NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, September 15, 2010

6:00 P.M. CLOSED SESSION
7:00 P.M. OPEN SESSION

MEETING NO. 28
REGULAR BUSINESS MEETING

Creveling Lounge
Pasadena City College
1570 East Colorado Boulevard
Pasadena, California 91106

Enclosed is the Agenda for Meeting No. 28, a Regular Business Meeting. Closed Session will begin at 6:00 P.M. Open Session will begin at 7:00 P.M. with the Call to Order, Roll Call and Public Comment on Non-Agenda items. The Board will meet in Creveling Lounge at Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.
AGENDA

Notice: Members of the public may request the opportunity to address the Board regarding any item on the agenda. To do so, please complete a "Request to Address the Board" form and give it to the Board Secretary prior to the deliberation of the agenda item. Individual speakers are limited to five minutes; total audience participation on any agenda item is limited to thirty minutes.

I. CLOSED SESSION (6:00 p.m.)

Government Code §54957.6 Labor Negotiations (PCCFA; CSEA 777; ISSU; POA)
Designated Negotiator: Mr. Engeldinger

Government Code §54957.6 Negotiation with Unrepresented Employees (Confidentials; Management Association)
Designated Negotiator: Mr. Engeldinger

II. CALL TO ORDER, ROLL CALL AND PUBLIC COMMENT ON NON-AGENDA ITEMS
OPEN SESSION (7:00 p.m.)

A. PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES
Meeting No. 24, Regular Business Meeting, August 25, 2010
Meeting No. 25, Summer Retreat, August 28, 2010
Meeting No. 26, Regular Business Meeting, September 1, 2010

C. INTRODUCTIONS/ANNOUNCEMENTS

D. PUBLIC COMMENT ON NON-AGENDA ITEMS
The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda, but members may make a brief comment or ask questions in response to public comments.

E. REPORTS

a. BOARD OF TRUSTEES

b. SUPERINTENDENT/PRESIDENT

c. SHARED GOVERNANCE REPRESENTATIVES

F. APPROVAL OF CONSENT ITEMS (see page 3, attached)

G. APPOINTMENT OF TRUSTEE – AREA 5: DISCUSSION WITH POSSIBLE ACTION
H. POLICY REVIEW: DISCUSSION WITH POSSIBLE ACTION

- POLICY NO. 2300: ACADEMIC CALENDAR
- POLICY NO. 2400: PUBLIC RECORDS
- POLICY NO. 2500: PROFESSIONAL ETHICS OF MANAGEMENT
- POLICY NO. 2520: PROFESSIONAL ETHICS OF CLASSIFIED STAFF

I. CONTRACT EDUCATION (Brown): DISCUSSION FOR APPROVAL OF STAFF TIME WITH POSSIBLE ACTION

J. JOINT MEETING WITH THE ASSOCIATED STUDENTS (Mann): DISCUSSION FOR APPROVAL OF STAFF TIME WITH POSSIBLE ACTION

K. DISCLOSURE OF COMPENSATION FOR BOARD AND EXECUTIVE TEAM (Mann): DISCUSSION FOR APPROVAL OF STAFF TIME WITH POSSIBLE ACTION

L. FUTURE BOARD MEETING DATES

Wednesday, October 6, 2010 (Regular Board meeting) – 6:00 p.m.
Wednesday, October 20, 2010 (Study Session) – 6:00 p.m.

M. FUTURE AGENDA ITEMS

III. ADJOURNMENT
CONSENT ITEMS

41-B Approve Purchasing Transactions
42-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation
43-B Reporting and Approval of Revolving Fund Reimbursement
44-B Approve/Ratify Contracts

35-P Approve/Ratify Stipends for Academic Personnel
36-P Employment of Hourly Credit Teachers and Substitute Teachers, 2010-2011
37-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
38-P Employment, Change of Status, Leave of Absence, and Separation of Academic Employees, 2010-2011
39-P Salary Compensation Factors – Large Group Instruction
40-P Amendment of Approved Contract: Superintendent/President
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 24 on Wednesday, August 25, 2010, in Creveling Lounge of Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL
The meeting was called to order at 6:01 p.m. by Mr. Thomson, President.

ROLL CALL

Trustees Present
Mr. William Thomson, President
Mr. Geoffrey L. Baum, Vice President (arrived at 6:04 p.m.)
Mr. John Martin, Clerk
Ms. Berlinda Brown
Dr. Anthony Fellow
Dr. Jeanette Mann
Mr. Nolan Pack, Student Trustee

Administrative Officers in Attendance
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
Dr. Lisa Sugimoto
Mr. Lyle K. Engeldinger, Dean, Human Resources
Mrs. Elaine Chapman, Interim Dean, External Relations
Ms. Crystal A. Kollross, Interim Dean, Institutional Planning and Research
Mr. Robert Miller, Interim Dean, Educational Services

The Academic Senate was represented by Mr. Edward Martinez.
The Classified Senate was represented by Ms. Cynthia Smith.
The Associated Students Board was represented by Ms. Jamie Hammond.
The Management Association was represented by Dr. David Douglass.

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

Mr. Thomson 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)
Designated Negotiator: Mr. Engeldinger

Negotiations with Unrepresented Employees
(Confidentials; Management Association)

Designated Negotiator: Mr. Engeldinger

Conference with Legal Counsel regarding Anticipated Litigation

Government Code §54957.6

Negotiation with Unrepresented Employee (College President)

Designated Negotiator: Mr. Thomson, Board President

Government Code §54957.6

Negotiation with Unrepresented Employee (Vice President)

Designated Negotiator: Dr. Rocha

Government Code §54957

Public Employee Appointment (Vice President)

III. OPEN SESSION

Mr. Thomson reconvened the Open Session at 7:11 p.m. and reported that under Closed Session Government Code §54957.6, Negotiation with Unrepresented Employee (Vice President) and Government Code §54957, Public Employee Appointment (Vice President), Dr. Lisa Sugimoto has been appointed Chief Advancement Officer, Vice President College Advancement by a vote of 5 affirmative votes [Thomson, Baum, Martin, Brown, Fellow] and one negative vote [Mann]. Dr. Mann expressed her respect and admiration for Dr. Sugimoto but stated that a time of financial crisis is not the time for the College to create a new administrative position nor does the College need another vice president. Mr. Baum expressed his appreciation to Dr. Rocha for establishing the position of Vice President, College Advancement to assist the College in resource development. Mr. Martin commented that the position is funded 50/50 with the Foundation. Mr. Thomson added that the Foundation is looking forward to working with Dr. Sugimoto.

A. PLEDGE OF ALLEGIANCE

Mr. Martinez led the Pledge of Allegiance.

B. APPROVAL OF MINUTES

Meeting No. 23, Regular Business Meeting, August 4, 2010

Dr. Mann recommended the following amendments to the Minutes:

Page 3, Appointment Process for Trustee – Area 5: Dr. Mann recommended adding (a) the date for the deadline for the receipt of applications in the Superintendent-President’s office; (b) that the applicants who meet the legal requirements for membership on the Board of Trustees shall be reviewed by an Ad Hoc Committee of the Board composed of Trustees Thomson, Brown and Mann; (c) that the agenda for the Ad Hoc Committee shall be posted in a public place and (d) that all board members are welcome to attend the Ad Hoc Committee meeting.

Mr. Thomson requested the Board Member Vacancy Selection Procedures and Appendices be attached to the Minutes of the Board of Trustees Meeting No. 23 held on August 4, 2010.

Page 4, Fall Enrollment Report: Dr. Mann recommended more detail on the Fall Enrollment Report in regard to increasing the number of seats available for the students.

MOTION: ON MOTION OF Ms. Brown and seconded by Mr. Baum, the Board voted by a unanimous vote of the six members present to
approve the Minutes of Meeting No. 23, Regular Business Meeting, held on August 4, 2010, as amended.
Advisory Vote: Aye

Mr. Thomson announced that Agenda Items D and E would be heard out of order.

D. PUBLIC COMMENT ON NON-AGENDA ITEMS
Susie Ling, President’s Asian Advisory Committee, Roberta Martinez, President’s Latino Advisory Committee and Johari DeWitt-Rogers, President’s African American Advisory Committee spoke about Arizona House Bill 2281 which forbids school districts from offering ethnic studies classes.

Patty D’Orange-Martin, Counselor for Veterans, announced that Pasadena City College has been selected as a veteran friendly school for 2011 by GI Jobs magazine.

