The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 3 on Wednesday, January 20, 2010, in Creveling Lounge of Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL, PUBLIC COMMENT ON NON-AGENDA ITEMS
The meeting was called to order at 6:01 p.m. by Dr. Hilary Bradbury-Huang, President.

ROLL CALL
Trustees Present
Dr. Hilary Bradbury-Huang, President
Mr. William Thomson, Vice-President
Mr. Geoffrey L. Baum, Clerk
Ms. Berlinda Brown
Dr. Anthony Fellow
Dr. Jeanette Mann
Mr. John Martin
Mr. Brian Abadia, Student Trustee

Administrative Officers in Attendance
Dr. Lisa Sugimoto, Superintendent/President
Dr. Richard van Pelt, Interim Vice President, Administrative Services
Dr. Jacqueline Jacobs, Vice President, Instruction
Dr. Stuart Wilcox, Interim Vice President, Student and Learning Services
Mr. Lyle K. Engeldinger, Dean, Human Resources
Ms. Crystal A. Kollross, Interim Dean, Institutional Planning and Research
Mrs. Elaine Chapman, Interim Dean, External Relations
Mr. Robert Miller, Interim Dean, Educational Services

The Academic Senate was represented by Dr. James Bickley.
The Classified Senate was represented by Mr. John Lindemann.
The Associated Students Board was represented by Mr. Allen Tsay.
The Management Association was represented by Mr. Dale Pittman.

PUBLIC COMMENT ON CLOSED SESSION ITEMS
There was no public comment on closed session items.

Dr. Bradbury-Huang adjourned the Board to Closed Session at 6:02 p.m.
II. CLOSED SESSION

Government Code §54957.6  Labor Negotiations (PCCFA; CSEA 777; ISSU; POA; Confidentials; Management Association); Engeldinger

Closed Session was adjourned at 6:57 p.m.

III. OPEN SESSION

Dr. Bradbury-Huang reconvened the Open Session at 7:01 p.m. and reported that no action was taken in Closed Session.

A. PLEDGE OF ALLEGIANCE
   Mr. Thomson led the Pledge of Allegiance.

B. INTRODUCTIONS
   There were no introductions.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS
   There was no public comment on non-agenda items.

D. ANNOUNCEMENTS
   There were no announcements.

E. APPROVAL OF MINUTES
   Meeting No. 1, Annual Organizational Meeting, December 9, 2009

   MOTION: ON MOTION OF Dr. Fellow and seconded by Mr. Baum, the Board voted by six affirmative votes [Baum, Bradbury-Huang, Brown, Fellow, Mann, Thomson] to approve the Minutes of Meeting No. 1, Annual Organizational Meeting, held on December 9, 2009. Mr. Martin abstained.
   Advisory Vote: Aye

   Meeting No. 2, Winter Retreat, January 6, 2010

   MOTION: ON MOTION OF Mr. Martin and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to approve the Minutes of Meeting No. 2, Winter Retreat, as amended, held on January 6, 2010.
   Advisory Vote: Aye

F. APPROVAL OF CONSENT ITEMS

95-B: Approve Purchasing Transactions
Dr. Mann asked for more information on the Robert L. McDaniel purchase order P10-01611 for $15,816.69. Ms. Chapman responded that the purchase order represented the new banners located on the perimeter of the campus and provided additional details.

96-B: Approve Change Orders, Measure P Projects – Industrial Technology and Campus Center/Bookstore Buildings
Mr. Baum asked for additional information on the change orders. Dr. van Pelt responded that there would be three more change orders coming to the Board associated with this project and the final one indicating a zero contingency fund balance or a credit back to the District. Mr. Baum asked to have this consent item held for a separate vote.
102-B: Approve Change Orders: EMCOR Mesa Energy Systems, Chiller Plant Upgrade
Mr. Baum asked for clarification on the costs of the change order. Dr. van Pelt responded and reminded the Board that this was a joint venture between Pasadena Water & Power (PWP) and the College. PWP will contribute approximately $800,000 to the chiller plant upgrade.

103-B: Approve/Ratify Contracts
Mr. Baum asked for more information on Oak Crest Institute of Science, Contract Number B-97693-0. Dr. Jacobs responded that the Oak Crest Institute of Science will provide consulting services and contacts for job training and placement.

