NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, April 21, 2010

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

MEETING NO. 9

REGULAR BUSINESS MEETING

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

Enclosed is the Agenda for Meeting No. 9, a Regular Business Meeting. The Open Session will begin at 6:00 P.M. with the Call to Order, Roll Call, and Public Comments on Closed Session items. Closed Session will follow. Open Session will resume at 7:00 P.M. 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. CALL TO ORDER, ROLL CALL AND PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS (6:00 p.m.)

II. CLOSED SESSION

Government Code §54957 Public Employee Evaluation (Superintendent/President)

III. OPEN SESSION (7:00 p.m.)

A. PLEDGE OF ALLEGIANCE

B. INTRODUCTIONS

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 BY MEMBERS OF THE BOARD/BOARD SUBCOMMITTEES, SUPERINTENDENT/PRESIDENT AND SHARED GOVERNANCE REPRESENTATIVES

E. APPROVAL OF MINUTES
   Meeting No. 8, Regular Business Meeting, April 7, 2010

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

G. BUDGET UPDATE: PRESENTATION AND DISCUSSION

H. ACCREDITATION UPDATE: PRESENTATION AND DISCUSSION

I. BOARD SELF-ASSESSMENT: DISCUSSION WITH POSSIBLE ACTION

J. OSHER CHALLENGE GRANT OPPORTUNITY: PRESENTATION AND DISCUSSION WITH POSSIBLE ACTION

K. PRESIDENTIAL SEARCH UPDATE: DISCUSSION WITH POSSIBLE ACTION

L. STRATEGY FOR THE BOOKSTORE: PRESENTATION AND DISCUSSION
M. RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA CITY COLLEGE POLICE OFFICERS’ ASSOCIATION (PCC/POA) TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT: DISCUSSION WITH POSSIBLE ACTION

N. RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL BARGAINING COUNTER PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE POLICE OFFICERS’ ASSOCIATION (PCC/POA): DISCUSSION WITH POSSIBLE ACTION

O. METHOD BY WHICH ENROLLMENT NUMBERS ARE COMPUTED AND REPORTED TO THE STATE (AUDIT FINDING RESPONSE): PRESENTATION AND DISCUSSION

P. FUTURE BOARD MEETING DATES

Thursday, May 6, 2010 (Regular Board meeting) – 10:45 a.m.
Saturday, May 8, 2010 (Board meeting – Presidential interviews) – 9:00 a.m.
Wednesday, May 19, 2010 (Regular Board meeting) – 6:00 p.m.

Q. FUTURE AGENDA ITEMS

IV. CLOSED SESSION

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

V. ADJOURNMENT
CONSENT ITEMS

146-B  Reporting and Approval of Revolving Fund Reimbursement
147-B  Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation
148-B  Budget Augmentation
149-B  Approve Professional Conference Attendance
150-B  Approve Purchasing Transactions
151-B  Authorization to Approve Purchase Order to Dell, Inc.
152-B  Authorization to Solicit Bids: District, Miscellaneous Remodeling Projects, Time and Materials
153-B  Approve Presidential Search Activities

113-P  Approve/Ratify Stipends for Classified and Unclassified Personnel
114-P  Approve/Ratify Stipends for Academic Personnel
115-P  Employment of Hourly Credit Teachers and Substitute Teachers, Spring 2010
116-P  Classified Management Professional Leave
117-P  Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 8 on Wednesday, April 7, 2010, in Creveling Lounge of Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER AND ROLL CALL
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 (arrived at 6:06 p.m.)
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 Ms. Ellen Ligons.

II. OPEN SESSION
A. PLEDGE OF ALLEGIANCE
Dr. Fellow led the Pledge of Allegiance.
B. EVALUATION OF THE PERFORMANCE OF THE SUPERINTENDENT/PRESIDENT: DISCUSSION WITH POSSIBLE ACTION
Dr. Bradbury-Huang stated that due to the special nature of Dr. Sugimoto's tenure as Superintendent/President, the Board has decided to modify the evaluation process that would normally occur during an academic year which begins in an odd year, i.e. Fall 2009-2010. Instead, a confidential evaluation by the Board of Trustees of the performance of the Superintendent/President will take place in closed session. The Board will receive a written and verbal report on the state of the District from Dr. Sugimoto. Dr. Sugimoto will also provide this report to the community in open session.

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

Dr. Bradbury-Huang adjourned the Board to Closed Session at 6:12 p.m.

IV. CLOSED SESSION

Government Code §54957 Public Employee Evaluation (Superintendent/President)
Government Code §54957 Public Employee Appointments: Supervisor, Payroll; Supervisor, Community Business Center
Government Code §54957.6 Labor Negotiations (PCCFA; CSEA 777; ISSU; POA; Confidentials; Management Association); Engeldinger

V. OPEN SESSION
Dr. Bradbury-Huang reconvened the Open Session at 7:08 p.m. and reported that no action was taken in Closed Session.