E. REPORTS

b. SUPERINTENDENT/PRESIDENT
1. Legislative and State Budget Update – Patrick McCallum, McCallum Group Inc.
   Dr. Rocha introduced Mr. McCallum of the McCallum Group Inc. Mr. McCallum presented a legislative and state budget update.

2. Fall 2010 Enrollment Update
   Ms. Kollross presented an update on Fall 2010 enrollment.

  a. BOARD OF TRUSTEES

Mr. Geoffrey Baum, Trustee
• Attended the reception hosted by Senator Liu in honor of Dr. Rocha on August 22, 2010. Dr. Mann and Ms. Brown also attended.
• Reported that there was a recent column written by Larry Wilson in the Pasadena Star News praising the leadership and vision of Dr. Rocha.

Dr. Anthony Fellow, Trustee
• Thanked the Board for approving his appointee to the Measure P Citizens’ Oversight Committee, Dr. Brad King.

Mr. Nolan Pack, Student Trustee
• Attended the Community College League of California’s Student Trustees Workshop at Newport Beach on August 13-14, 2010.
• Attended the Foothill Transit negotiations for the I-PASS program, the subsidized student transit program, with Dr. van Pelt.

c. SHARED GOVERNANCE REPRESENTATIVES

Mr. Edward Martinez, Academic Senate
• Reported that the Academic Senate is waiting for the final language in SB1440 and the guidelines from the Chancellor’s office to align AA degrees with the transfer requirements to the Cal State system.
• Reported that the Academic Senate’s Distance Education Committee, with the assistance of Professor Sandy Haynes, Visual Arts & Media Studies, has produced a new web link: pasadena.edu/distance.

Ms. Cynthia Smith, Classified Senate
• Reported that the Classified Senate is focusing on a self-evaluation of the Senate’s performance and levels of success in meeting its goals.
• Reported that the next meeting of the Classified Senate will be held on September 1, 2010 at which time the self-evaluation responses will be reviewed and methodologies for improvement will be discussed.

Ms. Jamie Hammond, Associated Students
• Reported that the Associated Students set goals for the year at the summer retreat.
• Reported that the Associated Students will be hosting a Week of Welcome during the first week of the Fall semester. Healthier food options will be provided as well as a showing of *Toy Story 3*.
• Reported that a loan was received from the Flea Market Board of Directors for the laptop rental program. Twelve laptops will be purchased which can be rented from the Office of Student Affairs.

C. INTRODUCTIONS/ANNOUNCEMENTS
Dr. Rocha thanked Susie Ling, President's Asian Advisory Committee, Roberta Martinez, President's Latino Advisory Committee and Johari DeWitt-Rogers, President's African American Advisory Committee for bringing forward their statement regarding Arizona House Bill 2281 which is in complete accord with the College's social justice history. Dr. Rocha congratulated staff for all the great work being done to merit the honor of being a veterans-serving institution which is a symbol of the College's deep commitment to the veterans. He thanked Dr. Jacobs for officiating at the Licensed Vocational Nursing Class of 2010 pinning ceremony tonight.

Mr. Juan Gutierrez, Director, Public Relations, announced that the College is on the executive board of the National Council for Marketing and Public Relations which promotes two year colleges through communications and marketing.

Mrs. Chapman announced that PCC alumnus David Rust will receive the California Community College Distinguished Alumni Award for 2010.

F. APPROVAL OF CONSENT ITEMS
27-P: Employment, Change of Status, Leave of Absence, and Separation of Academic Employees, 2010-2011
Dr. Mann recognized Richard McKee's 33 years of service and his commitment to open government.

24-B: Ratify Grant Application, The Pasadena Digital History Collaboration
Mr. Baum expressed appreciation that the District will be collaborating with the community on the grant.

25-B: Ratify Grant Application, Veterans Success Center at Pasadena City College
Mr. Baum expressed appreciation to the District for following through on the commitment to veterans.

26-B: Approve/Amend/Renew Contracts
Mr. Baum questioned whether Contract No. B-97807-1, Kleinfelder, should be placed on the Measure P contracts. Dr. van Pelt replied that the Kleinfelder contract is a consultant paid for out of Measure P. The consultant will be providing special inspection and materials testing services related to the new Center for the Arts. Mr. Baum commented on the fact that there is already a contract for the Artist-in-Residence, Daniel Martinez.

32-B: Approve Purchasing Transactions
Mr. Baum expressed appreciation to the District for continuing to patronize businesses within the District's boundaries.
MOTION: ON MOTION OF Dr. Fellow and seconded by Mr. Pack, the Board voted by a unanimous vote of the six members present to approve Consent Items 23-B through 33-B; and 22-P through 28-P, with 26-P revised.
Advisory Vote: Aye

G. RECEIPT OF FOURTH QUARTERLY FINANCIAL STATUS REPORT: DISCUSSION WITH POSSIBLE ACTION

MOTION: ON MOTION OF Dr. Mann and seconded by Dr. Fellow, the Board voted by a unanimous vote of the six members present to receive the Fourth Quarterly Financial Status Report.
Advisory Vote: Aye

H. ACCREDITATION AND EDUCATIONAL MASTER PLAN UPDATE: PRESENTATION
Mr. Miller presented an update on accreditation and the Educational Master Plan.

I. RESOLUTION - AB 1440: DISCUSSION WITH POSSIBLE ACTION

MOTION: ON MOTION OF Mr. Baum and seconded by Dr. Mann, the Board voted by a unanimous vote of the six members present to approve Resolution No. 466 to Authorize Waiver of Mandated Costs in Exchange for the Removal of Conditions on Funding.
Advisory Vote: Aye

J. PUBLIC HEARING AND APPROVAL OF CONTRACT FOR 2010-2011 BETWEEN THE PASADENA CITY COLLEGE INSTRUCTIONAL SUPPORT SERVICES UNIT (ISSU) AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT: DISCUSSION WITH POSSIBLE ACTION
Mr. Thomson opened the hearing. Since no one wished to address the Board on the item, the hearing was closed.

MOTION: ON MOTION OF Dr. Mann and seconded by Dr. Fellow, the Board voted by a unanimous vote of the six members present to approve the Contract for 2010-2011 between the Pasadena City College Instructional Support Services Unit (ISSU) and the Pasadena Area Community College District.
Advisory Vote: Aye

K. RECEIVE AND SET PUBLIC HEARING REGARDING 2010-2011 INITIAL BARGAINING PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE FACULTY ASSOCIATION (PCCFA): DISCUSSION WITH POSSIBLE ACTION

MOTION: ON MOTION OF Dr. Fellow and seconded by Ms. Brown, the Board voted by a unanimous vote of the six members present to set the public hearing for September 1, 2010 regarding the 2010-2011 Initial Bargaining Proposal from the Pasadena Area Community College District to the Pasadena City College Faculty Association (PCCFA).
Advisory Vote: Aye

L. BYLAW REVIEW: DISCUSSION WITH POSSIBLE ACTION

• BYLAW NO. 1830, MISCELLANEOUS: TRAVEL EXPENSE
MOTION: ON MOTION OF Dr. Mann and seconded by Dr. Fellow, the Board voted by a unanimous vote of the six members present to approve Bylaw No. 1830, Miscellaneous: Travel Expense. Advisory Vote: Aye

M. POLICY REVIEW: DISCUSSION WITH POSSIBLE ACTION

• POLICY NO. 5250: PROFESSIONAL CONFERENCE ATTENDANCE

MOTION: ON MOTION OF Dr. Mann and seconded by Dr. Fellow, the Board voted by a unanimous vote of the six members present to approve Policy No. 5250, Professional Conference Attendance. Advisory Vote: Aye

N. FUTURE BOARD MEETING DATES

Saturday, August 28, 2010 (Summer Board retreat) – 9:30 a.m.
Wednesday, September 1, 2010 (Regular Board meeting) – 6:00 p.m.
Wednesday, September 15, 2010 (Regular Board meeting) – 6:00 p.m.

O. FUTURE AGENDA ITEMS

Dr. Mann requested the following:
• Agenda for Board summer retreat: include roles and responsibilities of the Board officers in addition to the Board and the College President; and the Board’s Norms and Protocols

Mr. Baum requested the following:
• Board self-evaluation to be concluded
• Board room set-up

Dr. Fellow suggested that Mr. Pack be invited to attend the Board summer retreat on August 28, 2010.

