associated Students Office	1,533
	To:	71005-521000-731000-696000 Interfund Transfers-Out-Student Life	1,533
		To provide funds for catering services and promotional supplies for Commencement.	
8155	From:	11000-620110-451000-659000 Supplies-Energy Maintenance Projects	14,000
	To:	11000-620000-521000-659000 Travel and Conferences-Facilities Planning and Mgt	14,000
		To provide funds for OS1 training for new custodial staff.	
8159	From:	43000-990000-795000-000000 Reserves for Contingencies-Capital Outlay Proj/Redev	26,000
	To:	43000-900800-561000-660000 Contracted Services-Admin Services-Institutional	26,000
		To provide funds for contracted services with the Dolinka Group for redevelopment services.	
8161	From:	11000-350000-242000-601000 Professional Expert Sal Instr-Tech and Health Division	3,000
		11000-350000-433000-000000 Instr Supplies-Repair Parts-Tech and Health Division	1,025
		11000-350000-433000-601000 Instr Supplies-Repair Parts-Tech and Health Division	5,400
		11000-350000-511000-601000 Consultants-Tech and Health Division	5,285
		11000-350000-563000-601000 Equipment Rental and Leases-Tech and Health Division	2,590
	To:	11990-900640-641300-000000 New Equip. -\$1,000-4,999-Instr Equipment	17,300
		To reimburse funds to the Instructional Equipment district allocation, because repairs to the human simulators were funded with the WIA Allied Health grant.	

**SUBJECT:** Appropriation transfers and Budget Revisions Summary**DATE:** June 22, 2011

8162	From:	11000-345500-431000-080900 Instr Supplies/Materials-Sign Language, Interpreting	\$ 102
	To:	11000-345500-241000-080900 Hrly Instr Aide Sal-Dir Instr-Sign Language, Interpreting	102
		To provide funds for sign language interpreters.	
8190	From:	11000-300000-564500-660000 Maintenance Agreements-VP Instruction	1,451
	To:	11000-300000-641600-660000 New Equip. IT-\$1,000-4,999-VP Instruction	1,451
		To provide funds for the purchase of a computer.	
8192	From:	17631-631000-795000-000000 Reserves for Contingencies-Parking Services	10,000
	To:	17631-631000-451000-695000 Supplies-Parking Services	10,000
		To provide funds for the purchase of parking permits for the 2011-12 fiscal year.	
8193	From:	17631-631000-795000-000000 Reserves for Contingencies-Parking Services	6,000
	To:	17631-631000-641200-695000 New Equip.-\$200-999-Parking Services	6,000
		To provide funds for parts needed to repair the emergency code blue phones.	
8195	From:	17039-380460-583000-634000 Advertisement, Non-Legal-Health Careers Train Prog	200
		17039-380460-589200-634000 Svcs Catering/Prom Items-Health Careers Train Prog	3,200
	To:	17039-380460-453200-634000 Supplies-Prom Items-Health Careers Training Program	2,485
		17039-380460-471000-634000 Food Supplies-Health Careers Training Program	915
		To provide funds for promotional supplies and catering services for the health professions conference held on May 27, 2011.	
8198	From:	17079-380280-321000-79900 PERS-RISSC	200
	To:	17079-380280-232000-79900 Professional Expert Salaries-RISSC	167
		17079-380280-589200-79900 Services for Catering/Prom Items-RISSC	33
		To provide funds for professional expert salaries and catering services.	
8216	From:	11110-301030-643700-601000 Equip Lease Purch IT-Over \$5K-Natural Sci-Special Prj	1,500
	To:	11110-301030-564500-601000 Maintenance Agreements-Natural Sci-Special Projects	1,500
		To correct the budget allocation for one-time immediate needs budget requests for the fiscal year 2010-11 as approved by the President's Cabinet on January 11, 2011.	
8220	From:	11000-357000-451000-125000 Supplies-Medical Services	14
	To:	11000-357000-641200-125000 New Equip.-\$200-999-Medical Services	3
		11000-357000-641500-125000 New Equip. IT-\$200-999-Medical Services	11
		To provide additional funds for the purchase of a netbook and medical equipment.	
8225	From:	71020-521580-471000-696000 Food Supplies-AS ICC Hospitality	300
	To:	71020-521580-589200-696000 Services for Catering/Prom Items-AS ICC Hospitality	300
		To provide funds for catering services for the Inter-Club Council luncheon held on June 6, 2011.	

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8226	From:	17021-380140-116000-123000 Instr Salaries-Temp Cntrct-Enroll Growth Nursing	\$ 60,757
	To:	17021-380140-231000-123000 Short-Term, Nonacad Sal-Enroll Growth Nursing	91
		17021-380140-236000-123000 Overtime, Noninstruct-Enroll Growth Nursing	2,200
		17021-380140-242000-123000 Professional Expert Sal Instr-Enroll Growth Nursing	58,466
		To reallocate funds for the 2010-11 Enrollment Growth Nursing grant.	
8228	From:	17150-336100-521000-684000 Travel and Conferences-Center of Excellence	2,545
		17150-336100-561000-684000 Contracted Services-Center of Excellence	20,377
	To:	17150-336100-215000-684000 Classified Admin Salaries-Center of Excellence	22,922
		To provide funds for classified administrative salaries for the Director, Center of Excellence.	
8233	From:	11110-374000-583000-614000 Advertisement, Non-Legal-Art Gallery	345
	To:	11110-374000-451000-614000 Supplies-Art Gallery	345
		To provide funds for the purchase of supplies for the Art gallery exhibition class.	
8234	From:	11000-600000-589000-660000 Other Services-VP Administrative Services	300
	To:	11000-600000-641200-660000 New Equip.-\$200-999-VP Administrative Services	300
		To provide funds for the purchase of a cellular phone.	
8242	From:	11000-350000-231000-129900 Short-Term, Nonacad Salaries-Tech/Health Division	3,500
	To:	11000-350000-521000-129900 Travel and Conferences-Tech/Health Division	3,500
		To provide funds for staff training on how to repair human patient simulators.	
8243	From:	11000-990000-792000-000000 Unallocated Contingency-Unrestricted General Fund	71,000
	To:	11900-900300-561500-673000 Contr Serv-Investig Srvs-Human Resources-Institutional	35,000
		11900-900300-589000-673000 Other Services-Human Resources-Institutional	36,000
		To provide funds for investigation and ADA services through June 30, 2011.	
8244	From:	11000-990000-792000-000000 Unallocated Contingency-Unrestricted General Fund	31,517
	To:	11900-900315-561000-673000 Contracted Services-Presidential Search	24,602
		11900-900315-524000-673000 Recruitment Travel-Presidential Search	407
		11900-900315-589200-673000 Services for Catering/Prom Items-Presidential Search	5,788
		11900-900315-583000-673000 Advertisement, Non-Legal-Presidential Search	720
		To provide funds for the presidential search process.	
8249	From:	11000-620110-212000-659000 Classified Salaries-Unit B-Energy Maintenance Projects	760
	To:	11000-620000-141000-659000 Hrlly Noninstr Salaries-Facilities Planning and Mgt	760
		To provide funds for hourly non-instructional salaries for serving on a hiring committee.	



**SUBJECT:** Appropriation transfers and Budget Revisions Summary**DATE:** June 22, 2011

8251	From:	11300-523000-521000-643000 Travel and Conferences-EOPS	\$ 82
	To:	11300-523000-453200-643000 Supplies-Promotional Items-EOPS	82
		To provide funds for college-ruled notebooks.	
8252	From:	17541-523000-335000-493000 Medicare-EOPS	27
		17541-523000-351000-493000 SUI-EOPS	12
		17541-523000-381000-493000 Alternative Retirement Plan-EOPS	54
	To:	17541-902500-231500-643000 Short-Term, NA Sal, Work Study-Federal Work Study	93
		To provide funds for work-study student salaries.	
8253	From:	11000-325000-421000-675000 Books, Magazines, Periodicals/Fees-Prof/Org Dev	500
		11000-325000-451000-675000 Supplies-Professional and Organizational Dev	1,000
	To:	11000-325000-141000-675000 Hrly Noninstr Salaries-Professional/Organizational Dev	1,500
		To provide funds for the presenters who provided professional development workshops.	
8261	From:	11000-340000-521000-601000 Travel/Conferences-Humanities/Social Sciences Div	50
		11000-340000-589200-601000 Svcs Catering/Prom Items-Humanities/Social Sci Div	300
	To:	11000-342000-471000-150600 Food Supplies-Communication	350
		To provide funds for the purchase of food for the celebration of the Forensics team's win at Nationals.	
8262	From:	11000-342520-231000-060200 Short-Term, Nonacad Salaries-Journalism	995
	To:	11000-342520-589000-060200 Other Services-Journalism	995
		To provide additional funds for the printing of the Spring 2011 issue of Substance magazine.	
8263	From:	11000-370000-231000-601000 Short-Term, Nonacad Salaries-Arts Division	250
	To:	11000-372020-141000-100400 Hrly Noninstr Salaries-Music-Instrumental	250
		To provide funds for hourly non-instructional salaries for assistance with the music library and the coordination of concerts.	
8267	From:	11000-373000-451000-100700 Supplies-Theater	400
		11000-373000-562000-100700 Facility Rental and Leases-Theater	1,600
		11000-373000-583000-100700 Advertisement, Non-Legal-Theater	900
		11000-373000-641300-100700 New Equip.-\$1,000-4,999-Theater	1,600
	To:	11000-373000-231000-100700 Short-Term, Nonacad Salaries-Theater	4,500
		To provide funds for student salaries to help build the sets for the Theater department.	
8276	From:	11000-502100-471000-620000 Food Supplies-International Student Program	4,100
	To:	11000-502100-589200-620000 Svcs Catering/Prom Items-International Student Prog	4,100
		To provide funds for the upcoming "Welcome Reception" for the international students event.	

**SUBJECT:** Appropriation transfers and Budget Revisions Summary

**DATE:** June 22, 2011

8277	From:	17069-380450-232000-094600 Prof Expert Sal-High Growth and Emerging Industries	\$ 137,632
		17069-380450-764000-732000 Book Vouchers-High Growth and Emerging Industries	15,320
	To:	17069-380450-111000-094600 Instr Sal-Regular-High Growth and Emerging Industries	30,102
		17069-380450-131000-094600 Hrly Instr Sal-Sum/Win Session-High Growth/Emerg Ind	12,692
		17069-380450-131500-094600 Overload-Cr Instr-Inter-High Growth and Emerging Ind	13,132
		17069-380450-133500-094600 Hrly Instr Sal-Office Hrs-High Growth and Emerging Ind	640
		17069-380450-135000-094600 Faculty Overload-Instr-High Growth and Emerging Ind	34,104
		17069-380450-141000-094600 Hrly Noninstr Sal-High Growth and Emerging Industries	21,010
		17069-380450-147000-094600 Faculty Overload-Non Instr-High Growth/Emerging Ind	10,720
		17069-380450-147500-094600 Overload-Cr Noninstr-Inter-High Growth/Emerging Ind	15,232
		17069-380450-411000-094600 Textbooks-High Growth and Emerging Industries	15,320
		To reallocate funds for the High Growth Emerging Industries grant.	
8279	From:	11000-620000-451000-659000 Supplies-Facilities Planning and Mgt	7,000
	To:	11000-620000-521000-659000 Travel and Conferences-Facilities Planning and Mgt	7,000
		To provide funds for custodial staff training to increase the implementation of the OS1 cleaning program.	
8300	From:	17041-380120-755000-732000 Grants, Other-Child Development Trng Consortium	17
	To:	17041-380120-585000-130500 Postage-Child Development Trng Consortium	17
		To provide funds for postage for the mailing of student profiles.	