109-B: Approval of 2010-2011 Non-Resident Tuition Fee, Education Code Section 76140 and 76141
Mr. Baum asked for background information on the non-resident tuition fee. Dr. Sugimoto responded that the non-resident fee has been reduced for 2010-2011 from the 2009-2010 fee. Dr. van Pelt provided the breakdown of the $218 per unit fee. $183 is the statewide calculated cost of education per FTES and $35 is the contribution to the college’s capital outlay expense. Non-resident tuition fees apply to out-of-state and international students. In the future, Mr. Martin requested a breakdown of the non-resident tuition fees for the seven comparison colleges within our region to which PCC typically compares itself.

71-P: Sabbatical Leaves 2010-2011
Dr. Mann asked for the cost breakdown of the sabbatical leaves. She further asked that this consent item be withdrawn. Dr. Sugimoto responded that a breakdown of the sabbatical leave costs would be provided at the February 3, 2010 Board of Trustees meeting.

72-P: Salary Compensation Factors – Large Group Instruction
Mr. Baum asked for more information on salary compensation factors. Dr. Jacobs responded that more students can be served in large group instruction, thus making it more cost-effective.

MOTION: ON MOTION OF Mr. Thomson and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to approve Consent Items 95-B through 109-B; and 66-P through 73-P, with Consent Item 96-B, Approve Change Orders, Measure P Projects – Industrial Technology and Campus Center/Bookstore Buildings, held for a separate vote and 71-P, Sabbatical Leaves, 2010-2011, withdrawn to come back no later than the February 3, 2010 Board of Trustees meeting.

Advisory Vote: Aye

MOTION: ON MOTION OF Mr. Martin and seconded by Dr. Fellow, the Board voted by six affirmative votes [Bradbury-Huang, Brown, Fellow, Mann, Martin, Thomson] and one negative vote [Baum] to approve Consent Item 96-B, Approve Change Orders, Measure P Projects – Industrial Technology and Campus Center/Bookstore Buildings.

Advisory Vote: Nay

Dr. Bradbury-Huang stated that Agenda Item L would be heard out of order.
L. PRESIDENTIAL SEARCH UPDATE: DISCUSSION WITH POSSIBLE ACTION

Ms. Bobbie Moon, President, PCC Foundation, and Presidential Search Screening Committee member, suggested including fundraising in the Position Profile.

a. Position Profile

Dr. R. Stanton Hales, Senior Consultant, Academic Search, Inc. introduced the Screening Committee’s comments and suggested changes to the Position Profile for the Superintendent/President of the Pasadena Area Community College District.

The suggested changes and comments were discussed. Mr. Martin suggested the wording in (i) be amended to read ‘five’ years of experience. Dr. Mann suggested leaving the wording at three years. Mr. Martin suggested amending the wording in (iv) by striking ‘including those related to accreditation.

The following amendments were added to the motion:

Minimum Qualifications:
(i) “Five to seven years of senior administrative/leadership experience . . .”
(ii) “. . . both community college students and residents of the communities served by the District.”

Professional Characteristics:
(iii) “Demonstrated skill in pro-active fundraising for educational and/or non-profit purposes.”
(iv) “Evident knowledge and understanding of the complexities of the community college system in California, including those related to accreditation.”

MOTION: ON MOTION OF Mr. Thomson and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to approve items (ii), (iii) and (iv), as presented by the Screening Committee, to be incorporated into the Position Profile for the Superintendent/President and to hold-over (i) for a separate vote.

Advisory Vote: Aye

On separate vote of item (i), the Board voted by six affirmative votes [Bradbury-Huang, Brown, Fellow, Baum, Martin, Thomson] and one negative vote [Mann] to approve item (i) as presented by the Screening Committee to be incorporated into the Position Profile.

Advisory Vote: Aye

Mr. Baum suggested further amendments to the Position Profile:

p. 1, An Overview – “. . . La Cañada Flintridge”

p. 1, An Overview – “. . . and a portions of El Monte and Rosemead.”