III. ADJOURNMENT

Mr. Thomson adjourned Meeting No. 24 at 8:27 p.m.
MOTIONS CARRIED AT MEETING NO. 24 – August 25; 2010

1. Approval of the Minutes of Meeting No. 23, Regular Business Meeting, held on August 4, 2010, as amended.

2. Approval of Consent Items 23-B through 33-B; and 22-P through 28-P, with 26-P revised.

3. Approval to receive the Fourth Quarterly Financial Status Report.

4. Approval of Resolution No. 466 to Authorize Waiver of Mandated Costs in Exchange for the Removal of Conditions on Funding.

5. Approval of the Contract for 2010-2011 between the Pasadena City College Instructional Support Services Unit (ISSU) and the Pasadena Area Community College District.

6. Approval to set the public hearing for September 1, 2010 regarding the 2010-2011 Initial Bargaining Proposal from the Pasadena Area Community College District to the Pasadena City College Faculty Association (PCCFA).

7. Approval of Bylaw No. 1830, Miscellaneous: Travel Expense.

8. Approval of Policy No. 5250, Professional Conference Attendance.

Submitted by:

Mark W. Rocha, Secretary
Board of Trustees
AGENDA

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I. CLOSED SESSION (6:00 p.m.)

Government Code §54957.6 Labor Negotiations (PCCFA; CSEA 777; ISSU; POA)
   Designated Negotiator: Mr. Engeldinger

Government Code §54957.6 Negotiations with Unrepresented Employees (Confidentials; Management Association)
   Designated Negotiator: Mr. Engeldinger

Government Code §54956.9(b) Conference with Legal Counsel regarding Anticipated Litigation

Government Code §54957 Negotiation with Unrepresented Employee (College President)
   Designated Negotiator: Mr. Thomson, Board President

Government Code §54957 Negotiation with Unrepresented Employee (Vice President)
   Designated Negotiator: Dr. Rocha

Government Code §54957 Public Employee Appointment (Vice President)

II. CALL TO ORDER, ROLL CALL AND PUBLIC COMMENT ON NON-AGENDA ITEMS
OPEN SESSION (7:00 p.m.)

A. PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES
   Meeting No. 23, Regular Business Meeting, August 4, 2010

C. INTRODUCTIONS/ANNOUNCEMENTS

D. PUBLIC COMMENT ON NON-AGENDA ITEMS
   The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda, but members may make a brief comment or ask questions in response to public comments.

E. REPORTS

a. BOARD OF TRUSTEES

b. SUPERINTENDENT/PRESIDENT
   1. Legislative and State Budget Update – Patrick McCallum, McCallum Group Inc.
   2. Fall 2010 Enrollment Update

c. SHARED GOVERNANCE REPRESENTATIVES
F. APPROVAL OF CONSENT ITEMS (see page 3, attached)

G. RECEIPT OF FOURTH QUARTERLY FINANCIAL STATUS REPORT: DISCUSSION WITH POSSIBLE ACTION

H. ACCREDITATION AND EDUCATIONAL MASTER PLAN UPDATE: PRESENTATION

I. RESOLUTION - AB 1440: DISCUSSION WITH POSSIBLE ACTION

J. PUBLIC HEARING AND APPROVAL OF CONTRACT FOR 2010-2011 BETWEEN THE PASADENA CITY COLLEGE INSTRUCTIONAL SUPPORT SERVICES UNIT (ISSU) AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT: DISCUSSION WITH POSSIBLE ACTION

K. RECEIVE AND SET PUBLIC HEARING REGARDING 2010-2011 INITIAL BARGAINING PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE FACULTY ASSOCIATION (PCCFA): DISCUSSION WITH POSSIBLE ACTION

L. BYLAW REVIEW: DISCUSSION WITH POSSIBLE ACTION
   • BYLAW NO. 1830, MISCELLANEOUS: TRAVEL EXPENSE

M. POLICY REVIEW: DISCUSSION WITH POSSIBLE ACTION
   • POLICY NO. 5250: PROFESSIONAL CONFERENCE ATTENDANCE

N. FUTURE BOARD MEETING DATES
   Saturday, August 28, 2010 (Summer Board retreat) – 9:30 a.m.
   Wednesday, September 1, 2010 (Regular Board meeting) – 6:00 p.m.
   Wednesday, September 15, 2010 (Regular Board meeting) – 6:00 p.m.

O. FUTURE AGENDA ITEMS

III. ADJOURNMENT
CONSENT ITEMS

23-B Ratify/Amend Board Agenda Item F, Certification of Signatures Approved on December 9, 2009
24-B Ratify Grant Application, The Pasadena Digital History Collaboration
25-B Ratify Grant Application, Veterans Success Center at Pasadena City College
26-B Approve/Amend/Renew Contracts
27-B Approve Professional Conference Attendance
28-B Approve Contract with Chancellor's Office for Collection of Outstanding Student Obligations
29-B Adoption of Resolution #465 – Ratify Agreement – Child Care and Development Services
30-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation
31-B Reporting and Approval of Revolving Fund Reimbursement
32-B Approve Purchasing Transactions
33-B Authorization to Sell Surplus Items

22-P Approve/Ratify Stipends for Classified and Unclassified Personnel
23-P Approve/Ratify Stipends for Academic Personnel
24-P Employment of Hourly Credit Teachers and Substitute Teachers, Fall 2010
25-P Employment of Hourly Noncredit Teachers and Substitute Teachers, Fall 2010

Revised
26-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
27-P Employment, Change of Status, Leave of Absence, and Separation of Academic Employees, 2010-2011
28-P Approval of Interim Administrative Contract
I. CALL TO ORDER, ROLL CALL
The meeting was called to order at 9:30 a.m. by Mr. Thomson, President.

ROLL CALL
Trustees Present
Mr. William Thomson, President
Mr. Geoffrey L. Baum, Vice President
Mr. John Martin, Clerk
Ms. Berlinda Brown
Dr. Anthony Fellow
Dr. Jeanette Mann
Mr. Nolan Pack, Student Trustee

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

B. PUBLIC COMMENT ON NON-AGENDA ITEMS
There was no public comment.

C. FACILITATED DISCUSSION: Dr. Cindra Smith, Consultant
Please see attached Discussion Summary.

- Introductions and Ground Rules
- Differentiating Roles and Responsibilities of Board of Trustees and CEO
  o Delegation and accountability
  o Communication and information
- Review Board of Trustees governance processes
  o Meeting agendas and processes
  o Committee structure and roles
- Next Steps to conclude Board of Trustees assessment (per ACCJC midterm report)
- Process for Board of Trustees guidance and input to Educational Master Plan
- Board/CEO priorities for 2010-2011
- Closing
D. FUTURE BOARD MEETING DATES

Wednesday, September 1, 2010 (Regular Board meeting) – 6:00 p.m.
Wednesday, September 15, 2010 (Regular Board meeting) – 6:00 p.m.

II. ADJOURNMENT
Mr. Thomson adjourned Meeting No. 28 at 3:30 p.m.

Submitted by:
Mark W. Rocha, Secretary
Board of Trustees
Pasadena CCD Board of Trustees Retreat  
August 28, 2010  
Discussion Notes  
Prepared by Dr. Cindra Smith, Consultant

Opening  
Board members introduced themselves and reviewed “ground rules” and expected outcomes for the retreat.

Board Delegation to CEO  
Board members discussed delegation to the CEO and acknowledged that it is accomplished through policy and board action, reinforcing that individual trustees have no authority to direct the CEO.  
Discussion of the board’s policy and policy role included:

• Clarification that the board does not approve procedures. Per policy, the board may ask for a review of procedures if, in its opinion, they are not a reasonable interpretation of board policies.
• Agreement that some policies, particularly in fiscal and human resource areas may be too prescriptive and procedural. Policies should be reviewed and revised as necessary to clarify levels of responsibility and relieve the board of procedural matters.

The Superintendent/President will review all policies with the intent to streamline policies and foster delegation of procedures to the CEO. Key areas to address include human resources, fiscal, and governance processes.

Board and CEO Communication  
Board members and the CEO discussed the importance of and strategies for ongoing and open communication, including the principle of “no surprises.”

The Superintendent/President will email a weekly update to all trustees, ensure that all trustees receive the same information, and call each trustee about urgent or emergency situations as soon as feasible.

Board members will reinforce their policy role and uphold their communication protocols as defined in Bylaw 1450 by referring staff members who contact them to the appropriate college process. They will let the CEO know of such contacts.