**SUBJECT:** Appropriation transfers and Budget Revisions Summary

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**BUDGET REVISIONS**  
For the period 05/10/11 - 06/06/11

**Unrestricted General Fund**

**Writing Center, Printing Fees**

8112	Revenue:	13341-340100-887700-150100	Local Revenue	\$ 3,296
	Expenditures:	13341-340100-431500-150100	Instr Supplies-Material Fees	3,294
		13341-340100-641500-150100	New Equip. IT-\$200-999	2

**Parking-Facility Rental Fees**

8112	Revenue:	13631-631000-888107-695000	Local Revenue	11,973
	Expenditures:	13631-631000-451000-695000	Supplies	11,973

**Ceramics, Clay Fees**

8112	Revenue:	13701-371000-887700-100100	Local Revenue	2,761
	Expenditures:	13701-371000-431500-100100	Instr Supplies-Material Fees	2,761

**Business, Color Copy/Laser Fees**

8112	Revenue:	13702-330000-887700-000000	Local Revenue	2,329
	Expenditures:	13702-330000-431500-000000	Instr Supplies-Material Fees	2,329

**Architecture/Design, Production Fees**

8112	Revenue:	13703-352500-887700-095300	Local Revenue	145
	Expenditures:	13703-352500-431000-095300	Instr Supplies/Materials	145

**Health Careers, Lab Print Fees**

8112	Revenue:	13704-350500-887700-129900	Local Revenue	196
	Expenditures:	13704-350500-431500-129900	Instr Supplies-Material Fees	196

**Arts, Materials Fees**

8112	Revenue:	13705-371000-887700-100100	Local Revenue	150
	Expenditures:	13705-371000-431000-100100	Instr Supplies/Materials	150

**Photographics, Production Fees**

8112	Revenue:	13706-376000-887700-103000	Local Revenue	360
	Expenditures:	13706-376000-431500-103000	Instr Supplies-Material Fees	360

**SUBJECT:** Appropriation transfers and Budget Revisions Summary

**DATE:** June 22, 2011

<b>Commercial Art, Print Fees</b>			
8112	Revenue:	13707-371010-887700-101300 Local Revenue	\$ 300
	Expenditures:	13707-371010-431000-101300 Instr Supplies/Materials	300
<b>Arts, Print Making Fees</b>			
8112	Revenue:	13708-371000-887700-100100 Local Revenue	864
	Expenditures:	13708-371000-431500-100100 Instr Supplies-Material Fees	864
<b>Animation, Paper Fees</b>			
8112	Revenue:	13709-371010-887700-101300 Local Revenue	150
	Expenditures:	13709-371010-431500-101300 Instr Supplies-Material Fees	150
<b>Nursing, HESI Test Fees</b>			
8112	Revenue:	13731-351000-887700-123000 Local Revenue	12,170
	Expenditures:	13731-351000-584000-123000 Computer/Technlgy Related Serv	12,170
<b>Welding Certification Fees</b>			
8112	Revenue:	13734-353520-887700-095650 Local Revenue	320
	Expenditures:	13734-353520-431500-095650 Instr Supplies-Material Fees	320
<b>Bursar's Office, Duplicate ID Fees</b>			
8112	Revenue:	13741-900810-888500-672000 Local Revenue	8,770
	Expenditures:	13741-900810-451000-672000 Supplies	8,770
<b>Paramedic Program, Materials Fees</b>			
8152	Revenue:	13711-357030-888545-125100 Local Revenue	2,100
	Expenditures:	13711-357030-431000-125100 Instr Supplies/Materials	2,100
<b>Student Life-Commencement</b>			
8153	Revenue:	13522-521000-898001-696000 Local Revenue	1,533
	Expenditures:	13522-521000-589200-696000 Services for Catering/Prom Items	1,533
<b>Veteran's Services</b>			
8236	Revenue:	13504-504100-816000-648000 Federal Revenue	1,617
	Expenditures:	13504-504100-451000-648000 Supplies	1,508
		13504-504100-471000-648000 Food Supplies	24
		13504-504100-521000-648000 Travel and Conferences	35
		13504-504100-563000-648000 Equipment Rental and Leases	50

**SUBJECT:** Appropriation transfers and Budget Revisions Summary**DATE:** June 22, 2011**Printing Services**

8241	Revenue:	13630-663000-889000-677000 Other Revenues	\$ 10,104
	Expenditures:	13630-663000-563000-677000 Equipment Rental and Leases	10,104

**Custodial-Recycling**

8259	Revenue:	13621-625000-889000-653000 Other Revenues	1,885
	Expenditures:	13621-625000-451000-653000 Supplies	1,885

**Respiratory Therapy Test Fees**

8301	Revenue:	13733-356000-887700-121000 Local Revenue	3,434
	Expenditures:	13733-356000-584000-121000 Computer/Technlgy Related Serv	3,434

**Restricted General Fund****2010-11 Non Credit Matriculation**

8196	Revenue:	17411-480000-862901-000000 State Revenue	(40,393)
	Expenditures:	17411-480000-211000-632000 Classified Salaries-Unit A	(11,104)
		17411-480000-232000-632000 Professional Expert Salaries	136,501
		17411-480000-321000-632000 PERS	(1,189)
		17411-480000-331000-632000 OASDI	(690)
		17411-480000-335000-632000 Medicare	1,877
		17411-480000-351000-632000 SUI	902
		17411-480000-361000-632000 W/C	1,658
		17411-480000-371000-632000 CIL	(1,940)
		17411-480000-381000-632000 Alternative Retirement Plan	4,095
		17411-480000-391000-632000 Retiree Benefits	(96)
		17411-510000-111000-493000 Instructional Salaries-Regular	(13,832)
		17411-510000-123000-632000 Noninstr Salaries-Counselors	(124,493)
		17411-510000-311000-493000 STRS	(1,141)
		17411-510000-311000-632000 STRS	(10,271)
		17411-510000-335000-493000 Medicare	(201)
		17411-510000-335000-632000 Medicare	(1,806)
		17411-510000-351000-493000 SUI	(101)
		17411-510000-351000-632000 SUI	(895)
		17411-510000-361000-493000 W/C	(196)
		17411-510000-361000-632000 W/C	(1,755)
		17411-510000-371000-493000 CIL	(1,452)
		17411-510000-371000-632000 CIL	(13,059)
		17411-510000-391000-493000 Retiree Benefits	(120)
		17411-510000-391000-632000 Retiree Benefits	(1,085)

**SUBJECT:** Appropriation transfers and Budget Revisions Summary

**DATE:** June 22, 2011

**2010-11 Credit Matriculation**

8197	Revenue:	17511-500010-862901-000000 State Revenue	\$ (206,694)
	Expenditures:	17511-500000-211000-645000 Classified Salaries-Unit A	(46,961)
		17511-500000-321000-645000 PERS	(5,028)
		17511-500000-331000-645000 OASDI	(2,912)
		17511-500000-335000-645000 Medicare	(681)
		17511-500000-351000-645000 SUI	(338)
		17511-500000-361000-645000 W/C	(662)
		17511-500000-371000-645000 CIL	(9,262)
		17511-500000-391000-645000 Retiree Benefits	(409)
		17511-502000-211000-620000 Classified Salaries-Unit A	(45,891)
		17511-502000-321000-620000 PERS	(4,914)
		17511-502000-331000-620000 OASDI	(2,845)
		17511-502000-335000-620000 Medicare	(665)
		17511-502000-351000-620000 SUI	(331)
		17511-502000-361000-620000 W/C	(663)
		17511-502000-371000-620000 CIL	(5,871)
		17511-502000-391000-620000 Retiree Benefits	(413)
		17511-503000-121000-632000 Educational Admin-Regular	(31,236)
		17511-503000-211000-632000 Classified Salaries-Unit A	(13,898)
		17511-503000-311000-632000 STRS	(2,577)
		17511-503000-321000-632000 PERS	(1,488)
		17511-503000-331000-632000 OASDI	(861)
		17511-503000-335000-632000 Medicare	(453)
		17511-503000-335000-632000 Medicare	(201)
		17511-503000-351000-632000 SUI	(101)
		17511-503000-351000-632000 SUI	(225)
		17511-503000-361000-632000 W/C	(229)
		17511-503000-361000-632000 W/C	(516)
		17511-503000-371000-632000 CIL	(599)
		17511-503000-371000-632000 CIL	(926)
		17511-503000-391000-632000 Retiree Benefits	(151)
		17511-503000-391000-632000 Retiree Benefits	(340)
		17511-510000-111000-493000 Instructional Salaries-Regular	98
		17511-510000-123000-631000 Noninstr Salaries-Counselors	882
		17511-510000-211000-631000 Classified Salaries-Unit A	(20,418)
		17511-510000-311000-493000 STRS	9
		17511-510000-311000-631000 STRS	73
		17511-510000-321000-631000 PERS	(2,187)
		17511-510000-331000-631000 OASDI	(1,266)
		17511-510000-335000-493000 Medicare	1

**SUBJECT:** Appropriation transfers and Budget Revisions Summary

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17511-510000-335000-631000 Medicare	\$	14
17511-510000-335000-631000 Medicare		(296)
17511-510000-351000-631000 SUI		7
17511-510000-351000-631000 SUI		(147)
17511-510000-361000-493000 W/C		(26)
17511-510000-361000-631000 W/C		(224)
17511-510000-361000-631000 W/C		(361)
17511-510000-371000-631000 CIL		(739)
17511-510000-391000-493000 Retiree Benefits		(23)
17511-510000-391000-631000 Retiree Benefits		(242)
17511-510000-391000-631000 Retiree Benefits		(202)

**Aid Success Project**

8237 Revenue:	17118-504300-882000-646000 Local Revenue	50,000
Expenditures:	17118-504300-211000-646000 Classified Salaries-Unit A	15,300
	17118-504300-214000-646000 Supervisor Salaries	629
	17118-504300-215000-646000 Classified Admin Salaries	5,163
	17118-504300-236000-646000 Overtime, Noninstructional	21,067
	17118-504300-321000-646000 PERS	2,258
	17118-504300-331000-646000 OASDI	2,142
	17118-504300-335000-646000 Medicare	517
	17118-504300-351000-646000 SUI	267
	17118-504300-361000-646000 W/C	492
	17118-504300-371000-646000 CIL	1,638
	17118-504300-391000-646000 Retiree Benefits	174
	17118-504300-451000-646000 Supplies	19
	17118-504300-471000-646000 Food Supplies	(671)
	17118-504300-589200-646000 Services for Catering/Prom Items	1,005

**Capital Outlay Projects Fund**

**Agricultural Building Landscaping Project**

8164 Revenue:	41901-770510-889000-710000 Local Revenue	9,946
Expenditures:	41901-770510-612000-710000 Site Improvement	9,946

**Lease Revenue Bonds (COPS)**

8188 Revenue:	41052-940330-886000-000000 Local Revenue	856
Expenditures:	41052-700210-621000-710000 New Buildings	856

**SUBJECT:** Appropriation transfers and Budget Revisions Summary

**DATE:** June 22, 2011

**District Insurance Settlement - Water Damage at Buildings 9C and 20**

8271	Revenue:	41061-940340-891001-710000	Local Revenue	\$	35,592
	Expenditures:	41061-700670-622000-710000	Addition to Bldgs under 150K		35,592

**Energy Projects-District**

8304	Revenue:	41055-700151-889000-710000	Local Revenue		4,249
	Expenditures:	41055-700151-622000-710000	Addition to Bldgs under 150K		4,249

**Energy Projects-District**

8305	Revenue:	41055-700151-889000-710000	Local Revenue		1,508
	Expenditures:	41055-700151-622000-710000	Addition to Bldgs under 150K		1,508

**Energy Projects-District**

8307	Revenue:	41055-700151-889000-710000	Local Revenue		68,750
	Expenditures:	41055-700151-622000-710000	Addition to Bldgs under 150K		68,750

**Scholarship Trust Fund**

**2010-11 Scholarships**

8307	Revenue:	75000-910000-882000-732000	Local Revenue		476,228
	Expenditures:	75000-910000-769000-732000	Other Student Aid		476,228

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$195,284), Restricted General Fund (\$254,224), Capital Outlay Projects/Redevelopment Fund (\$26,000), and Associated Students Trust Fund (\$1,833) 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 (\$64,457), Restricted General Fund (\$-197,087), Capital Outlay Projects – No. 1 Fund (\$120,901), and Scholarship Trust Fund (\$476,228) pursuant to the California Code of Regulations, Title 5, Section 58308.