Top of p. 2 – “The College’s annual operating budget from general funds unrestricted is approximately $120 million.”
p. 2, 4th bullet – “The College ranks among the top five three community colleges in California for transfers to the University of California and California State University systems and other four-year colleges.”

p. 2, 5th bullet – Include language about Ujima.

p. 2, 8th bullet – “Through the Foundation efforts, more than $9 million is available annually for such aid.”

p. 3, 5th bullet – “Addressing the need to update all science laboratories, as part of a more systematic program of renovation, maintenance, and replacement of outdated facilities.”

MOTION:  **ON MOTION OF** Mr. Baum and seconded by Dr. Mann, the Board voted by a unanimous vote of the seven members present to approve the further amendments to be incorporated into the Position Profile for the Superintendent/President.

Advisory Vote: Aye

Dr. Mann suggested the following amendment to the Position Profile:

p. 6, Compensation and Benefits – “…As needed, assistance support with relocating and in-district housing will also be addressed.”

The Board discussed the topic of in-district housing for the Superintendent/President.

MOTION:  **ON MOTION OF** Dr. Mann and seconded by Mr. Baum, the Board voted by four affirmative votes [Baum, Fellow, Mann, Martin] and three negative votes [Bradbury-Huang, Brown, Thomson] to approve striking “and in-district housing” but including relocation support in the Position Profile for the Superintendent/President.

Advisory Vote: Aye

MOTION:  **ON MOTION OF** Mr. Baum and seconded by Dr. Mann, the Board voted by a unanimous vote of the seven members present to approve the adoption of the Position Profile with all incorporated amendments.

Advisory Vote: Aye

b. Timeline

Dr. R. Stanton Hales provided an update on the Search and Selection Process Timeline.

After discussing the reference checking procedures, Dr. Hales suggested the following changes to the time-line:

“April . . . Committee reviews reference checking procedures and assigns members to specific tasks.”

“NEXT: Consultant and Screening Committee chair contacts identified candidates for permission to call references. Committee members and begins reference calls.”
MOTION: ON MOTION OF Dr. Fellow and seconded by Dr. Bradbury-Huang, the Board voted by a unanimous vote of the seven members present to approve the Search and Selection Process Timeline, as amended, for the Superintendent/President.
Advisory Vote: Aye

c. Contract with Academic Search, Inc.
Mr. Thomson provided an update on the status of the contract with Academic Search, Inc. The revised version of the contract was distributed and a final version of the contract will be brought back to the February 3, 2010 meeting of the Board of Trustees.

H. RECEIPT OF 2008-2009 DISTRICT FINANCIAL AUDIT: DISCUSSION

I. STATUS REPORT ON BUDGET: PRESENTATION
Dr. Richard van Pelt provided an update on the budget.

G. TRANSFER REPORT: PRESENTATION
Ms. Dina Chase, Director, Outreach, Degree and Transfer Services, gave a presentation on transfer.

J. ACCREDITATION UPDATE: DISCUSSION
Ms. Crystal Kollross provided an update on accreditation activities.

K. EDUCATIONAL MASTER PLAN UPDATE AND TIMELINES: DISCUSSION
Mr. Robert Miller provided an update on the Educational Master Plan.

M. BOARD PROCESS AND OBJECTIVES II: DISCUSSION WITH POSSIBLE ACTION
Dr. Mann suggested integrating the Institutional Core Values into the Board Process and Objectives II. Mr. Martin supported this suggestion. Mr. Baum made a friendly amendment to add the Institutional Core Values to the motion (A Passion for Learning; A Commitment to Integrity; An Appreciation for Diversity; A Respect for Collegiality; and A Recognition of Our Heritage of Excellence) as well as adding the words “as Trustees” to the title (Values that give rise to our work as Trustees).