Board Meetings  
To improve board meetings, the board would like:

• More time for and meeting formats that encourage open discussion to explore issues
• Delegating routine matters to the CEO (see policy review) to reduce the need for the Board to approve routine items
• A consent agenda consisting of routine items that does not engender discussion
• Referencing relevant policies, pros and cons, questions and action required for the board in agenda items
• Streamlining board and staff reports
• Rephrasing information on public comment to reinforce limits on trustee response
• Have general counsel attend board meetings

The Superintendent/President will develop a proposal to refine board meetings agendas per the discussion, including instituting the practice of one business meeting and one study session a month.
Board members will alert the CEO regarding questions on the agenda prior to the meeting to assure that information is available and that they understand all items.

Role of Board Officers and Committees
Discussion of current practices included:

- The board affirmed that the CEO and board president will meet regularly to consult on the agenda and other matters.
- Regular board officer meetings with the CEO will be replaced by increased communication to all trustees and study sessions that involve all trustees.
- The practice of appointing ad hoc committees to support board business will continue.
- Trustees will reduce their participation as members of college committees.

Board Self-Assessment
By mid October, the board will complete the process as defined in policy. Board members will use the constituent feedback as information when they complete their self-evaluations. They will also use the goals they set last year and evaluate progress on them.

The board may revise the process and criteria for next year’s evaluation.

2010-2011 Tasks/Priorities
The retreat results in the following priorities and tasks for the Board and CEO

1. Educational Master Plan: Draft goals by December that incorporate five key areas of transfer/associate degrees, career and technical education, basic skills, in-district student access and success and facilities/technology. Board members expressed support for these areas, and discussed the importance of student success, access, equity, serving in-district students, as well as the strategies of improving relations with high schools, and providing distance learning.

2. Accreditation: Complete progress report on recommendations

3. College Operations: Streamline operations, starting with revising policies to increase and strengthen delegation, particularly in human resources, fiscal operations, and governance.

4. Board Effectiveness: Strengthen board functioning by completing and using the results of the Board self-evaluation, streamlining committees, reducing trustee membership on college committees, following communication protocols, and reworking board meeting agendas.
AGENDA

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I. CALL TO ORDER, ROLL CALL AND PUBLIC COMMENT ON NON-AGENDA ITEMS
OPEN SESSION (9:30 a.m.)

A. PLEDGE OF ALLEGIANCE

B. PUBLIC COMMENT ON NON-AGENDA ITEMS
The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda, but members may make a brief comment or ask questions in response to public comments.

C. FACILITATED DISCUSSION: Dr. Cindra Smith, Consultant
   - Introductions and Ground Rules
   - Differentiating Roles and Responsibilities of Board of Trustees and CEO
     - Delegation and accountability
     - Communication and information
   - Review Board of Trustees governance processes
     - Meeting agendas and processes
     - Committee structure and roles
   - Next Steps to conclude Board of Trustees assessment (per ACCJC midterm report)
   - Process for Board of Trustees guidance and input to Educational Master Plan
   - Board/CEO priorities for 2010-2011
   - Closing

D. FUTURE BOARD MEETING DATES
   Wednesday, September 1, 2010 (Regular Board meeting) – 6:00 p.m.
   Wednesday, September 15, 2010 (Regular Board meeting) – 6:00 p.m.

II. ADJOURNMENT
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 26 on Wednesday, September 1, 2010, in Creveling Lounge of Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL
The meeting was called to order at 6:02 p.m. by Mr. Thomson, President.

ROLL CALL
Trustees Present
Mr. William Thomson, President
Mr. Geoffrey L. Baum, Vice President (arrived at 6:08 p.m.)
Mr. John Martin, Clerk
Ms. Berlinda Brown
Dr. Anthony Fellow
Dr. Jeanette Mann
Mr. Nolan Pack, Student Trustee

Administrative Officers in Attendance
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
Dr. Lisa Sugimoto, Interim Vice President, College Advancement
Mr. Lyle K. Engeldinger, Dean, Human Resources
Mrs. Elaine Chapman, Interim Dean, External Relations
Ms. Crystal A. Kollross, Interim Dean, Institutional Planning and Research
Mr. Robert Miller, Interim Dean, Educational Services

The Academic Senate was represented by Mr. Edward Martinez.
The Classified Senate was represented by Ms. Cynthia Smith.
The Associated Students Board was represented by Ms. Jamie Hammond
The Management Association was represented by Dr. David Douglass.

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

Mr. Thomson adjourned the Board to Closed Session at 6:04 p.m.

II. CLOSED SESSION

Government Code §54957.6 Labor Negotiations (PCCFA; CSEA 777; ISSU; POA)
III. OPEN SESSION

Mr. Thomson reconvened the Open Session at 7:01 p.m. and reported that no action was taken in Closed Session.

A. PLEDGE OF ALLEGIANCE
Dr. Sugimoto led the Pledge of Allegiance.

B. INTRODUCTIONS/ANNOUNCEMENTS
There were no introductions or announcements.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS
There was no public comment.

D. REPORTS

a. BOARD OF TRUSTEES

Ms. Berlinda Brown, Trustee
- Attended the very successful Welcome Day on Friday, August 27, 2010.

Dr. Anthony Fellow, Trustee
- Reported that most state universities closed enrollment to all classes two days ago. The Chancellor said there is no money to continue operating as there is no state budget. Students will not be graduating unless they attend summer school.

Mr. Nolan Pack, Student Trustee
- Expressed his thanks to Dr. Rocha and Dr. Jacobs for increasing the number of seats available to students in classes.
- Reported that more I-PASSes have been sold since Fall semester began than were sold cumulatively last semester. (The I-PASS is the subsidized student transit program.)

b. SUPERINTENDENT/PRESIDENT

- Thanked all faculty and staff for successfully opening the 2010-2011 academic year.
- Mr. Gary Woods, the new Interim Division Dean, Business and Computer Technology, was introduced by Dr. Jacobs.

c. SHARED GOVERNANCE REPRESENTATIVES

Mr. David Douglass, Management Association
- Welcomed Mr. Woods to the Management Association.
- Reported that the first fall meeting for the Management Association will take place on September 20, 2010 at 12:00 noon. The Executive Board of the Management Association will be meeting with Dr. Rocha.
- Reported that information about the Management Association will be located on a web page linked to staff services on the pasadena.edu home page.

Mr. Edward Martinez, Academic Senate
- Reported that the Academic Senate will meet on Monday, September 13, 2010.

Ms. Cynthia Smith, Classified Senate
- Reported that the Classified Senate met today and regarding accreditation response #5 all points on the Classified Senate’s self evaluation were unanimously approved and will be submitted to the District.
Ms. Jamie Hammond, Associated Students
• Reported that the Associated Students are hosting the Week of Welcome.
• Reported that the application process has commenced for the forming of committees.
• Reported that the Associated Students Board will be battling the Improv Troupe Club in the Vosloh Forum on Friday, September 3, 2010.

E. APPROVAL OF CONSENT ITEMS
Mr. Baum requested that two Consent Items be withdrawn for separate votes:
Consent Item 40-B, Ratify Authorization to Negotiate and Enter Into Agreement with the Los Angeles County Metropolitan Transportation Authority (LACMTA) and Foothill Transit, and Consent Item 30-P, Approve/Ratify Stipends for Academic Personnel.

MOTION: ON MOTION OF Dr. Fellow and seconded by Ms. Brown, the Board voted by a unanimous vote of the six members present to approve Consent Items 34-B through 40-B; and 29-P through 34-P, with Consent Items 40-B and 30-P withdrawn for separate votes.

Advisory Vote: Aye

40-B: Ratify Authorization to Negotiate and Enter Into Agreement with the Los Angeles County Metropolitan Transportation Authority (LACMTA) and Foothill Transit
Mr. Baum requested the ratification process background and the costs to the District. Dr. van Pelt responded that the I-PASS program has been expanded to include Foothill Transit. Foothill Transit's Board approved entering into negotiations with the College in late July. The MTA required two week's lead time prior to printing the actual passes with the Foothill logo included. By the time the agreement was entered into with Foothill Transit, the agenda had been set for the August 25, 2010 board meeting but the I-PASSes needed to be made available for purchase by the students or momentum would have been lost, therefore the agreement became a ratification. The initial maximum financial impact to the District was $130,000. 1,270 I-PASSes have been sold which translates into $37,000, which leaves a maximum impact of $93,000, 50% of which comes from the student activity fee and the other 50% from the parking fund. The parking fund is restricted to parking lots and mass transit. Mr. Pack commented that the purchase of the I-PASS could be integrated with the on-line registration process as the earlier the program is promoted the more successful it can be. Ms. Hammond added that many students asked about the I-PASS program during Welcome Week. Mr. Baum requested a review of the use of the student activity fee and Mr. Martin requested that the parking fund come back as a future agenda item with a comprehensive assessment including the costs. With the parking money, another alternative would be to lower the costs to the students if there are extra parking funds. Mr. Martin asked what time period was covered by the program. Dr. van Pelt responded that it is for the Fall semester. Dr. Mann said she thought the I-PASS program was a pilot program and the Board was going to receive an analysis on the pilot, not a continuation and expansion of the program. Dr. Rocha said an assessment of the program could be brought to the Board in October 2010.