<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 22, 2011</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Independent Contractors</u>	

**BACKGROUND**

Approval of Independent Contractors.

**ANALYSIS AND FISCAL IMPACT**

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

PROVIDER	AREA/DEPARTMENT	SERVICE/ASSIGNMENT	DATE(S)	AMOUNT
Sheila Dufresne	Family & Consumer Sciences (FCS)	Distribute FCS Flash! Newsletter; post all materials to FCS website; create FCS marketing materials	7/1/11-6/30/12	Not to exceed \$32,000
Ray C. Hooper dba Leadership Training Associates	Public Safety & Parking Services	Provide training for Public Safety and Parking Services employees	7/1/11-6/30/12	Not to exceed \$5000
Shawn Serrano	Center of Excellence CTE Hub	Research, marketing services and project management	7/1/11-12/31/11	Not to exceed \$30,000 plus travel expenses
Roger Shew	Music	Adjudicator, Instrumental Jazz Festival	4/30/11	Not to exceed \$400
Mary Tengdin	Perkins/Nutrition	Guest Speaker, Nutrition Forum	5/16/11	Not to exceed \$150
Sheilesha Willis	Center of Excellence	Research projects, surveys and data analysis	7/1/11-12/31/11	Not to exceed \$22,000 plus travel expenses

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #25

**SUBJECT:** Independent Contractors

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**DATE:** June 22, 2011

**Funding Source**

Unrestricted General Fund: Music and Public Safety.

Restricted General Fund: Perkins/Nutrition, Center of Excellence CTE Hub, Center of Excellence, and Family and Consumer Sciences.

**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:** June 22, 2011

**CONSENT**

**SUBJECT:** Tentative Budget for Fiscal Year 2011-2012

**BACKGROUND**

In accordance with Title 5 of the California Code of Regulations, Section 58300, community college districts must adopt a tentative budget each year on or before the first day of July. Most expenditures, such as salaries, fringe benefits, supplies, contracts, and services and utilities, are considered to be ongoing and part of what is called the operational budget.

**ANALYSIS AND FISCAL IMPACT**

This has been another difficult year to project a Tentative Plan and Budget for the fiscal year 2011-12, due to the State's ongoing budget crisis and the constant changing projections of the amount of the apportionment reductions. The uncertainty of how the State will solve the current budget gap keeps community colleges extremely vulnerable at this point, as major revenue cuts and student fee increases have become a reality.

The Chancellor's Office has estimated, based on the Governor's proposed cuts, that Mt. SAC's 2011-12 apportionment revenue will be reduced by an estimated \$7,916,000. This amount represents Mt. SAC's share of a \$290 million statewide apportionment reduction and a projected \$25 million shortfall in enrollment fees. The 2011-12 revenue projections do not include a cost-of-living adjustment (COLA) or FTES growth revenue. In addition, Lottery funds are projected to decrease from \$115 to \$111 per FTES. Interest revenue has been slightly decreased as a result of the low interest rates and declining cash balances.

Included in the budget are ongoing expenditure increases, which include the annual step-and-column salary progression along with the associated employer-paid benefits and a placeholder for rate-driven increases. In reaction to the proposed severe revenue reductions, the College has reduced course offerings for a second time, which will result in an estimated \$1,725,574 in ongoing expenditure savings. As a result of this cost-savings measure, the College was able to cover the mandatory increased expenditures, and the total ongoing expenditure budget has only increased by \$962,646 from the 2010-11 Adopted Budget.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #26

**SUBJECT:** Tentative Budget for Fiscal Year 2011-2012

**DATE:** June 22, 2011

It is anticipated that the College will end the 2010-11 fiscal year with an “estimated” positive variance of \$9,609,226. This positive variance is a direct result of a campus-wide effort to conserve resources and an increase in the number of vacant positions, which resulted in salary and benefit savings.

As always, the budget is considered a dynamic planning document flexible enough to be responsive to the College’s needs, yet very dependent upon uncertain, variable revenue. Included in the budget are ongoing general fund revenues of \$136,219,972, which were largely projected using information that was provided by the State Chancellor’s Office.

Ongoing expenditures are estimated at \$143,754,324, leaving a projected ongoing budget deficit of \$7,534,352. The President’s Advisory Task Force on Fiscal Planning is in the process of identifying additional budget strategies for reducing the College’s ongoing budget deficit. Unfortunately, the economic and financial outlook does not look much better for 2012-13. Therefore, the College will be working with the entire College community to make further budget reductions for the 2012-13 fiscal year.

Also budgeted are estimated one-time expenditures totaling \$6,619,997, which include the estimated 2010-11 budget carryovers, temporary backfill for the categorical programs, and the upcoming election expense.

Further revisions will be made and greater detail presented for approval with the Public Hearing and presentation of the Adopted Plan and Budget at the September 14, 2011, Board of Trustees meeting.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees reviews and adopts the Tentative Budget (distributed as a separate document) for Fiscal Year 2011-12.

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Amendment to Strata Information Group Contract

**BACKGROUND**

The director and five staff members in the Enterprise Application Systems (EAS) department are retiring, effective June 30, 2011. In addition, one supervisor announced her intention to retire, effective August 31, 2011, and a Database Administrator position is vacant. These eight positions constitute more than half of the staff assigned to support the various administrative systems including Banner.

Strata Information Group (SIG), San Diego, has provided technical and functional support services to the College since July 2006, for the implementation and maintenance of Banner and related software products. The current contract ends January 31, 2012.

**ANALYSIS AND FISCAL IMPACT**

To ensure continued operation and maintenance of Banner and related systems, the College needs to amend the contract with SIG and extend it to July 31, 2013. SIG has agreed to not increase its hourly rate of \$150. The amended contract includes an additional 1,200 hours of consulting services at a cost not to exceed \$200,000, including reasonable travel expenses. The consulting hours will be utilized on an as-needed basis for critical technical upgrade and maintenance work due to the significant number of retirees from the EAS department. The College will be invoiced monthly for actual hours and expenses.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Victor A. Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #27

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Resolution No. 10-10 – Temporary Inter-fund Cash Borrowing

**BACKGROUND**

Due to the State's current financial crisis, Mt. San Antonio College's State apportionment revenue continues to be deferred on a monthly basis. As a result, this deferral could potentially create a cash shortage in the General Fund.

**ANALYSIS AND FISCAL IMPACT**

Mt. SAC may be in a position where it becomes necessary to temporarily borrow cash from other District funds in order to maintain a positive cash balance in the General Fund. This temporary loan may need to occur depending on the status of payments to vendors and to cover payroll expenses. Fiscal Services will continue to monitor the cash flow needs on a daily basis and will only transfer funds to the General Fund on an as-needed basis.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended the Board of Trustees approves Mt. San Antonio College's Resolution No. 10-10 authorizing temporary inter-fund cash borrowing.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #28

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT  
INTER-FUND CASH BORROWING  
RESOLUTION NO. 10-10**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE MT. SAN ANTONIO  
COMMUNITY COLLEGE DISTRICT, LOS ANGELES COUNTY, CALIFORNIA,  
AUTHORIZING INTER-FUND CASH BORROWING**

WHEREAS, the governing board of any community college district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations; and

WHEREAS, the transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account;

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Mt. San Antonio Community College District, adopts the following authorization for the fiscal years 2010-11 and 2011-12 to temporarily transfer funds between the following funds provided that all transfers are approved by the President/CEO or designee:

Fund 39 – Health Services Fund  
Fund 41 – Capital Outlay Projects Fund  
Fund 42 – Bond Construction Fund  
Fund 43 – Capital Outlay Projects Fund  
Fund 44 – BAN Construction Fund  
Fund 71 – Associated Students Trust Fund  
Fund 75 – Scholarship and Loan Trust Fund

PASSED AND ADOPTED by the Governing Board on June 22, 2011, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTENTIONS:

Board of Trustees of the Mt. San Antonio  
Community College District

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Dr. John S. Nixon, College President/CEO

Attest:

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

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Annual Approval of Aircraft Repair Services – Nostalgia Airways, Inc. for  
Fiscal Year 2011-12

**BACKGROUND**

The College's Aviation program, located at the Brackett Airfield, manages and maintains five aircraft for student flight training purposes. The aircraft require scheduled maintenance per Federal Aviation Administration (FAA) requirements, periodic engine overhauls, and occasional off-schedule service when unexpected repairs are required. Nostalgia Airways Inc., dba NAI Aircraft Services, has been identified as the single maintenance center at Brackett Airfield available to service the College's aircraft.

**ANALYSIS AND FISCAL IMPACT**

At its meeting on March 28, 2007, the Board of Trustees approved the sole-source procurement of aircraft maintenance services for the College's aircraft from Nostalgia Airways, Inc., dba NAI Aircraft Services, as allowed under Public Contract Code (PCC) Section 3400(b)(3), which permits the purchase of "...a necessary item that is only available from one source."

Approval is sought to continue procurement of aircraft maintenance services from NAI Aircraft Services at a cost of up to \$95,000 for the 2011-12 fiscal year.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the procurement of aircraft maintenance services for the College's aircraft from Nostalgia Airways, Inc., dba NAI Aircraft Services, for the 2011-12 fiscal year.

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #29



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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Annual Advertisements for Goods and Services for Fiscal Year 2011-12

**BACKGROUND**

Each year bids are prepared for goods and services that are necessary to the operation of the College. Education Code section 81641 requires that we publish these bids in a local newspaper at least once a week for a period of two weeks.

**ANALYSIS AND FISCAL IMPACT**

The following is a list of goods and services for which the College may need to advertise in the 2011-12 fiscal year:

Audio/Visual Supplies and Equipment  
Computers and Related Equipment  
Construction Projects  
Furniture  
Maintenance Agreements

Maintenance Projects  
Printing Class Schedules  
Rental of Equipment  
Supplies and Equipment

The College anticipates spending approximately \$10,000 in advertising costs for the 2011-12 fiscal year.

**Funding Source**

The cost associated with advertising construction projects will be charged to each project. The cost for advertising all other goods and services will be funded from the College's Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorizes the advertisement of the above listed goods and services as needed for the 2011-12 fiscal year.

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #30

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT** Sale of Miscellaneous Surplus, Scrap Metal, and Salvage Items for  
Fiscal Year 2011-12

**BACKGROUND**

In an attempt to keep areas from becoming unsightly and hazardous, it is necessary to remove scrap metal, furniture, and miscellaneous salvage items that are no longer being used in instructional programs. In the past, we have received authorization from the Board of Trustees to deal directly with recycling vendors and/or private individuals wishing to acquire these items. This request will allow the College to continue working with local recycling vendors and/or private individuals for the 2011-12 fiscal year.

**ANALYSIS AND FISCAL IMPACT**

Education Code section 81452 allows the sale of personal property by an employee of the College empowered for that purpose by the Board when items do not exceed the value of \$5,000.00. Examples of items that would be sold during the course of the year would include scrap metal, surplus furniture, obsolete HVAC units, and obsolete computers/parts (which have only salvage value). None of these items at any given time during the course of the year would exceed the amount stated in Education Code section 81452.

The amount of money derived from the disposal of surplus materials and equipment varies from year to year and is dependent upon the type, quantity, and intrinsic value of such items.

**Funding Source**

Any funds received are either deposited into the College's General Fund or into the program from which they were originally purchased.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorizes the sale of scrap metal and miscellaneous salvage items for the 2011-12 fiscal year and delegate to the Purchasing Manager the authority to sell these items.

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #31

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Annual Approval of Investment Policy Statement

**BACKGROUND**

The Investment Policy must be presented annually for Board approval and was last approved on June 16, 2010.

This Investment Policy Statement complies with Government Code section 16481.2, requiring community colleges to set parameters of investment of excess funds. This requirement was passed into law subsequent to the Orange County bankruptcy. It is the intent of this policy to set the parameters of the scope of investments allowed by law and then to restrict that scope by what is called an Investment Memorandum. In addition, pursuant to Government Code section 53646, we also submit quarterly investment reports to the Board.