MOTION: ON MOTION OF Mr. Thomson and seconded by Ms. Brown, the Board voted by a unanimous vote of the seven members present to approve the Board Process and Objectives II, as amended. Advisory Vote: Aye

N. RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE INSTRUCTIONAL SUPPORT SERVICES UNIT (ISSU): DISCUSSION WITH POSSIBLE ACTION

MOTION: ON MOTION OF Mr. Baum and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to receive and set the public hearing for February 3, 2010 regarding the initial bargaining proposal from the Pasadena Area Community College District to the Pasadena City College Instructional Support Services Unit (ISSU).
Advisory Vote: Aye

O. PRESIDENT’S REPORT
- Pasadena City College is participating in the Early Assessment Program pilot which encourages community colleges to use the results of the California Standards Test to place students in college courses. This test is administered to 11th grade high school students. PCC has partnered with PUSD to receive the scores.
- The Outreach, Degree and Transfer Office is providing support to in-District high school students who are applying to PCC. Application facilitators will be at in-District high schools to assist students in completing the online admission application.

P. REPORTS BY SHARED GOVERNANCE REPRESENTATIVES AND MEMBERS OF THE BOARD

Dr. James Bickley, Academic Senate
- Reported that the faculty were inundated with students attempting to gain access to winter intersession classes. Based on the need of continuing students, the Academic Senate recommends that if limited intersessions are required, the summer intersession be impacted to a greater degree than the winter intersession.
- Acknowledged the Academic Senate for its continued support of the accreditation response and planning process review activities.
- Recognized the Academic Senate’s involvement and support of the Educational Master Plan process.

Mr. Allen Tsay, Associated Students
- Announced that the Sustainability Committee will solicit a grant from the Flea Market Board of Directors to initiate a farmers’ market in Spring 2010.

Mr. Baum, Trustee
- Acknowledged Professor David McCabe, Social Sciences, for providing Teacher Preparation program student instructors to a PUSD elementary school.
- Discussed at recent Board of Governors Meeting: Southern California Edison announced a $1 million grant for scholarships in the green jobs areas being made available to local community colleges; Pasadena City College is now a leader in the California Nisei College Diploma Project and has set up a place on the College website for former internees to contact the College; and the 50% law – 50% of the budget to be spent on instruction by community colleges and if not in compliance, then a penalty will be imposed.
- Announced that Pasadena City College students will receive $500,000 in scholarship funding from the Osher Challenge Grant.

Q. FUTURE BOARD MEETING DATES

Wednesday, February 3, 2010 (Regular Board meeting) – 6:00 p.m.
Wednesday, February 17, 2010 (Regular Board meeting) – 6:00 p.m.

R. FUTURE AGENDA ITEMS
- Placing of a monument on CEC campus by community members to commemorate the site of the original barrio school, the Chihuahuita Elementary School – Dr. Mann.

- The method by which enrollment numbers are computed and reported to the State – Mr. Baum.
Policy on facilities usage by non-college entities – Mr. Baum, Mr. Thomson.

IV. ADJOURNMENT
Dr. Bradbury-Huang adjourned Meeting No. 3 at 9:57 p.m.
MOTIONS CARRIED AT MEETING NO. 3 – January 20, 2010

1. Approval of the Minutes of Meeting No. 1, Annual Organizational Meeting, held on December 9, 2009.


3. Approval of Consent Items 95-B through 109-B; and 66-P through 73-P, with Consent Item 96-B, Approve Change Orders, Measure P Projects – Industrial Technology and Campus Center/Bookstore Buildings, held for a separate vote and 71-P, Sabbatical Leaves, 2010-2011, withdrawn to come back no later than the February 3, 2010 Board of Trustees meeting.


5. Approval of items (ii), (iii) and (iv), as presented by the Screening Committee, to be incorporated into the Position Profile for the Superintendent/President and to hold-over (i) for a separate vote.

6. Approval of item (i) as presented by the Screening Committee to be incorporated into the Position Profile.

7. Approval of the further amendments to be incorporated into the Position Profile for the Superintendent/President.

8. Approval to strike “and in-district housing” but including relocation support in the Position Profile for the Superintendent/President.

9. Approval of the adoption of the Position Profile with all incorporated amendments.

10. Approval of the Search and Selection Process Timeline, as amended, for the Superintendent/President.

11. Approval of the Board Process and Objectives II, as amended.

12. Approval to receive and set the public hearing for February 3, 2010 regarding the initial bargaining proposal from the Pasadena Area Community College District to the Pasadena City College Instructional Support Services Unit (ISSU).

Submitted by:

Lisa Sugimoto, Secretary
Board of Trustees