MOTION: ON MOTION OF Mr. Pack and seconded by Dr. Fellow, the Board voted by a unanimous vote of the six members present to approve Consent Item 40-B, Ratify Authorization to Negotiate and Enter Into Agreement with the Los Angeles County Metropolitan Transportation Authority (LACMTA) and Foothill Transit, with an analysis and evaluation of the program being an agenda item at the second Board meeting in October 2010.
Advisory Vote: Aye
30-P: Approve/Ratify Stipends for Academic Personnel
Mr. Baum asked whether there is back up for the division deans which would eliminate the need for additional stipends. Dr. Jacobs replied that there are no assistant deans.

**MOTION:** ON MOTION OF Mr. Martin and seconded by Dr. Fellow, the Board voted by a unanimous vote of the six members present to approve Consent Item 30-P, Approve/Ratify Stipends for Academic Personnel.
Advisory Vote: Aye

F. SELECTION OF TRUSTEE – AREA 5: DISCUSSION WITH POSSIBLE ACTION
Mr. Thomson reported that the Ad Hoc Board Member Vacancy Committee (Thomson, Brown, Mann, Pack) met this afternoon and reviewed ten applications for the Trustee Area 5 seat. The Committee recommended that five applicants be interviewed: Benjamin Figueroa, Melinda Hsia, Adam Murray, Linda Wah and Warren Weber. The interviews will take place at a special public Board meeting on Tuesday, September 14, 2010. Dr. Mann commented that she was impressed by the qualifications of the ten applicants and thanked them. Ms. Brown, Mr. Pack and Mr. Baum expressed their appreciation to all the applicants.

**MOTION:** ON MOTION OF Dr. Fellow and seconded by Ms. Brown, the Board voted by a unanimous vote of the six members present to approve the Ad Hoc Board Member Vacancy Committee’s recommendation to interview the five finalists for the Trustee Area 5 seat, Benjamin Figueroa, Melinda Hsia, Adam Murray, Linda Wah and Warren Weber, at a special Board meeting scheduled for Tuesday, September 14, 2010 convening at 6:00 p.m.
Advisory Vote: Aye

G. PUBLIC HEARING REGARDING 2010-2011 INITIAL BARGAINING PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE FACULTY ASSOCIATION (PCCFA)
Mr. Thomson opened the hearing. Since no one wished to address the Board on the item, the hearing was closed.

H. FUTURE BOARD MEETING DATES

Tuesday, September 14, 2010 (Special Board meeting) – 6:00 p.m.
Wednesday, September 15, 2010 (Regular Board meeting) – 6:00 p.m.
Wednesday, October 6, 2010 (Regular Board meeting) – 6:00 p.m.

I. FUTURE AGENDA ITEMS
Ms. Brown requested that Contract Education, a first discussion without staff time, be placed on the next Board agenda.

Dr. van Pelt reported that the west gateway entrance to Staff Parking Lot No. 1 from Hill Street was opened on Monday, August 30, 2010. Mr. Thomson expressed his appreciation to Dr. van Pelt for opening the west gateway in time for the first day of Fall Semester.

IV. ADJOURNMENT
Mr. Thomson adjourned Meeting No. 26 at 7:47 p.m.
MOTIONS CARRIED AT MEETING NO. 26 – September 1, 2010

1. Approval of Consent Items 34-B through 40-B; and 29-P through 34-P, with Consent Items 40-B and 30-P withdrawn for separate votes.

2. Approval of Consent Item 40-B, Ratify Authorization to Negotiate and Enter Into Agreement with the Los Angeles County Metropolitan Transportation Authority (LACMTA) and Foothill Transit, with an analysis and evaluation of the program being an agenda item at the second Board meeting in October 2010.


4. Approval of the Ad Hoc Board Member Vacancy Committee’s recommendation to interview the five finalists for the Trustee Area 5 seat, Benjamin Figueroa, Melinda Hsia, Adam Murray, Linda Wah and Warren Weber, at a special Board meeting scheduled for Tuesday, September 14, 2010 convening at 6:00 p.m.

Submitted by:

Mark W. Rocha, Secretary
Board of Trustees
AGENDA

Notice: Members of the public may request the opportunity to address the Board regarding any item on the agenda. To do so, please complete a "Request to Address the Board" form and give it to the Board Secretary prior to the deliberation of the agenda item. Individual speakers are limited to five minutes; total audience participation on any agenda item is limited to thirty minutes.

I. CLOSED SESSION (6:00 p.m.)
   Government Code §54957.6 Labor Negotiations (PCCFA; CSEA 777; ISSU; POA)
   Designated Negotiator: Mr. Engeldinger
   Government Code §54957.6 Negotiation with Unrepresented Employees (Confidential; Management Association)
   Designated Negotiator: Mr. Engeldinger

II. CALL TO ORDER, ROLL CALL AND PUBLIC COMMENT ON NON-AGENDA ITEMS
   OPEN SESSION (7:00 p.m.)
   A. PLEDGE OF ALLEGIANCE
   B. INTRODUCTIONS/ANNOUNCEMENTS
   C. PUBLIC COMMENT ON NON-AGENDA ITEMS
      The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda, but members may make a brief comment or ask questions in response to public comments.
   D. REPORTS
      a. BOARD OF TRUSTEES
      b. SUPERINTENDENT/PRESIDENT
      c. SHARED GOVERNANCE REPRESENTATIVES
   E. APPROVAL OF CONSENT ITEMS (see page 3, attached)
   F. SELECTION OF TRUSTEE – AREA 5: DISCUSSION WITH POSSIBLE ACTION
   G. PUBLIC HEARING REGARDING 2010-2011 INITIAL BARGAINING PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE FACULTY ASSOCIATION (PCCFA)
H. FUTURE BOARD MEETING DATES

   Wednesday, September 15, 2010 (Regular Board meeting) – 6:00 p.m.
   Wednesday, October 6, 2010 (Regular Board meeting) – 6:00 p.m.

I. FUTURE AGENDA ITEMS

III. ADJOURNMENT
CONSENT ITEMS

34-B Approve Purchasing Transactions
35-B Approve/Ratify/Amend/Renew Contracts
36-B Approve Extended Learning Presenters
37-B Amendment to Consent Item No. 1-B, Approval of Organizations for Membership, 2010-11 Fiscal Year
38-B Approve/Ratify Staff Development Activities
39-B Approve Mileage Authorization
40-B Ratify Authorization to Negotiate and Enter Into Agreement with the Los Angeles County Metropolitan Transportation Authority (LACMTA) & Foothill Transit

29-P Approve/Ratify Stipends for Classified and Unclassified Personnel
30-P Approve/Ratify Stipends for Academic Personnel
31-P Employment of Hourly Credit Teachers and Substitute Teachers, 2010-2011
32-P Employment of Hourly Noncredit Teachers and Substitute Teachers, 2010-11
33-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
34-P Approval of interim Division Dean, Business and Computer Technology
Board Agenda Item H: Approval of District Policy 2300: Academic Calendar
District Policy 2400: Public Records
District Policy 2500: Professional Ethics of Management
District Policy 2520: Professional Ethics of Classified Staff

Board Meeting: September 15, 2010

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve District Policy 2300, Academic Calendar; District Policy 2400: Public Records; District Policy 2500, Professional Ethics of Management; and District Policy 2520, Professional Ethics of Classified Staff.

Fiscal Impact: None

Background: The policy was compared to model policies provided by the Community College League of California and reviewed by the College’s Executive Committee before being further reviewed by the College Coordinating Council.

Additions to the policy are shown in bold text, deletions show as strike throughs.

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
Title: Academic Calendar Policy No. 2300

Legal Authority: California Education Code Sections 70902(b)(12); Title 5 Sections 55700; et seq., Section 58142

It is the policy of the Pasadena Area Community College District that the Superintendent/President shall, in consultation with the appropriate constituent groups, develop and recommend an academic calendar to the Board of Trustees for approval.