**ANALYSIS AND FISCAL IMPACT**

The current practice of the College is to deposit all funds directly with the County Office of the L. A. County Treasurer. The law does allow colleges to invest funds where high liquidity is not required in other investments, as outlined in the code and policy statement that is attached. It is our intent to adopt a conservative approach and, when modification is needed, the Memorandum can be changed by the Board of Trustees.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the attached Investment Policy Statement.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #32

**SUBJECT:** Annual Approval of Investment Policy Statement

**DATE:** June 22, 2011

## **INVESTMENTS**

### **1. Objective**

The primary objectives, for Mt. San Antonio Community College District's Investment activities shall be:

**Safety:** Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio.

**Liquidity:** The District's investment portfolio will remain sufficiently liquid to enable the District to meet all its operating requirements.

**Return on Investment:** The District's investment portfolio shall be designed with the objective of attaining a market average rate of return throughout budgetary and economic cycles, commensurate with the District's investment risk constraints and the cash flow characteristics of the portfolio.

### **2. Prudence**

The District shall conduct its investment program utilizing the "Prudent Investor" standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with care, skill, prudence and diligence under circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and like aims.

### **3. Delegation of Authority**

Authority to manage the District's investment program is derived from the Board of Trustees. Management responsibility for the investment program is hereby delegated to the President and Vice President, Administrative Services for a one-year period. Subject to review, the Board of Trustees may renew the delegation of the authority pursuant to this section each year.

### **4. Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal

**SUBJECT:** Annual Approval of Investment Policy Statement

**DATE:** June 22, 2011

financial/investment positions that could be related to the performance of the District's portfolio.

## **5. Acceptable Investments**

Sections 53600 et. seq. of the California Government Code provide basic investment limits and guidelines for government entities. In the event an apparent discrepancy is found between this policy and the Government Code, the more restrictive parameters will take precedence.

- a. U. S. Treasury Instruments: United States Treasury notes, bonds bills or certificates of indebtedness, or those for which the full faith and credit of the United States is pledged to payment of principal and interest. There is no limitation as to the percentage of the portfolio invested in this category.
- b. Federal Agency and Instrumentality Securities: Federal Agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There is no limitation as to the percentage of the portfolio invested in this category.
- c. State of California and local debt, bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
- d. Medium-Term Note Obligations: Medium-term corporate notes, defined as all corporate and depository institution securities with a maximum remaining maturity of five (5) years or less, issued by corporations organized and operating within the United States or depository institutions licensed by the United States or any state and operating within the United States. Medium-term notes shall be rated "A" or higher by a nationally recognized statistical-rating organization (NRSRO). No more than 30% of the portfolio can be invested in corporate obligations.
- e. Pass-through Securities: Any collateralized mortgage obligation, mortgage-backed or other pay-through bond shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a nationally recognized rating service and rated in a rating category of "AA" or its equivalent or better by a national recognized rating service. No more than 20% of the portfolio can be invested in this category
- f. Bankers Acceptances: Purchases of bankers' acceptances may not exceed 180 days' maturity. No more than 40% of the portfolio can be invested in bankers' acceptances. No more than 10% of the portfolio can be placed in a bankers acceptances of any single commercial bank.

**SUBJECT:** Annual Approval of Investment Policy Statement

**DATE:** June 22, 2011

- g. **Commercial Paper:** Commercial paper rated the highest ranking or of the highest letter or number rating as provided by a nationally recognized statistical-rating organization. The entity that issues the commercial paper shall meet one of two sets of criteria: (1) The corporation shall be organized and operating within the United States, shall have total assets in excess of five hundred million dollars (\$500,000,000), and shall issue debt, other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical-rating organization. (2) The corporation shall be organized within the United States as a special purpose corporation, trust, or limited liability company, has program-wide credit enhancements including, but not limited to, over collateralizations, letters of credit, or surety bond; has commercial paper that is rated "A-1" or higher, or equivalent by a nationally recognized statistical-rating organization. Eligible commercial paper may not exceed 270 days' maturity nor represent more than 10% of the outstanding paper of an issuing corporation. No more than 15% of the portfolio can be invested in commercial paper, unless the dollar-weighted average of commercial paper held is less than 31 days. Given this restriction, a maximum of 25% of the portfolio can be invested in commercial paper.
- h. **Negotiable Certificates of Deposit:** Negotiable certificates of deposit issued by a nationally or state-chartered bank or a state or federal association or by a state-licensed branch of a foreign bank. The maximum maturity for investments in this category is one year. Purchases are limited to issuers whose short-term debt is rated A1/P1. A maximum of 30% of the District's portfolio may be invested in this category.
- i. **Repurchase Agreements:** Repurchase agreements are to be used solely as short-term investments not to exceed 30 days. The District may enter into repurchase agreements with primary government securities dealers rated "A" or better by two nationally recognized statistical rating services. Counterparties should also have (i) a short-term credit rating of at least A1/P1; (ii) minimum assets and capitalized size of \$25 billion in assets and \$350 million in capital; (iii) five (5) years of acceptable audited financial results; and (iv) a strong reputation among market participants.

The following collateral restrictions will be observed: Only U.S. Treasury securities or Federal Agency securities, as described in Section 770.6 (a) and (b), herein, will be acceptable collateral. All securities underlying repurchase agreements must be delivered to the District's custodian bank versus payment or be handled under a properly executed tri-party repurchase agreement. The total market value of all collateral for each repurchase agreement must equal or exceed 102 percent of the total dollar value of the money invested subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day. For any repurchase agreement with a term of more than one day, the value of the underlying securities must be reviewed on an on-going basis according to market conditions. Market value must be calculated each time there is a substitution of collateral.

**SUBJECT:** Annual Approval of Investment Policy Statement

**DATE:** June 22, 2011

The District or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to the repurchase agreement. The District shall have properly executed a PSA agreement with each counterparty with which it enters into a repurchase agreement.

- j. Money Market Funds: Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 and following). The company shall have met either of the following criteria: (A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations. (B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than 5 years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).
- k. LAIF: If the District has funds invested in the Local Agency Investment Fund (LAIF), the District shall maintain on file LAIF's current investment policy and its requirements for participation, including limitations on deposits or withdrawals. A maximum of \$40 million may be invested in the State Pool.
- l. LACPIF: If the District has funds invested in the Los Angeles County Pooled Investment Fund (LACPIF), the District shall maintain on file LACPIF's current investment policy and its requirements for participation.

## **6. Maturity Parameters**

Maximum maturity of any single issue: 5 years

## **7. Safekeeping and Custody**

All security transactions entered into by the District shall be conducted on a delivery-versus-payment basis. Securities will be held by a third party custodian designated by the President and Vice President of Administrative Services and evidenced by safekeeping receipts with a written custodial agreement. The securities will be held directly in the name of the District as beneficiary.

## **8. Diversification**

The District will diversify its investments by security type, institution, and maturities to prevent incurring unreasonable or avoidable risks regarding specific security types, individual financial institutions or maturity segments.

**SUBJECT:** Annual Approval of Investment Policy Statement

**DATE:** June 22, 2011

## **9. Internal Controls**

The District will establish a system of internal controls to ensure compliance with the Investment Policy of the District and the California Government Code.

## **10. Reporting**

Although the Legislature suspended these mandates and local agencies are no longer required to submit quarterly investment reports or the investment policy on an annual basis, they encouraged local agencies to continue to submit these reports to their governing board.

- 11.** Investments shall be limited to the parameters of this Investment Policy until it is amended by an affirmative vote of a majority of the members of the Mt. San Antonio College Board of Trustees. The District Board shall issue an Investment Memorandum authorizing the administration to make investments on the District's behalf. The Memorandum shall not exceed the above parameters; however, the Memorandum may be more restrictive. The Memorandum shall remain in force until modified by the Board of Trustees.



**SUBJECT:** Annual Approval of Investment Policy Statement

**DATE:** June 22, 2011

**Memorandum of Investment**  
(effective June 25, 1997)

Consistent with Board Policy 6320, the College President/CEO is authorized to invest as follows:

- A. County Treasury through the Los Angeles County Schools Pool.
- B. Investments required through participation in Tax Revenue Anticipation Notes (TRANS) and Certificates of Participation (COPS).
- C. Citizens Business Bank of Pomona
- D. Local Agency Investment Fund (LAIF)

Date approved by Board of Trustees:

- June 25, 1997
- May 27, 1998
- June 16, 1999
- June 28, 2000
- June 27, 2001
- June 26, 2002
- June 25, 2003
- August 25, 2004
- August 24, 2005
- May 24, 2006
- June 27, 2007
- June 25, 2008
- June 24, 2009
- June 16, 2010

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Student Accident/Athletic Insurance Coverage - Renewal

**BACKGROUND**

Mt. San Antonio College is authorized to purchase student accident and athletic insurance for credit students through an annual group policy (Education Code Section 32221). The policy covers basic as well as catastrophic insurance. The master policy contains complete details of provisions, limitations, and exclusions and will prevail at all times.

**ANALYSIS AND FISCAL IMPACT**

The student accident and athletic policy period is for the period July 1, 2011, through July 1, 2012, and includes the following coverage limits:

<b><u>Student Accident Coverage – Basic Coverage</u></b>	
Per Accident Deductible	\$50
Per Accident Maximum	\$50,000
<b><u>Student Accident Coverage – Catastrophic Coverage</u></b>	
Per Accident Deductible	\$50,000
Per Accident Maximum	\$1,000,000
<b>Total Student Accident Premium</b>	<b>\$59,718</b>
<b><u>Intercollegiate Athletes Coverage – Basic Coverage</u></b>	
Per Accident Deductibles	\$100 Class I Athletes \$50 Class II Athletes
Per Accident Maximum	\$25,000
<b><u>Intercollegiate Athletes Coverage – Catastrophic Coverage</u></b>	
Per Accident Deductible	\$25,000
Per Accident Maximum	\$1,000,000
<b>Total Intercollegiate Athlete Premium</b>	<b>\$83,409</b>

We have used Student Insurance Company for more than fifteen years and are pleased with the service they provide. The combined premium of \$143,127 represents an increase in premium from the previous year of \$6,452, or approximately 4.72%.

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #33

**SUBJECT:** Student Accident/Athletic Insurance Coverage - Renewal

**DATE:** June 22, 2011

**Funding Source**

- Student Accident Coverage - Student Health Services fund with appropriate reimbursement from the Child Development Center fund.
- Athletic Insurance - Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves payment of the student accident and athletic insurance coverage of \$143,127 to Student Insurance Company, as presented.

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Fine Arts Insurance Coverage - Renewal

**BACKGROUND**

Mt. San Antonio College purchases insurance coverage for its museum collection and temporarily loaned art items for exhibitions held in the Art Gallery.

**ANALYSIS AND FISCAL IMPACT**

The Art Gallery has approximately six exhibits per year, which we have been covering under a program of fine arts insurance administered by Huntington T. Block Insurance Agency, Inc., and insured by Ace American Insurance Company. The fine arts policy is for the period July 1, 2011, through July 1, 2012, and includes the following coverage limits:

**Property Coverage – Museum Collection and Temporary Loans**

Limits of Liability:     \$300,000 at the insured premises  
                                   \$300,000 legal liability  
                                   \$300,000 at any other location  
                                   \$300,000 in-transit on any one conveyance  
                                   \$300,000 earthquake  
                                   \$300,000 in any one loss or disaster, either in case of partial or total loss, or salvage charges, or expenses, or all combined

Deductible:             \$1,000 each claim for loss or damage separately occurring (applies only to owned objects)  
                                   \$0 applies only to earthquake losses  
                                   \$2,500 applies to outdoor sculpture

The requested premium of \$2,000 reflects no increase from the previous year.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves payment of the fine arts insurance coverage of \$2,000 to Huntington T. Block Insurance Agency, Inc., as presented.