Approved by the Board of Trustees:
1. The academic year consists of 176 days of instruction.

2. The calendar days that have some flexibility as to when they are observed are determined by the calendar committee, in accordance with guidelines from the Chancellor's Office (CCCO).

3. A calendar committee, consisting of members from each of the shared governance groups and a member from each of the bargaining units, consults collegially to develop the academic calendar for recommendation to the Board of Trustees.

4. Observed holidays:
   - New Year's Eve Day (December 31)
   - New Year's Day (January 1)
   - Dr. Martin Luther King, Jr. Day (Third Monday in January)
   - Lincoln Day (in accordance with CCCCO guidelines)
   - Presidents Day (Third Monday in February, also referred to as Washington Day)
   - Cesar Chavez Day (in accordance with CCCCO guidelines)
   - Memorial Day (Last Monday in May)
   - Independence Day (July 4)
   - Labor Day (First Monday in September)
   - Veterans Day (in accordance with CCCCO guidelines)
   - Thanksgiving (Fourth Thursday and Friday in November)
   - Christmas Eve Day (December 24)
   - Christmas Day (December 25)

5. Other observances:
   - California Admission Day (floating holiday)
   - Friday of spring break week
Title: Public Records

It is the policy of the Pasadena Area Community College District that the Superintendent/President shall establish in accordance with policy 2000 procedures for records management including access by the public that comply with the requirements of the California Public Records Act.

Approved by the Board of Trustees: January 21, 2009
1. Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Office of the President/President. The Superintendent/President reserves the right to ask the requestor to submit their request in writing for the purpose of clearly identifying which public records they want to inspect or have copied. The Office of the Superintendent/President will forward the request to the appropriate manager to respond.

2. Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the responding manager may request it to be provided in writing.

3. Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff time to assemble the records and identify any records that may be exempt from disclosure.

4. Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

5. Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.

6. Within ten (10) working days, the custodian of records responding manager will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s). As there are more than one hundred disclosure exemptions contained in California law, questions about whether a record is exempt from disclosure may be referred to legal counsel.

7. If the information requested is available in an electronic format and the requester desires it in that format, the file(s) can be e-mailed free of charge.

8. If the information requested is not available in an electronic format or the requester desires that the information be in a format other than e-mail, a fee will be charged.

9. The fee is managed by the Vice President, Administrative Services, who will annually review the fees against the market rate charged by duplication companies in the community. A rate schedule will be established that does not exceed 75% of the rates charged by the companies for similar services.

10. The Vice President, Administrative Services may reduce or waive this fee if, in his or her judgment, significant financial hardship has been demonstrated by the requestor.
The following records are exempted from a public records request:

1. Student records per Education Code Section 76243.
2. Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code Section 6254(a))
3. Records pertaining to pending litigation or to claims until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section 6254(b))
4. Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy. (Government Code Section 6254(e))
5. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination (except for standardized tests provided for by Education Code Section 99150 et seq.). (Government Code Section 6254(g))
6. The contents of real-estate appraisals or engineering or feasibility estimates and evaluations relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section 6254(h))
7. Internet posting of home address of telephone numbers of local elected officials. (Government Code Section 6254.21)
8. Home addresses and home telephone number of employees of a school District or county office of education (other than to an agent or family member of the employee, to an officer of another school District when necessary, to an employee organization, or to an agency or employee of a health benefit plan.) (Government Code Section 6254.3)
It is the policy of the Pasadena Area Community College District that managers adhere to a code of professional ethics that includes responsibilities to their professions, to students, to their colleagues, to their institution, to the Board of Trustees, and to their community. Managers accused of violating the Professional Ethics of Managers' policy and/or procedures shall be afforded due process.
Responsibilities of Managers
Managers respond to their professions as well as to many constituencies: students, colleague managers, faculty and staff, the Board of Trustees, and the community. The following statements of responsibilities are intended as guidelines:

1. Ethical Responsibility to the Professions
   With respect to the professions, the manager has the responsibility:
   a. To improve performance through participation in professional activities
   b. To be informed about developments in education in general and in the community college in particular
   c. To encourage and assist new professionals toward growth and effectiveness
   d. To implement the best educational practices in a service area or discipline
   e. To resolve personnel matters as well as other conditions that become contrary to the mission of the college.

2. Ethical Responsibility to the Students
   With respect to students, the manager has the responsibility:
   a. To provide and protect student access to the educational resources of the community college
   b. To protect human dignity and individual freedom; and assure that students are respected as individuals, as learners, and as independent decision-makers
   c. To invite students to become involved in the participatory governance process
   d. To protect students from disparagement, embarrassment, or capricious judgment
   e. To keep foremost in mind at all times that the college exists to provide quality educational and learning experiences for students.

3. Ethical Responsibility to Colleagues, Managers, Faculty and Staff
   With respect to colleagues and staff, the manager has the responsibility:
   a. To develop a climate of trust and mutual support through the established participatory governance processes
   b. To foster openness by encouraging and maintaining two-way communication
   c. To encourage, support and abide by written policies and procedures
   d. To communicate clearly to all staff members contract issues relating to the conditions of employment, work expectations and evaluation procedures
   e. To provide opportunities for professional growth
   f. To provide due process with opportunity for appeal and review of employee evaluation
   g. To challenge unethical behavior in a timely manner
   h. To consistently carry out the responsibilities of the management position.
4. Ethical Responsibility to the College:
   It is the responsibility of all managers:
   a. To work together to maintain and enhance the quality of the academic program or services
   b. To uphold the stated policies and procedures of the college and seek review and revision of policies and procedures as needed
   c. To avoid situations, in their official college roles, in which they may reasonably be construed to have a conflict of interest
   d. To clearly define his/her role when speaking as an individual, a manager, a representative of the Management Association, or other role.

5. Ethical Responsibility to the Governing Board
   With respect to the Board of Trustees, the manager has the responsibility:
   a. To keep the executive administrators informed about critical college, division, or department issues so that they can inform the Board of Trustees as appropriate
   b. To act in the best interest of the District
   c. To be guided by the College's Core Values, policies and procedures established by the Board of Trustees
   d. To represent the Board of Trustees in official statements only when formally designated to do so.

6. Ethical Responsibility to the Community
   With respect to the community, the manager has the responsibility:
   a. To remain continuously informed of the characteristics, preferences and educational needs of the local community
   b. To be sensitive to individuals from diverse backgrounds
   c. To encourage and stimulate communications with community groups.
A manager at Pasadena City College should have the right:

1. To be considered for employment without regard to race, sex, religion, creed, age, national origin, disability, sexual orientation, or any other protected class as defined by law.
2. To a clear written statement of the philosophy, goals and objectives of the district.
3. To a clear understanding of the terms and conditions of employment. (For academic managers this is the contract; all other managers are governed under the provisions of the Education Code.)
4. To work in a setting of institutional support and a climate of professional respect.
5. To be assigned authority commensurate with responsibilities and resources adequate to carry out assigned functions.
6. To act independently within the scope of authority to carry out responsibilities assigned.
7. To perform duties and carry out responsibilities without disruption or harassment.
8. To be provided with legal and financial protection from liability in carrying out duties of the position.
9. To participate in formulating and implementing institutional policy at a level appropriate for the position held.
10. To speak for the institution at the level of assign authority.
11. To participate in professional associations.
12. To confidentiality regarding personal matters.
13. To participate in and to be supported at an appropriate level in activities providing for professional growth such as career advancement and promotion, professional leaves, other leaves as defined in the Management Handbook, and conference attendance.
14. To loyal support from supervisors for the proper performance of work assigned.
15. To be evaluated in a professional manner on a regular and systemic basis, and to receive adequate notice of dissatisfaction with performance or action to terminate in accordance with existing statues.
16. To due process in accordance with written procedures which are communicated to the administrator prior to appointment.
Memorandum

Date: 9-08-10
To: Dr. Mark Rocha
From: Dr. Dave Douglass, Association President
Cc: Crystal Kollross

This is to certify that the Management Code of Ethics was approved by consensus of those present at the Association’s general meeting on June 28th, 2010.

[Signature]
Dave Douglass, Ph.D.
Management Association President
It is the policy of the Pasadena Area Community College District that the District shall have and uphold a written code of professional ethics for members of the classified service. A professional code of ethics specifying the standards of ethical and professional behavior of members of the classified service to their colleagues, their profession and students shall be formulated in consultation with all classified staff constituent groups.

The Superintendent/President shall establish procedures governing professional ethics for members of the classified service in accord with District processes.