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #34

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Aviation Insurance Policy - Renewal

**BACKGROUND**

Mt. San Antonio College annually purchases aviation hull and liability insurance to cover the College's liability resulting from the activities of the Aircraft Technology and Aeronautics Departments, the Mt. San Antonio College Flight Training Association, and the Mt. San Antonio College Flying Team. The College has received proposals from Falcon Insurance Agency of California, Inc., for primary and excess liability insurance in the amount of \$75,144.

**ANALYSIS AND FISCAL IMPACT**

The primary and excess liability policies are for the period July 1, 2011, through July 1, 2012, and include the following coverage limits:

**Primary Liability and Hull Coverage**

Liability Coverage:	\$1,000,000 - Combined Single-Limit of Bodily Injury and Property Damage, including Passengers. California Renter's and Trainee's Liability included. \$3,000 – Medical Coverage each Person including Crew.		
Non-Owned Liability "Gap" Coverage:	\$1,000,000 - Combined Single-Limit of Bodily Injury and Property Damage, including Passengers. This covers the gap when the Flight Team rents aircraft that does not have the \$1,000,000 of primary coverage.		
Hull Coverage:	N714GM	\$18,250	All Risk Hull with Deductible of \$2,500 All losses
	N48968	\$20,000	All Risk Hull with Deductible of \$2,500 All losses
	N94364	\$24,000	All Risk Hull with Deductible of \$2,500 All losses
	N20562	\$33,000	All Risk Hull with Deductible of \$2,500 All losses
	N49228	\$57,000	All Risk Hull with Deductible of \$2,500 All losses
Use:	Non-commercial and Special Uses. Special uses are defined as the instruction, both dual and solo, of members of the Mt. San Antonio College Flight Training Association under the direct supervision of a pilot holding an FAA Flight Instructor Rating.		
<b>Total Primary Liability and Hull</b>		<b>\$32,489</b>	

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #35

**SUBJECT:** Aviation Insurance Policy - Renewal

**DATE:** June 22, 2011

**Excess Liability, Non-Owned Aircraft Physical Damage and Liability**

Liability Coverage:	\$10,000,000 – Excess of primary insurance for aircraft owned and/or operated by the Mt. San Antonio College Flight Training Association. \$3,000 – Medical Coverage each Person including Crew, to cover all uses of aircraft not owned by the College.
Non-Owned Aircraft Physical Damage Liability:	\$100,000 – Any One Aircraft \$1,000 – Deductible Any One Loss
Non-Owned Aircraft Liability Coverage:	\$10,000,000 – Combined Single Limit of Bodily Injury and Property Damage including Passengers.
Uses:	As respects Non-Owned Aircraft – Incidental rental of aircraft while participating in intercollegiate events when the Mt. San Antonio College Flying Team has to use aircraft other than their own.
<b>Total Excess Liability, Non-Owned</b>	<b>\$34,155</b>

**Primary Liability – 1972 Gulfstream G-II, N218SE**

Hull:	Not applicable
Liability:	\$5,000,000 – Combined Single Limit of Bodily Injury and Property Damage excluding Passenger Liability
Use:	Training Aid – Ground Only (No Flight). In motion and not in motion.
<b>Total Primary Liability</b>	<b>\$8,500</b>

The combined premium of \$75,144 represents a decrease in insurance premium of \$5,071, or approximately 6.32%.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves payment of the aviation liability insurance premium of \$75,144 to Falcon Insurance Agency of California, Inc., of Upland, CA, as presented.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>June 22, 2011</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>General Liability/Property Coverage Renewal</u>	

**BACKGROUND**

The College purchases general liability and property coverage from the Alliance of Schools for Cooperative Insurance Programs (ASCIP), a state-wide joint powers agency comprised of school districts and other community colleges. The College has been satisfied with the services received from ASCIP and is seeking approval to renew the program.

**ANALYSIS AND FISCAL IMPACT**

Pursuant to Education Code Section 72506, the Board of Trustees shall procure insurance to insure against all of the following:

1. The liability of the District for damages for death, injury to person, or damage or loss of property; and
2. The personal liability of the members of the Board and of the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his or her office or employment.

The ASCIP insurance program will renew for the period July 1, 2011, through July 1, 2012, and will include general, excess, and automobile liability coverage with a self-insured retention (SIR) of \$25,000; property coverage with a \$10,000 deductible; and crime, auto physical damage, and storage tank liability coverage for a combined premium of \$828,080. The combined premium of \$828,080 represents an increase in premium from the previous year of \$17,869, or 2.20%. This increase is due to a reduction in the property deductible from \$25,000 to \$10,000, along with an increase in the number of full-time-equivalent students reported. The memorandum of coverage contains complete details of provisions, limitations, and exclusions.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves payment of the combined liability and property insurance coverage of \$828,080 to the Alliance of Schools for Cooperative Insurance Program (ASCIP), as presented.

Prepared by:	<u>Karen A. Saldana</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
Recommended by:	<u>John S. Nixon</u>	Agenda Item:	<u>Consent #36</u>

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Valley Academies Foundation – Addendum to Lease Agreement

**BACKGROUND**

Mt. San Antonio College has offered courses at the Village at Indian Hill in Pomona, for the past several years through a sub-lease with the Valley Academies Foundation. Mt. SAC has offered day and evening courses in the areas of electronics and computer systems to afford students of the Pomona Unified School District and its community with the opportunity to complete course work leading to certifications and preparing them for employment in the field.

**ANALYSIS AND FISCAL IMPACT**

The original lease term was from July 1, 2007, through June 30, 2009, with the option to renew for two additional two-year periods. Year two of the first two-year renewal term is due to expire on June 30, 2011. Therefore, approval is being sought to extend the lease for year one of the second two-year renewal period, for July 1, 2011, through June 30, 2012.

Extending this lease will continue to provide three dedicated classrooms for Mt. SAC's use as well as allowing the students of the Pomona Unified School District and its community to continue to benefit from the opportunities offered by the Electronics department.

The original monthly costs were \$2,074.80 per month plus all utilities and custodial. The monthly rental amount was reduced to \$1,037.40 for the 2010-11 fiscal year due to financial cuts facing school districts and community colleges. The Valley Academies Foundation has offered to extend the reduced rate for the 2011-12 fiscal year; however, the fees will be renegotiated for 2012-13.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Addendum to the Lease with the Valley Academies Foundation for the period July 1, 2011, through June 30, 2012.

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #37



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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Purchase of High-Density Mechanical Filing System

**BACKGROUND**

The Board of Trustees previously approved the purchase of furniture for the Administration Building remodel, which included the purchase of a high-density mechanical filing system from Corporate Business Interiors (CBI), for a total cost of \$122,759.

**ANALYSIS AND FISCAL IMPACT**

The proposal submitted by CBI requires that the College pay a deposit in the amount of 50% of the total cost prior to manufacturing of the custom system. Therefore, approval is being sought to pay the deposit in the amount of \$61,379.50.

**Funding Sources**

State Capital Outlay funds, COPS, and Measure RR Bond Anticipation Note funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves payment of a 50% deposit for the High-Density Filing System to Corporate Business Interiors, in the amount of \$61,379.50.

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #38

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Purchase of Seating for Administration Building and Adoption of Seating  
as a Campus Standard

**BACKGROUND**

The Board of Trustees previously approved the purchase of office furniture for the Administration Building as part of Bid No. 2882. The project includes replacing all seating throughout the building.

**ANALYSIS AND FISCAL IMPACT**

These recommendations are based upon the seating and functional requirements specified by PAL id studio combined with chair demonstrations and participant evaluations. To assure that quality and service issues were properly addressed, selection of the responsive and responsible suppliers was made by a committee consisting of representatives from PAL id studio, Administrative Services, and Vice President Assistants. A second round of demonstrations and evaluations for ergonomic task chairs was conducted for Administration Building occupants. Pricing was obtained as a result of CMAS and other piggybackable contracts, as indicated, and subsequent negotiations. From that effort, the committee rendered selections for all chair types (task, computer, workstation side, private office side, conference, and staff lounge) and is recommending award to the following suppliers.

<u>Supplier</u>	<u>Manufacturer</u>	<u>Contract</u>	<u>Amount</u>
Interior Office Solutions, Inc.	Haworth	US Communities	\$127,166.61
Systems Source, Inc.	Kimball	CMAS	\$22,353.55
Tangram	Steelcase	CSU	\$21,200.34

**Funding Source**

State Capital Outlay, COPS, and Measure RR Bond Anticipation Note funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the chair purchases and adoption of these selections as a campus standard.

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #39

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

**DATE:** June 22, 2011

**CONSENT**

**SUBJECT:** Request for Retention Reduction for Various Projects

**BACKGROUND**

Public Contract Code Section 9203 requires that the College withhold not less than 5% of the contract price until final completion and acceptance of a project and allows the College to make full payments at any time after 50% of the work has been completed, conditional upon satisfactory progress being made.

**ANALYSIS AND FISCAL IMPACT**

The following contractors have performed satisfactorily and have requested that their retention being held by the College be reduced from 10% to 5% of the total contract amount. The current retention amount already collected for each project represents more than 5% of each contract amount.

<u>Project Name</u>	<u>Contractor</u>	<u>% Complete</u>
Design Technology Center (Concrete & Masonry)	K.A.R. Construction, Inc.	98%
Agricultural Sciences Complex (Laboratory Caseworks)	Lozano Caseworks, Inc.	98%
Agricultural Sciences Complex (Demolition/Earthwork)	Griffith Company	98%

There is no financial impact to the Measure R Bond budget.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves reducing to 5% the retention for K.A.R. Construction, Inc., Lozano Caseworks, Inc., and Griffith Company, as presented.

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #40

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>June 22, 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 contract is presented for approval:

	<b>Consultant:</b>	Southland Industries	
	<b>Project:</b>	Row Building Food Laboratory 19B-5 Engineering	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional engineering services to increase the exhaust fan capacity in the Foods Laboratory (Building 19B-5). Fixed fee:	\$2,000.00	
	Contract Amount		\$2,000.00

**Funding Source**

2010-11 Redevelopment funds – Building 19B-5.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk  
 Recommended by: John S. Nixon Agenda Item: Consent #41

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

**DATE:** June 22, 2011

**CONSENT**

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

**BACKGROUND**

Agricultural Sciences Complex (Change Orders).

As of May 1, 2011, Change Orders for the Agricultural Sciences Complex project (main building) totaled \$1,596,007.18, or 11.2%, of all contracts. Changes totaling 2.1% of all contracts were owner-requested changes, 6.1% were required by the Architect, 0.3% were required to update Campus Standards, 1.3% were to address unforeseen conditions, and 1.3% were for Division of the State Architect, updated code requirements, and other miscellaneous changes.

**ANALYSIS AND FISCAL IMPACT**

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

Bid No.	2775	Contractor:	Harbor Construction Co. (General Contractor)	CO No.	15
Item	Change and Justification:		Amount	Time	
1	Trim various door bottoms to prevent rubbing against the newly installed carpet. <i>Owner-directed change-design modification.</i>		\$954.45	0 days	
2	Provide Campus Standard and code-required signage at added rooms. The price includes a minimum labor charge for the sign installer. <i>Architect/Engineer requirement-design modification.</i>		\$654.37	0 days	
3	Paint exposed steel structure at atrium area to blend in with the rest of the steel beams and columns within this area. <i>Architect/Engineer requirement-additional details required.</i>		\$3,278.22	0 days	
4	Repair and re-paint east walls in various rooms; after whiteboards in these rooms were relocated to accommodate new projector configuration. <i>Owner-directed change-Campus Standard.</i>		\$1,354.05	0 days	
5	Credit for deleting of vinyl composition tile and wall base installation from the second floor, as the District decided to change to carpet throughout the second floor. <i>Owner-directed change-design modification.</i>		<\$1,400.00>	0 days	

Prepared by: Gary L. Nellesen

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

Recommended by: John S. Nixon

Agenda Item: Consent #42

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

**DATE:** June 22, 2011

Item	Change and Justification: (continued)	Amount	Time
6	Furnish fencing around the construction site for six additional months; necessary to keep the construction site safe, as the construction period was extended. <i>Miscellaneous change.</i>	\$2,859.78	0 days
7	Add an extra clear epoxy coat in various rooms to create a smoother floor finish that will be easier to maintain and clean. <i>Architect/Engineer requirement-design error.</i>	\$7,360.05	0 days
8	Frame a duct shaft on the roof with a 6" shaft liner in lieu of regular framing and drywall construction to achieve a one-hour-rated assembly. <i>Architect/Engineer requirement-additional details required.</i>	\$3,524.04	0 days
	Total	\$18,584.96	0 days
	Original Contract Amount	\$3,868,000.00	
	Net Change by Previous Change Orders	\$453,754.20	
	Net Sum Prior to This Change Order	\$4,321,754.20	
	Amount of Change Order No. 15	\$18,584.96	
	New Contract Sum	\$4,340,339.16	
	Percentage of Change to Contract, to Date		12.21%

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

Agricultural Sciences Complex	Date	Amount	%	Bid No. 2775 Harbor Construction (General Contractor)
Contract Amount		\$3,868,000.00		
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 in 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.
Change Order No. 8	October 2010	\$100,894.00	7.92%	Miscellaneous changes to doors and exterior walls; Add panels and epoxy coating.