This policy does not exclude the Law Enforcement Professional Code of Ethics.
In accordance with the Association for Community and Junior College Accreditation Standards, employees of the Pasadena Area Community College District are committed to supporting and providing a high-quality learning environment to help students successfully achieve their educational goals and objectives. To support this commitment, classified employees adhere to the following standards of ethical and professional behavior related to their duties.

Pasadena Area Community College District classified service employees are committed to:

1. Honesty and accountability in all District actions and activities.
2. Personal, technical and professional integrity in support of the mission of the District.
3. Fair and respectful interactions with colleagues, students and the public.
4. Avoiding conflicts of interest, or its appearance, between their obligations to the District and private business or personal commitments and relationships.
5. Addressing issues and work assignments without prejudice.
6. Acting within applicable laws, codes, regulations, and District policies and procedures.
7. Treating people with respect notwithstanding differences among personal values, beliefs and behaviors of others.
8. Maintaining confidentiality regarding information about students, staff, faculty, and administrators obtained in the course of their duties.
9. Being a good steward of District resources.
10. Maintaining a working and learning environment free from harassment, as defined by District policies.
11. Maintaining and enhancing job effectiveness and competency through professional development.
12. Respecting the integrity and professionalism of staff, faculty, administrators, and students.
13. Making every reasonable effort to create an equal-access learning environment that will help students succeed.
In accordance with the Association for Community and Junior College Accreditation Standards, employees of the Pasadena Area Community College District are committed to supporting and providing a high-quality learning environment to help students successfully achieve their educational goals and objectives. To support this commitment, classified employees adhere to the following standards of ethical and professional behavior related to their duties.

Pasadena Area Community College District classified service employees are committed to:

- honesty and accountability in all District actions and activities.
- personal, technical and professional integrity in support of the mission of the District.
- fair and respectful interactions with colleagues, students and the public.
- avoiding conflicts of interest, or its appearance, between their obligations to the District and private business or personal commitments and relationships.
- addressing issues and work assignments without prejudice.
- acting within applicable laws, codes, regulations, and District policies and procedures.
- treating people with respect notwithstanding differences among personal values, beliefs and behaviors of others.
- maintaining confidentiality regarding information about students, staff, faculty, and administrators obtained in the course of their duties.
- being a good steward of District resources.
- maintaining a working and learning environment free from harassment, as defined by District policies.
- maintaining and enhancing job effectiveness and competency through professional development.
- respecting the integrity and professionalism of staff, faculty, administrators, and students.
- making every reasonable effort to create an equal-access learning environment that will help students succeed.

Note: This Policy does not exclude the Law Enforcement Professional Code of Ethics.

[Signatures]

Approved by Board of Trustees: New (date) DRAFT 8/18/10
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve purchasing transactions P11-00746 through P11-00887.

FISCAL IMPLICATIONS: Funds for this purpose will be provided in the 2010-2011 District Budget in the fund indicated and charged to the cost center.

BACKGROUND: Orders have been issued in accordance with legal requirements and with Purchasing Policies revised by the Board of Trustees on July 16, 2008, Bylaw No. 1600. The purchase orders listed on the attached report include orders that are $500 or more.
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<th>PO Number</th>
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<th>Description</th>
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**RESTRICTED GENERAL FUND (INCLUDING GRANTS)**

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<th>Amount</th>
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<td>Amount</td>
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**CAPITAL OUTLAY FUND**

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<td>FACILITIES</td>
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**MEASURE P FUND**

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<td>P11-00777</td>
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**SCHEDULED MAINTENANCE FUND**

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**PROPERTY & LIABILITY SELF-INSURANCE FUND**

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* Indicates Vendor is located within the Pasadena Area Community College District.

> Indicates local branch utilized outside of District as required by Vendor.

Total: 259,292.26
Consent Item No. 41-B  
September 15, 2010  

<table>
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<th>PO Number</th>
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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM No. I 42-B

Pasadena Area Community College District

CONSENT ITEM TITLE:
Reporting and Approval of Self-Insurance Fund
Reimbursement, Workers' Compensation

Board Meeting Date: September 15, 2010

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the reimbursement of the Workers' Compensation Self-Insurance Fund Bank account in the amount of $55,964.22.

FISCAL IMPLICATIONS: The funds were expended for Medical, Travel, Legal, and Benefit Payments.

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBERS</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>08-11-10</td>
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<td>08-23-10</td>
<td>18272488</td>
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Medical: $36,118.67
Benefit Payments: $17,648.84
Legal: $1,403.10
Mileage: $793.61
$55,964.22

BACKGROUND: Effective April 1, 1988, Keenan and Associates handles Claims Administration for our Self-Insurance Fund Workers' Compensation program per action by the Board of Trustees on March 17, 1988. The fund is administered by the District.

Submitted by:
Director, Fiscal Services

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: September 15, 2010

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the reimbursement of the Pasadena Area Community College District Revolving Cash Fund in the amount of $4,357.42.

FISCAL IMPLICATIONS: The funds were expended for refunds, materials or services.

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>08-11-10</td>
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<tr>
<td>08-18-10</td>
<td>18266148</td>
<td>1,619.50</td>
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<tr>
<td>08-20-10</td>
<td>18270796</td>
<td>1,499.70</td>
</tr>
<tr>
<td>08-26-10</td>
<td>18281058</td>
<td>697.29</td>
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<td></td>
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<td>$4,357.42</td>
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</table>

BACKGROUND: The Board of Trustees originally established the Revolving Fund by resolution in January 1971. Subsequent resolutions have been adopted by the Board in October 1977, October 1980 and November 1981. The current resolution authorizing the fund was adopted by the Board on November 5, 1981, Board Report 168-B. The amount of the fund is $30,000 entrusted to the Director of Fiscal Services.

Submitted by: Odessa Welker
Director, Fiscal Services

Recommended for Approval: Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
## REVOLVING FUND REIMBURSEMENT
### SEPTEMBER 2010 EXPENSE SUMMARY

<table>
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<tr>
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<td>ASB refunds</td>
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**GRAND TOTAL:** $4,357.42
Consent Item No. 44-B

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve/Ratify Contracts

Board Meeting Date: September 15, 2010

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the contracts listed on the attached pages.

FISCAL IMPLICATIONS: Funds for this purpose will be budgeted in the cost centers shown.

BACKGROUND: The contracts have been requested by the area cost center manager and reviewed for compliance with legal requirements and with District policies.

Submitted by:

Director, Business and Purchasing Services
Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
# REVIEW OF TRANSACTIONS AND CONTRACTS

## PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approve</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-97818-1</td>
<td>Interact Communications</td>
<td>$3,500.00</td>
<td>To conduct media preference survey of PCC, California and national students to assist with marketing efforts 9/16/10 thru 6/30/11</td>
<td>Public Relations</td>
<td>01-5820</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4401-0000</td>
<td></td>
</tr>
<tr>
<td>B-97820-1</td>
<td>Dr. Chen Oren</td>
<td>$6,000.00</td>
<td>To provide consulting services related to creating a positive and productive learning environment for faculty, staff and students 9/16/10 thru 12/31/10</td>
<td>Human Resources</td>
<td>01-5120</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4300-2900</td>
<td></td>
</tr>
<tr>
<td>B-97821-1</td>
<td>Pasadena Youth Center</td>
<td>No cost to District</td>
<td>To provide placement of federal work study students 9/16/10 until terminated</td>
<td>Scholarships and Financial Aid</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Ratify</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-97819-1</td>
<td>Matthew Woodin</td>
<td>$28.00 per hour</td>
<td>To provide services as site facilitator at Arcadia High School for District's Extended Learning classes for an amount not-to-exceed $7,000.00 9/13/10 thru 6/30/11</td>
<td>Extended Learning</td>
<td>01-5120</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4402-0000</td>
<td></td>
</tr>
</tbody>
</table>

Consent Item No. 44-B
September 15, 2010
Consent Item No. 35-P

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve/Ratify Stipends for Academic Personnel

Board Meeting Date: September 15, 2010

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the persons listed below to be employed in a special project as listed, approved for the College year 2010-2011, unless otherwise indicated, or any portion thereof, as stated in their contracts. The length of time of the employment and the assignment shall be determined by College need.