**SUBJECT:** Agricultural Sciences Complex (Change Orders)**DATE:** June 22, 2011

<b>Agricultural Sciences Complex (continued)</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2775 Harbor Construction (General Contractor)</b>
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.
Change Order No. 13	April 2011	\$8,560.00	11.58%	Replace damaged ceiling tile and grid; Add construction fencing around the site for extended time.
Change Order No. 14	May 2011	\$5,976.00	11.73%	Repair cracks and paint throughout building; Provide bracing wires for light fixtures.

<b>Bid No.</b>	2777	<b>Contractor:</b>	Continental Plumbing (Plumbing Contractor)	<b>CO No.</b>	14
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Install a concrete catch basin at the southeast corner of the project to catch surface run-off, re-route two existing roof drain lines into the catch basin and two lines to existing curb. <i>Architect/Engineer requirement-additional details required.</i>		\$2,271.00	0 days	
2	Re-route a 1" condensation line to tie into an existing condensation line to meet required codes. <i>Architect/Engineer requirement-design error.</i>		\$842.00	0 days	
3	Install anesthesia equipment and accessories at all surgical preparation tables and a stainless steel backsplash at six preparation tables to mitigate gaps between tables and walls. This work was originally assigned to the General Contractor, but the Plumbing Contractor is better qualified to do the work. A back charge was issued to the General Contractor. <i>Miscellaneous change.</i>		\$12,451.85	0 days	

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

**DATE:** June 22, 2011

Total	\$15,564.85	0 days
Original Contract Amount	\$1,240,608.00	
Net Change by Previous Change Orders	\$143,506.32	
Net Sum Prior to This Change Order	\$1,384,114.32	
Amount of Change Order No. 14	\$15,564.85	
New Contract Sum	\$1,399,679.17	
Percentage of Change to Contract, to Date		12.82%

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>	-0.79%	Substitution of trench drains in kennel area.
Change Order No. 2	February 2009	\$3,893.00	-0.47%	Repairs of existing underground piping throughout site as well as capping existing transit pipe.
Change Order No. 3	May 2009	\$48,642.20	3.45%	Repair existing pipe damaged due to heavy rains; Re-route pipe due to conflict with existing duct bank.
Change Order No. 4	June 2009	\$14,081.00	4.58%	Re-route canyon drain's point of connection and lowering drain piping along south side of site to accommodate new elevation changes.
Change Order No. 5	July 2009	\$10,748.00	5.45%	Install pipe and fittings to the new clarifier location.
Change Order No. 6	December 2009	\$4,678.12	5.83%	Connect existing roof drain at tractor barn to catch basin at the site.
Change Order No. 7	January 2010	\$16,669.00	7.17%	Changes to roof drain piping routing.



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

**DATE:** June 22, 2011

<b>Agricultural Sciences Complex (continued)</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2777 Continental Plumbing (Plumbing Contractor)</b>
Change Order No. 8	March 2010	\$26,640.00	9.32%	Changes to pipe sizes; Add plumbing to Janitors room; Add split system to new IT room.
Change Order No. 9	April 2010	\$2,723.00	9.54%	User-requested plumbing for washer and dryer connection at Kennel area.
Change Order No. 10	July 2010	\$13,340.00	10.61%	Relocate existing water and gas lines; install water line to future Kennel area.
Change Order No. 11	September 2010	\$12,784.00	11.64%	Relocate fire riser to interior; install sink supports under epoxy countertops.
Change Order No. 12	December 2010	<\$8,465.00>	10.96%	Credit for smaller equipment that did not fit in space provided.
Change Order No. 13	April 2011	\$7,526.00	11.57%	Install precast catch basins at service yard; install equipment at surgery rooms.

<b>Bid No.</b>	2780	<b>Contractor:</b>	Pierre Sprinkler & Landscape, Inc. (Landscape Contractor)	<b>CO No.</b>	4
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Re-grade slopes on east side of building after heavy rains and remove all weeds in order to continue with irrigation and planting of slope. <i>Miscellaneous changes.</i>		\$3,565.00	0 days	
2	Remove weeds and relocate sandbags on south slope and kennel areas prior to grand opening. <i>Miscellaneous changes.</i>		\$4,248.79	0 days	
3	Relocate sprinkler heads along the east side of site to mitigate conflict with newly added fence. <i>Architect/Engineer requirement-design error.</i>		\$2,362.37	0 days	
	Total		\$10,176.16	0 days	
	Original Contract Amount		\$324,500.00		
	Net Change by Previous Change Orders		\$58,182.79		

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

**DATE:** June 22, 2011

	Net Sum Prior to This Change Order	\$382,682.79
	Amount of Change Order No. 4	\$10,176.16
	New Contract Sum	\$392,858.95
	Percentage of Change to Contract, to Date	21.07%

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.
Change Order No. 3	April 2011	\$19,688.01	17.93%	Plant palm trees; Install sleeve under pedestrian ramp; Install new irrigation sprinklers east of the kennels.

**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.

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

**DATE:** June 22, 2011

**CONSENT**

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

**BACKGROUND**

Design Technology Center (Change Orders).

As of May 1, 2011 Change Orders for the Design Technology Center project totaled \$723,756.31, or 4.54% of all contracts. Changes totaling 2.1% of all contracts were owner-requested changes, 1.4% were required by the Architect, 0% were required to update Campus Standards, 0.7% were to address unforeseen conditions, and 0.3% were for Division of the State Architect, updated code requirements, and other miscellaneous changes.

**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.	2849	Contractor:	RC Construction (General Contractor)	CO No.	7
Item	Change and Justification:		Amount	Time	
	Provide and install decorative louvers. This item was included in the HVAC contractor's scope of work, but the contractor refused to provide the items, claiming the work was not in their scope. This work has been assigned to the General Contractor to maintain schedule. The HVAC contractor will be back charged per legal advice. <i>Miscellaneous change-back charge to HVAC Contractor.</i>		\$79,375.30	0 days	
	Total		\$79,375.30	0 days	
	Original Contract Amount		\$4,998,000.00		
	Net Change by Previous Change Orders		\$167,155.62		
	Net Sum Prior to This Change Order		\$5,165,155.62		
	Amount of Change Order No. 7		\$79,375.30		
	New Contract Sum		\$5,244,530.92		
	Percentage of Change to Contract, to Date		4.93%		

Prepared by: Gary L. Nellesen

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

Recommended by: John S. Nixon

Agenda Item: Consent #42

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

**DATE:** June 22, 2011

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.
Change Order No. 5	April 2011	\$33,221.73	0.66%	Metal stud furring wall, change all wood doors to 100% FSC, miscellaneous concrete work; Revise corridor ceiling heights; Provide framing changes at wheelchair lift; 1,200 gallon water tank.
Change Order No. 6	May 2011	\$65,889.48	1.32%	Fire alarm system and column furring; Revise drinking fountain; Revise wall framing; Change opening of doors; Automatic door openers; Ductwork in assembly space; Add soffit.

<b>Bid No.</b>	2852	<b>Contractor:</b>	West Tech Mechanical (HVAC Contractor)	<b>CO No.</b>	3
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
	Provide fume evacuators and connect to the exhaust system to ensure adequate ventilation in the Photography Laboratories. <i>Architect/Engineer requirement-additional details required.</i>		\$7,225.29	0 days	
	Total		\$7,225.29	0 days	
	Original Contract Amount		\$1,800,500.00		
	Net Change by Previous Change Orders		\$22,740.13		
	Net Sum Prior to This Change Order		\$1,823,240.13		
	Amount of Change Order No. 3		\$7,225.29		
	New Contract Sum		\$1,830,465.13		
Percentage of Change to Contract, to Date			1.66%		

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

**DATE:** June 22, 2011

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. 2582- West Tech Mechanical (HVAC Contractor)</b>
Contract Amount		\$1,800,500.00		
Change Order No. 1	August 2010	\$2,520.20	0.14%	Remove septic tank and brick.
Change Order No. 2	May 2011	\$20,214.93	1.12%	One-hour fire rating; Revise HVAC at storage room 303.

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:** June 22, 2011

**CONSENT**

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

**BACKGROUND**

Administration Building Remodel (Change Orders).

As of May 1, 2011, Change Orders for the Administration Building Remodel project totaled \$1,047,824.18, or 16% of all contracts. Changes totaling 9.9% of all contracts were owner-requested changes, 1.7% were required by the Architect, 0.8% were required to update Campus Standards, 2.8% were to address unforeseen conditions, and 0.8% were for Division of the State Architect, updated code requirements, and other miscellaneous changes.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	<b>2855</b>	<b>Contractor:</b>	Angeles Contractor (General Contractor)	<b>CO No.</b>	<b>8</b>
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Add z-shaped metal flashing between the penthouse wall vapor barrier and roof membrane; this is necessary as a separator between the two types of material to ensure that expansion and contraction doesn't damage either material. <i>Architect/Engineer requirement-additional details required.</i>		\$2,863.63	0 days	
2	Apply a layer of plaster on existing concrete and brick walls at Work Rooms 222 and 246 to provide for a smooth paintable surface. <i>Architect/Engineer requirement-additional details required.</i>		\$6,996.65	2 days	
3	Provide a plaster skim coat over existing concrete columns which contained asbestos materials; this will provide for a smooth paintable surface. <i>Unforeseen field conditions.</i>		\$20,667.02	4 days	
4	Dismantle and re-erect scaffolding at the west entrance; necessary to allow for large equipment to access the inside of the building. <i>Miscellaneous changes.</i>		\$2,265.23	0 days	
5	Provide sealant at the back side of the strike on 125 door jambs; necessary to conceal small openings between the pockets at the strike and reveal at the door jamb. <i>Architect/Engineer requirements-additional details required.</i>		\$2,385.42	0 days	

Prepared by: Gary L. Nellesen

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

Recommended by: John S. Nixon

Agenda Item: Consent #42

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

**DATE:** June 22, 2011

Item	Change and Justification: (continued)	Amount	Time
6	Add aluminum framed windows where exterior glass blocks were previously located to maximize the amount of natural light inside the building. <i>Owner-directed change-design modification.</i>	\$25,565.44	5 days
7	Repair existing holes in the concrete wall of Room 112 and the elevator machine room; required to maintain the fire rating for the space. <i>Unforeseen field conditions.</i>	\$855.74	0 days
8	Repair the exterior plaster soffit at various exterior locations after metal reinforcement was added at four locations to fill openings. <i>Unforeseen field conditions.</i>	\$7,211.93	2 days
9	Change hard-wired door actuators to wireless to avoid additional demolition of the concrete slab for underground conduit routing. <i>Architect/Engineer requirement-additional details required.</i>	\$1,878.80	1 day
10	Add a solid maple wood cap at the low wall in Room 211 to continue the wood trim motif and serve as a counter for staff. <i>Owner-directed change-design modification.</i>	\$2,880.59	1 day
11	Add acoustic insulation around columns that enclose roof drain lines to minimize pipe noise. <i>Owner-directed change-design modification.</i>	\$568.58	1 day
12	Modify 60 LF of full-height shelving in the Print Services room to optimize the maximum use of shelf space. <i>Architect/Engineer requirement-design modification.</i>	\$16,075.07	5 days
13	Modify casework along the north wall of the Mailroom to accommodate the owner-furnished postage machine. <i>Owner-directed change-design modification.</i>	\$3,140.91	3 days
14	Change the color of exterior door hardware to match the adjacent storefront color; add door sensors to five openings for proper function of automatic door openers. <i>Architect/Engineer requirement-additional details required.</i>	\$9,662.11	2 days
15	Prepare and paint the exposed ceiling in Data Room 220, to repair damage left by the demolition phase. <i>Unforeseen conditions.</i>	\$3,688.42	2 days
	<b>Total</b>	<b>\$106,705.54</b>	<b>28 days</b>
	Original Contract Amount		\$2,582,000.00
	Net Change by Previous Change Orders		\$579,962.68
	Net Sum Prior to This Change Order		\$3,161,962.68
	Amount of Change Order No. 8		\$106,705.54
	New Contract Sum		\$3,268,668.22
	Percentage of Change to Contract, to Date		26.59%

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

**DATE:** June 22, 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. 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, and access controls hardware.
Change Order No. 6	April 2011	\$14,704.38	12.62%	Revise concrete stair landing, Room 130 transaction counter, and casework.
Change Order No. 7	May 2011	\$254,114.61	22.46%	Add exterior steel canopies; modify interior walls due to reconfiguration of rooms; added exterior windows; Fiscal Services vault Fit-Out; add card readers.

<b>Bid No.</b>	2856	<b>Contractor:</b>	Donald M. Hoover Company (Flooring Contractor)	<b>CO No.</b>	2
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
	Change the tile finish to a higher quality to compliment the tile in the rest of the building. <i>Owner-directed change-design modification.</i>		\$10,503.00	0 days	
	Total		\$10,503.00	0 days	
	Original Contract Amount		\$349,695.00		
	Net Change by Previous Change Orders		\$33,135.00		
	Net Sum Prior to This Change Order		\$382,830.00		
	Amount of Change Order No. 2		\$10,503.00		
	New Contract Sum		\$393,333.00		
Percentage of Change to Contract, to Date			12.48%		



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

**DATE:** June 22, 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. 2856 Donald M. Hoover Company (Flooring Contractor)</b>
Contract Amount		\$349,695.00		
Change Order No. 1	March 2011	\$33,135.00	9.48%	Concrete floor infill and patching; Carpet base.

<b>Bid No.</b>	2859	<b>Contractor:</b>	Rancho Pacific Electrical, Inc. (Electrical Contractor)	<b>CO No.</b>	7
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Add card readers, a camera, and door actuators to improve building security. Add 13 data outlets at the Fiscal Services vault to accommodate future office equipment. <i>Owner-directed change-added scope.</i>		\$26,020.00	5 days	
2	Provide a motor starter for the exhaust fan in Print Services; necessary to ensure proper function of the standalone exhaust system. <i>Owner-directed change-added scope.</i>		\$2,086.00	0 days	
3	Add a power outlet for the flat panel display in the first floor lobby area; the outlet was not included in original scope of work. <i>Architect/Engineer requirement-additional details required.</i>		\$1,033.00	0 days	
4	Install updated audiovisual equipment to meet current Campus Standards. <i>Campus Standards.</i>		\$44,709.00	4 days	
5	Add an occupancy sensor and light switch at Room 106 (storage room). <i>Architect/Engineer requirement-additional details required.</i>		\$892.00	0 days	
6	Reconfigure electrical conduit next to added windows to avoid conflicting with existing steel supports. <i>Architect/Engineer requirement-additional details required.</i>		\$972.00	0 days	
7	Provide additional electrical circuits to Room 130 to accommodate future modular furniture and the raised countertop. <i>Owner-directed change-added scope.</i>		\$1,275.00	0 days	
8	Changes to power, data, lighting, and fire alarm devices in the Fiscal Services vault to meet the needs of the reconfigured space. <i>Owner-directed change-added scope.</i>		\$9,888.00	3 days	
9	Remove and re-install conduit for devices and audiovisual equipment in the wall between Rooms 113 and 145; this work was necessary due to a General Contractor error, and this item will be back charged to the General Contractor. <i>Miscellaneous change-back charge to General Contractor.</i>		\$4,357.00	2 days	

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

**DATE:** June 22, 2011

10	Raise heights of wall switches for motorized projection screens in Rooms 208, 217, and 218 to line up with the light switches, creating a more uniformed look. <i>Architect/Engineer requirement-design modification.</i>	\$408.00	0 days
	Total	\$91,640.00	14 days
	Original Contract Amount	\$1,667,700.00	
	Net Change by Previous Change Orders	\$266,192.50	
	Net Sum Prior to This Change Order	\$1,933,892.50	
	Amount of Change Order No. 7	\$91,640.00	
	New Contract Sum	\$2,025,532.50	
	Percentage of Change to Contract, to Date		21.46%

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.
Change Order No. 6	April 2011	\$24,528.00	15.96%	Added power requirements due to space changes; Temporary power to A/C unit; Light fixture revisions.

#### 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:** June 22, 2011

**CONSENT**

**SUBJECT:** Physical Education Program Building Renovation (Change Order)

**BACKGROUND**

Physical Education Program Building Renovation (Change Order).

As of May 1, 2011, Change Orders for the Physical Education Program Building Remodel project totaled \$34,851.09, or 1.18% of all contracts. Changes totaling 0.0% of all contracts were owner-requested changes, 1.0% were required by the Architect, 0.0% were required to update Campus Standards, 0.1% were to address unforeseen conditions, and 0.2% were for Division of the State Architect, updated code requirements, and other miscellaneous changes.

**ANALYSIS AND FISCAL IMPACT**

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

Bid No.	2861	Contractor:	HMI Construction (General Contractor)	CO No.	2
Item	Change and Justification:		Amount	Time	
1	Increase the height of various rooms to within 2" of the building roof deck to improve the acoustical separation between rooms. <i>Campus Standard.</i>		\$3,740.42	0 days	
2	Replace the existing casework that was to be salvaged with new premium grade casework. The existing casework was not suitable for re-use. <i>Owner-directed change-design modification.</i>		\$18,934.65	0 days	
3	Revise framing in Corridors 100 and 101 to allow for recessed light fixture installation. <i>Architect/Engineer requirement-additional details required.</i>		\$14,880.61	0 days	
4	Install new fencing at the northern fence line; the existing fence posts were not suitable for re-use. <i>Architect/Engineer requirement-additional details required.</i>		\$2,119.25	0 days	
5	Revise wall framing to accommodate a new water fountain. <i>Architect/Engineer requirement-additional details required.</i>		\$1,107.73	0 days	
6	Weld metal studs to structural beams in lieu of the specified method of attachment. <i>Architect/Engineer requirement-design correction.</i>		\$742.00	0 days	

Prepared by: Gary L. Nellesen

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

Recommended by: John S. Nixon

Agenda Item: Consent #42

**SUBJECT:** Physical Education Program Building Renovation (Change Order)

**DATE:** June 22, 2011

Item	Change and Justification: (continued)	Amount	Time
7	Replace existing 25-gauge studs with 20-gauge studs along Corridor 101 to achieve a one-hour rating at the corridor. Install impact-resistant wallboard to match the rest of the corridor. <i>Architect/Engineer requirement-additional details required.</i>	\$5,933.97	0 days
8	Remove all plant materials from the planters at the southwest corner of building in preparation for new landscaping. <i>Owner-directed change-additional scope.</i>	\$2,200.00	0 days
	Total	\$49,658.63	0 days
	Original Contract Amount	\$1,883,000.00	
	Net Change by Previous Change Orders	\$14,580.49	
	Net Sum Prior to This Change Order	\$1,897,580.49	
	Amount of Change Order No. 2	\$49,658.63	
	New Contract Sum	\$1,947,239.12	
	Percentage of Change to Contract, to Date		3.41%

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

Physical Education Program Building Remodel	Date	Amount	%	Bid No. 2861 HMI Construction (General Contractor)
Contract Amount		\$1,883,000.00		
Change Order No. 1	April 2011	\$14,580.49	0.77%	Over-excavate 12" of footing to expose firm soil bottom; Remove drywall and patch back at eight locations.

Funding Source

Measure RR Bond Anticipation Notes.

**RECOMMENDATION**

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

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

**DATE:** June 22, 2011

**CONSENT**

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

**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 amendments are presented for ratification:

<b>#1</b>	<b>Consultant:</b>	Vantage Technology Consulting Group	<b>No.</b>	2
	<b>Project:</b>	Child Development Center		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
1	Professional consulting services to revalidate the audiovisual systems "Basis of Design" to reflect current project requirements. This will serve as a revision to the original audiovisual report created on October 31, 2005.		\$1,250.00	
2	Revise construction drawings to reflect current standards and meet the College's current data technology requirements.		\$2,500.00	
3	Design building-wide overhead paging system and provide commissioning services.		\$8,750.00	
4	Revise construction drawings to reflect current standards and meet the College's current audiovisual requirements.		\$10,000.00	
5	Supplemental bid support and construction administration services to ensure adherence to the audiovisual system plans and specifications.		\$8,500.00	
	Total		\$31,000.00	
	Original Contract Amount		\$34,900.00	
	Net Change by Previous Amendments		\$3,000.00	
	Net Sum Prior to This Amendment		\$37,900.00	
	Amount of Amendment No. 2		\$31,000.00	
	New Contract Sum		\$68,900.00	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #43

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

**DATE:** June 22, 2011

<b>#2</b>	<b>Consultant:</b>	Vantage Technology Consulting Group	<b>No.</b>	2
	<b>Project:</b>	Agricultural Sciences Complex		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Professional consulting services to design the building-wide overhead paging system. Fixed fee:		\$4,500.00	
	Total		\$4,500.00	
	Original Contract Amount		\$54,200.00	
	Net Change by Previous Amendments		\$2,500.00	
	Net Sum Prior to This Amendment		\$56,700.00	
	Amount of Amendment No. 2		\$4,500.00	
	New Contract Sum		\$61,200.00	

Funding Sources

#1 – Measure R and Measure RR Bond funds.

#2 – State Capital Outlay funds and Measure R Bond funds.

**RECOMMENDATION**

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

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

**DATE:** June 22, 2011

**ACTION**

**SUBJECT:** 2011-12 Associated Students Budget

**BACKGROUND**

Associated Students has followed its established process to adopt and forward a tentative budget for the 2011-12 academic year for approval by the Board of Trustees. In February 2011, a notice was sent to the campus community informing faculty and staff of the procedures to request funds from Associated Students. Twenty-nine requests were received, totaling \$574,717. Budget presentations and deliberations were conducted in April 2011. Associated Students funded all requests, and, in many cases, increased the funding and/or added line items for a total of \$608,942. These actions were approved by the Associated Students Senate and ratified by the Executive Board and A.S. President. The budget has been reviewed by the Vice President, Student Services, and is now being presented for approval by the Board of Trustees.

**ANALYSIS AND FISCAL IMPACT**

The Associated Students budget for 2011-12 comprises net revenues collected during the 2010-11 academic year. Revenues collected as of May 27, 2011, equal \$608,956.

- The total revenue budget for 2011-12 is 52% (\$207,126) more than last year's budget. This increase is due to technical difficulties that were resolved with the Banner fee payment system in the 2010 spring semester.
- A.S. Activities, Programs and Projects received a 90% (\$80,091) increase in funding from last year's budget. This is, in large part, due to an overall increase of each line item.
- Academic Departments, Programs, and Team funding were only \$1,000 last year and have been increased to \$53,189. This increase was due to the overall budget increase that A.S. received.
- Awards and Scholarships received 66% (\$31,634) more than the 2010-11 allocation. Book Scholarships received 57% (\$13,500) more than the previous year resulting in 134 student scholarships.
- Retention and Transfer received a 74% (\$9,400) increase in funding over last year's allocation.