<table>
<thead>
<tr>
<th>NAME</th>
<th>STIPEND</th>
<th>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>McClendon, Marie</td>
<td>5,000.00</td>
<td>Teaching and Learning Center—manage Math Jam and Math Path programs; oversee their transitions to the Math Division, 10-01-10 to 06-30-11</td>
</tr>
<tr>
<td>Mortensen, Carrie</td>
<td>5,000.00</td>
<td>Teaching and Learning Center—manage Math Jam and Math Path programs; oversee their transitions to the Math Division, 10-01-10 to 06-30-11</td>
</tr>
</tbody>
</table>

Amend Consent Item No. 30-P
(Increase stipend)

Cortez, Jose
From: 600.00
To: 975.00
Conducted training session for Kaiser employees, 07-01-10 to 08-27-10

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need.

Submitted by:
Office of Human Resources
Recommended for Approval:
Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the persons on listed below to be employed as temporary teachers of credit classes in their respective major at their respective hourly rates derived from the academic hourly salary schedule for teachers of credit classes approved for summer 2010. The length of time of the employment and the assignment shall be determined by College need.

It is further recommended Human Resources be authorized to make adjustments in class and step pursuant to established procedures and to adjust rates pursuant to the current labor agreement.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lopez, Emma</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Matthews, David</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>7</td>
<td>Engineering and Technology</td>
</tr>
<tr>
<td>Meraz, Richard</td>
<td>Adjunct Faculty</td>
<td>C</td>
<td>9</td>
<td>Business and Computer Technology</td>
</tr>
<tr>
<td>Oliver, Gale</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Performing and Communication Arts</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need.
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the following changes pertaining to classified employees.

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>RANGE &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roberts, Leilani</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From: Senior Dispatcher</td>
<td>42F*</td>
<td>100% - 12 mo.</td>
<td></td>
</tr>
<tr>
<td>Police/Safety Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To: Dispatcher</td>
<td>36F*</td>
<td>100% - 12 mo.</td>
<td>09/01/10</td>
</tr>
<tr>
<td>Police/Safety Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Includes 15 year service increment and 5% shift differential

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: Routine personnel transactions.
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the following changes pertaining to academic employees.

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Castillo, Ricardo</td>
<td>*</td>
<td>100%</td>
<td>09/20/10 - 06/30/11</td>
</tr>
<tr>
<td>Temporary Teacher-Specialist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disabled Students Programs and Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing: Emy Lu Weller</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lee, Celina</td>
<td>A-6</td>
<td>100%</td>
<td>09/16/10 - 06/30/11</td>
</tr>
<tr>
<td>Temporary Librarian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing: Eric Hanson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long, Edlaine</td>
<td>D-15</td>
<td>100%</td>
<td>09/01/10 - 09/30/10</td>
</tr>
<tr>
<td>Project Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Collaborative Grant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career and Technical Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary - Funded</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanchez Glenny, Emma</td>
<td>*</td>
<td>100%</td>
<td>10/01/10 - 06/30/11</td>
</tr>
<tr>
<td>Project Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Collaborative Grant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career and Technical Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary - Funded</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Official placement will be made upon receipt of official transcripts and verification of previous employment.

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: Routine personnel transactions.

Submitted by:
Office of Human Resources
Recommended for Approval:

Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve, pursuant to the current agreement with the Pasadena City College Faculty Association, Article 5.6.2, that the following named employee(s) be assigned salary compensation factors as noted for the fall semester 2010:

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>DIVISION</th>
<th>LOAD RATIO</th>
<th>SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armstrong, Ahni</td>
<td>Business/Computer Tech</td>
<td>1.018</td>
<td>1191 (ITV)</td>
</tr>
<tr>
<td>Gossard, Dennis</td>
<td>Kinesiology/Health/Ath</td>
<td>1.018</td>
<td>1936</td>
</tr>
<tr>
<td>Presiado, Rhea</td>
<td>Natural Sciences</td>
<td>1.072</td>
<td>0550, 0552, 1031, 1032</td>
</tr>
<tr>
<td>Sepikas, John</td>
<td>Natural Sciences</td>
<td>1.018</td>
<td>0215 (ITV)</td>
</tr>
<tr>
<td>Van Corva, Claudia</td>
<td>Natural Sciences</td>
<td>1.054</td>
<td>0460, 2449, 2491</td>
</tr>
<tr>
<td>Kiotas, A. Julie</td>
<td>Social Sciences</td>
<td>1.126</td>
<td>2267, 2684 (ITV), 2936</td>
</tr>
<tr>
<td>Price, Paul</td>
<td>Social Sciences</td>
<td>1.018</td>
<td>2882 (ITV)</td>
</tr>
<tr>
<td>Uranga, David</td>
<td>Social Sciences</td>
<td>1.072</td>
<td>2486, 3579 (ITV)</td>
</tr>
<tr>
<td>Foster, W. Rod</td>
<td>Visual Arts/Media Stud</td>
<td>1.144</td>
<td>0852, 1007, 1008, 2419</td>
</tr>
<tr>
<td>Sierra, Joseph</td>
<td>Visual Arts/Media Stud</td>
<td>1.054</td>
<td>0213, 2414</td>
</tr>
</tbody>
</table>

It is further recommended that the following named instructor(s) be paid an amount equal to the hourly summer intersession rate times the number of hours listed each week in ADDITION to the regular compensation for teaching hourly classes during the fall semester 2010:

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>DIVISION</th>
<th>ADDITIONAL HOURS/WEEK</th>
<th>SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maier, James</td>
<td>Natural Sciences</td>
<td>2</td>
<td>0581, 2730</td>
</tr>
<tr>
<td>Dabelow, Kathryn</td>
<td>Social Sciences</td>
<td>1</td>
<td>1128 (ITV)</td>
</tr>
<tr>
<td>Forman, Kurt</td>
<td>Social Sciences</td>
<td>4</td>
<td>0451 (ITV), 2077</td>
</tr>
<tr>
<td>Nebrida, Victor</td>
<td>Social Sciences</td>
<td>1</td>
<td>1904 (ITV)</td>
</tr>
<tr>
<td>Yamauchi, Kent</td>
<td>Social Sciences</td>
<td>1</td>
<td>2092 (ITV)</td>
</tr>
<tr>
<td>Andres, Annalee</td>
<td>Visual Arts/Media Stud</td>
<td>3</td>
<td>0082, 0085, 0087</td>
</tr>
<tr>
<td>Banerji, Debashish</td>
<td>Visual Arts/Media Stud</td>
<td>2</td>
<td>0494, 2181</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Monies will be transferred from hourly instructional accounts.

BACKGROUND: In conformance with the current agreement with the Pasadena City College Faculty Association, Article 5.6.2.

Submitted by:
Office of Human Resources
Recommended for Approval:
Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>DIVISION</th>
<th>ADDITIONAL HOURS/WEEK</th>
<th>SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, Betty</td>
<td>Visual Arts/Media Studies</td>
<td>1</td>
<td>3314</td>
</tr>
<tr>
<td>Desmarais, James</td>
<td>Visual Arts/Media Studies</td>
<td>2</td>
<td>2413</td>
</tr>
<tr>
<td>Foster, W. Rod</td>
<td>Visual Arts/Media Studies</td>
<td>3</td>
<td>0418, 0830, 1347</td>
</tr>
<tr>
<td>Hallinger, Jane</td>
<td>Visual Arts/Media Studies</td>
<td>2</td>
<td>2644, 3584</td>
</tr>
<tr>
<td>Larson, Candice</td>
<td>Visual Arts/Media Studies</td>
<td>1</td>
<td>2337</td>
</tr>
<tr>
<td>Maxwell, Caroline</td>
<td>Visual Arts/Media Studies</td>
<td>1</td>
<td>2605</td>
</tr>
<tr>
<td>Moody, Molly</td>
<td>Visual Arts/Media Studies</td>
<td>2</td>
<td>0080, 0327</td>
</tr>
<tr>
<td>Schomaker, Kristine</td>
<td>Visual Arts/Media Studies</td>
<td>1</td>
<td>3334</td>
</tr>
<tr>
<td>Taylor, Valerie</td>
<td>Visual Arts/Media Studies</td>
<td>2</td>
<td>0084, 2447</td>
</tr>
<tr>
<td>Thomas, Deborah</td>
<td>Visual Arts/Media Studies</td>
<td>1</td>
<td>0083</td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Amendment of Approved Contract:
Superintendent/President

Board Meeting Date: September 15, 2010

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve amending sections 23 and 24 of the employment contract for the Superintendent/President effective September 1, 2010.

FISCAL IMPLICATIONS: Paid from dollar-controlled account.

BACKGROUND: Routine personnel transaction.

Submitted by:
Office of Human Resources
Recommended for Approval:

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Dean, Human Resources
Superintendent/President