Prepared by: Carolyn Keys/Maryann Tolano-Leveque

Reviewed by: Audrey Yamagata-Noji

Recommended by: John S. Nixon

Agenda Item: Action #1

**SUBJECT:** 2011-12 Associated Students Budget

**DATE:** June 22, 2011

- Student Leadership and Conferences received a 62% (\$247,631) increase in funding from last year's budget. The Student Conferences line item was significantly increased in order to maximize funds for the annual Fall Leadership Conference in Lake Arrowhead and to accommodate requests that come in from student groups throughout the year.

	<u>Total Amount:</u>	<u>Percent of Budget:</u>
Fixed Accounts (Salaries and Benefits)	\$220,853	36%
A.S. Activities, Programs and Projects	\$169,050	28%
Academic Departments, Programs and Teams	\$ 53,189	09%
Awards and Scholarships	\$ 79,700	13%
Retention and Transfer	\$ 22,150	04%
Student Leadership and Conferences	<u>\$ 64,000</u>	<u>10%</u>
Total:	\$608,942	100%

Funding Source

Student Activities Fee.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Associated Students Proposed Budget for 2011-12.



**ASSOCIATED STUDENTS  
2011-12 BUDGET SUMMARY**

<b>ACCOUNT NAME</b>	<i>Budget Committee Funded 2010-11</i>	<i>Budget Committee Funded 2011-12</i>	<i>Funding Difference from last year (\$)</i>	<i>Funding Difference from last year (%)</i>	<i>Notes</i>
<b>FIXED ACCOUNTS</b>					
Classified Salaries (including benefits)	\$231,041	\$220,853	-\$10,188	-4%	1
<b>TOTAL</b>	<b>\$231,041</b>	<b>\$220,853</b>	<b>-\$10,188</b>	<b>-4%</b>	
<b>A.S. ACTIVITIES, PROGRAMS, PROJECTS</b>					
AS President's Hospitality	\$500	\$1,000	\$500	100%	
Black History Month	\$0	\$2,500	\$2,500		2
Campus Activities	\$54,050	\$97,700	\$43,650	81%	
Campus Projects	\$0	\$1,600	\$1,600		
Disability Awareness Month	\$0	\$1,100	\$1,100		3
Inter Club Council Activities	\$4,250	\$3,500	-\$750	-18%	
Office Expense	\$17,000	\$18,100	\$1,100	6%	
Student Center Equipment	\$3,600	\$6,100	\$2,500	69%	
Student Court	\$0	\$200	\$200		
Student Assistants	\$4,059	\$20,000	\$15,941	393%	
Student Publicity	\$5,500	\$6,250	\$750	14%	
Unforeseen Expenses	\$0	\$11,000	\$11,000		
<b>TOTAL</b>	<b>\$88,959</b>	<b>\$169,050</b>	<b>\$80,091</b>	<b>90%</b>	
<b>ACADEMIC DEPARTMENTS, PROGRAMS, TEAMS</b>					
ACM Computer Programming Competition	\$0	\$189	\$189		
Art Gallery	\$0	\$3,500	\$3,500		
Children's Literature Day	\$0	\$3,000	\$3,000		
Flying Team	\$0	\$9,000	\$9,000		2
KSAK Radio Station	\$1,000	\$0	-\$1,000	-100%	3
Lyceum Speakers' Series	\$0	\$10,000	\$10,000		
Mt. SAC Choral Singers	\$0	\$9,000	\$9,000		
Music Instrumental	\$0	\$9,500	\$9,500		4
Skills USA Competition Team	\$0	\$7,000	\$7,000		
<b>TOTAL</b>	<b>\$1,000</b>	<b>\$51,189</b>	<b>\$50,189</b>	<b>5019%</b>	

**ASSOCIATED STUDENTS  
2011-12 BUDGET SUMMARY**

<b>ACCOUNT NAME</b>	<i>Budget Committee Funded 2010-11</i>	<i>Budget Committee Funded 2011-12</i>	<i>Funding Difference from last year (%)</i>	<i>Funding Difference from last year (%)</i>	<i>Notes</i>
<b>AWARDS AND SCHOLARSHIPS</b>					
Awards and Recognition Programs	\$12,166	\$14,900	\$2,734	22%	
Scholarships	\$35,900	\$64,800	\$28,900	81%	
<b>TOTAL</b>	<b>\$48,066</b>	<b>\$79,700</b>	<b>\$31,634</b>	<b>66%</b>	
<b>RETENTION AND TRANSFER</b>					
Black College Fair	\$500	\$0	-\$500	-100%	3
Bridge Program	\$500	\$1,000	\$500	100%	
New Student Welcome	\$750	\$1,500	\$750	100%	
Student Life Activities	\$1,000	\$3,900	\$2,900	290%	
Transfer Achievement Celebration	\$1,000	\$4,000	\$3,000	300%	
University Tours	\$8,000	\$9,000	\$1,000	13%	
WIN Program	\$1,000	\$2,750	\$1,750	175%	
<b>TOTAL</b>	<b>\$12,750</b>	<b>\$22,150</b>	<b>\$9,400</b>	<b>74%</b>	
<b>STUDENT LEADERSHIP AND CONFERENCES</b>					
Center for Constructive Leadership	\$0	\$2,000	\$2,000		
Student Conferences	\$9,000	\$38,000	\$29,000	322%	
Fall Leadership Conference	\$11,000	\$24,000	\$13,000	118%	
<b>TOTAL</b>	<b>\$20,000</b>	<b>\$64,000</b>	<b>\$44,000</b>	<b>220%</b>	
<b>TOTAL BUDGET</b>	<b>\$401,816</b>	<b>\$606,942</b>	<b>\$205,126</b>	<b>51%</b>	

Notes:

1. The decrease in fixed costs is due to the retirement of the A.S. Secretary
2. New request (funding was not requested the previous academic year)
3. Did not request funding
4. \$2,000 for instructional supplies was deducted from the total request.

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

**DATE:** June 22, 2011

**ACTION**

**SUBJECT:** Proposed Board Policy 5000 - Student Success

**BACKGROUND**

The Student Preparation and Success Council is proposing an addition to Board Policy to reflect the College's commitment to improving student success. Much attention is presently focused on the efforts and progress of community colleges to increase student success. The focus ranges from increasing completion, graduation, and transfer rates to improving the successful pass rates of students enrolled in basic skills classes. The purpose of the proposed Board Policy is to formally establish a vision and direction for student success work to be undertaken through the established governance process.

**ANALYSIS AND FISCAL IMPACT**

The proposed language has been approved through the College's governance process. It was received by the Board for first reading and discussion in May 2011. At that time, no revisions were recommended.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves proposed Board Policy 5000 – Student Success.

Prepared by: Audrey Yamagata-Noji

Recommended by: John S. Nixon

Agenda Item: Action #2

**SUBJECT:** Proposed Board Policy 5000 - Student Success

**DATE:** June 22, 2011

**Chapter 5 – Student Services**

**Board Policy 5000 Student Success**

Mt. San Antonio College holds as one of its highest priorities the success of its students; thus, the Board wishes to institutionalize its support of student success. The Board will rely primarily on the Academic Senate with respect to standards or policies regarding student preparation and success. To accomplish this, the Student Preparation and Success Council will coordinate and carry out the work to define and measure student success at Mt. San Antonio College, and make recommendations to the Academic Senate toward increasing equitable achievement of student success indicators.

Given Mt. San Antonio College’s mission to welcome all students and to support them in achieving their personal, educational, and career goals in an environment of academic excellence, the Board views the following general list of activities to be important to the success of students and relies on the faculty, the administration, or the support staff to:

- Support the work of the Student Preparation and Success Council in student success initiatives.
- Acknowledge the College’s ability to address the whole student as instrumental in fostering equitable success among all student populations.
- Identify effective instructional and student support strategies.
- Support planning and research efforts to advance student success initiatives.
- Promote collaboration across the College and among all stakeholder groups, stressing that student success is everyone’s responsibility.
- Support administrative, faculty, and staff leadership in the implementation of promising and proven student success initiatives.
- Develop partnerships as necessary within the communities served by Mt. San Antonio College to reduce barriers and improve student success.

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

**DATE:** June 22, 2011

**ACTION**

**SUBJECT:** Citizens Oversight Committee Member Appointment

**BACKGROUND**

In November 2001, the College community passed a Bond Measure under Proposition 39 rules, which lowered the threshold for passage from two-thirds to fifty-five percent. Proposition 39 also requires the College to appoint a Citizens Oversight Committee. The purpose of the Committee is to inform the public at least annually, in a written report, about the expenditure of the bond proceeds. On December 19, 2001, the Board of Trustees appointed the original eleven people to the Citizens Oversight Committee.

**ANALYSIS AND FISCAL IMPACT**

Under provisions of Proposition 39, appointees serve a term of two years without compensation and may serve no more than two consecutive terms. The committee membership must include a student who is currently enrolled and active in a student organization.

With the resignation of student member Jaejin Eum, it is necessary to appoint a student to the Committee. The administration is recommending the appointment of Virgilio M. Doniza. Mr. Doniza is a member of Associated Students, Lambda Student Association, and a founding member of the Mt. SAC Rotaract Club.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees appoints Mr. Virgillio Doniza as the student representative on the Citizens Oversight Committee effective July 1, 2011 through December 2012.

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

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

**DATE:** June 22, 2011

**ACTION**

**SUBJECT:** AB1417- Accountability Reporting for Community Colleges

**BACKGROUND**

California State Assembly Bill AB1417 (Pacheco) [Chapter 581, Statutes of 2004] established the Accountability Reporting for the Community Colleges (ARCC) program that requires the Board of Governors of the California Community Colleges to present an annual report to the Legislature and Governor on the evaluation of community college performance in meeting statewide educational outcome priorities. ARCC consists of eight indicators of college effectiveness:

- A. ***Student Progress & Achievement Rate:*** Percent of students that obtained a degree, certificate or transferred to a four year institution (Mt. SAC=51.8%; Peer Group Average=49.4%)
- B. ***30 Units:*** Percent of students who earned at least 30 units (Mt. SAC=77.2%; Peer Group Average=75.1%)
- C. ***Persistence Rate:*** Persistence rate from fall-to-fall of students who earned a minimum of six units in first fall term at college (Mt. SAC=70.9%; Peer Group Average=70.7%)
- D. ***Credit Vocational Success:*** Annual successful course completion rate for credit vocational courses (Mt. SAC=76.6%; Peer Group Average=75.7%)
- E. ***Credit Basic Skills Success:*** Annual successful course completion rate for basic skills (Mt. SAC=59.7%; Peer Group Average=64.4%)
- F. ***Credit Basic Skills Improvement:*** Improvement rate for credit basic skills courses (Mt. SAC=69.3%; Peer Group Average=57.6%)
- G. ***Credit ESL (AmLa) Improvement:*** Improvement rate for credit ESL courses (Mt. SAC=69.2%; Peer Group Average=58.7%)
- H. ***Noncredit Progress:*** Enhanced noncredit progress and achievement rate (Mt. SAC=4.7%; no Peer Group comparison)

For the full report:

<http://www.cccco.edu/Portals/4/TRIS/research/ARCC/March%20ARCC%202011.pdf>

Prepared by: Barbara McNeice-Stallard

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Action #4

**SUBJECT:** AB1417 – Accountability Reporting for Community Colleges

**DATE:** June 22, 2011

**ANALYSIS AND FISCAL IMPACT**

Although Mt SAC demonstrates success in most of the above indicators, it is essential for the College to review the findings on an ongoing basis to determine the programs and services that are currently offered that advance students' outcomes and what new programs and services could be offered in the future. A number of campus-wide initiatives/groups are engaged in evaluating program effectiveness (e.g., Basic Skills Initiative and Planning for Institutional Effectiveness).

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Mt. SAC's AB1417/ARCC report.