C. INTRODUCTIONS
Dr. Sugimoto introduced:
- Deanna O'Bryan, First Team U.S.A. Today All-USA Academic Team Member and Coca-Cola All State Academic Team Bronze Scholar who received a $1,000 scholarship, a special medallion and will be featured in the April 19, 2010 issue of USA Today.
- students who participated in the First Annual MESA (Math, Engineering, Science and Technology) Math Challenge: Helen Lopez (1st place), Luis Campos (2nd place), and Ernesto Jimenez (3rd place).
- Melva Alvarez, MESA Program Coordinator and Coordinator of the Outreach and Recruitment Program for the Teaching and Learning Center (TLC), who was recognized as one of the 30 remarkable southern CaliforniaLatinas by La Opinion, the Spanish-language daily newspaper published in Los Angeles, and received an award.
- Michael Lance, Associated Students Chief Justice, who spearheaded the Metro bus pass program and was present at the Metro I-Pass press conference on March 30, 2010 announcing PCC's participation in the program.
- Michael Lance and Jason Herbert, members of the Associated Students Board, and the PCC Lancer Field Tournament team members who participated in the first Pasadena Collegiate Field Tournament event on April 3, 2010 at the Rose Bowl.

D. PUBLIC COMMENT ON NON-AGENDA ITEMS
Dr. Susie Ling, Social Sciences Division, spoke on the current Presidential search.
E. REPORT BY SUPERINTENDENT/PRESIDENT ON STATE OF THE DISTRICT:
PRESENTATION
Dr. Sugimoto presented a report on the State of the District.

F. REPORTS BY MEMBERS OF THE BOARD/BOARD SUBCOMMITTEES,
SUPERINTENDENT/PRESIDENT AND SHARED GOVERNANCE
REPRESENTATIVES

Mr. William Thomson, Trustee
• Reported that the Presidential Search Screening Committee has been
  reviewing the applications and that the work of the committee is going well.
• Attended the Pasadena Collegiate Field Tournament event on April 3, 2010
  at the Rose Bowl.
• Reported that on March 21, 2010 he attended PCC's Super Education
  Sunday at the First AME Church in Pasadena with Dr. Sugimoto.

Mr. Geoffrey Baum, Trustee
• Thanked Dr. Sugimoto for the State of the District address and praised her
  leadership since last summer.
• Thanked Dr. Wilcox for the transfer report.
• Was contacted by two students in Area 1 who praised the PCC counselors
  who worked with them on special needs and transfer from another institution.
• Attended the Pasadena Collegiate Field Tournament event on April 3, 2010
  at the Rose Bowl.

Dr. Anthony Fellow, Trustee
• Thanked Dr. Sugimoto for her leadership of the College.

Ms. Berlinda Brown, Trustee
• Attended PCC's Super Education Sunday month and received several phone
  calls in appreciation of PCC's outreach efforts.
• Attended the Green Opening and Dedication Event sponsored by the Seeds
  of Change and the Associated Students, Pasadena City College (ASPCC)
  Sustainability Committee. Congratulated Dr. Ling O'Connor and her staff for
  a great event.

Mr. Brian Abadia, Student Trustee
• Announced that the Model United Nations team will be at UCLA to compete
  in the Model United Nations Conference.
• Announced that Alpha Gamma Sigma will be attending the spring convention
  in San Jose.
• Reported that the Associated Students have sponsored international
  students under the International Student Mentor Program.
• Reported that Jason Herbert, Associated Students Vice President for
  Academic Affairs, has been accepted at UC. San Diego.
• Thanked Dr. Sugimoto for the State of the District address.

Mr. Allen Tsay, Associated Students
• Thanked Dr. Sugimoto for her leadership of the College and for being an
  inspiring president.

Mr. John Lindemann, Classified Senate
• Reported that plans are proceeding for Classified Days scheduled for
  April 28-29, 2010.
• Announced that the Classified Senate general meeting is scheduled for
  May 20, 2010.
• Announced that the proceeds from the fundraiser at Panda Express,
  scheduled for April 13, 2010, will go to the Classified Senate Scholarship
  Fund.

Dr. James Bickley, Academic Senate
• Reported that the Academic Senate is working on the accreditation response
  to planning and program review.
• Reported that the Distance Education Committee of the Academic Senate has been putting forth recommendations to improve the quality and integrity of the Distance Education program.

• Announced that the Board of Trustees and Academic Senate Faculty Lecture Award performances are scheduled for Tuesday, May 4, 2010 at noon in Harbeson Hall (Richard Kuller, Performing and Communication Arts) and Tuesday, May 11, 2010 at noon in R-122 (Rebecca Morris, Visual Arts and Media Studies).

• Reported that the Academic Senate elections are in progress; the results will be announced at the next Board meeting.

• Announced that faculty nominations for the Ralph Story Service Award and classified employee nominations for the Unsung Hero Award are due in the Academic Senate office by noon on April 15, 2010.

• Announced that two faculty members are being sent to the statewide Academic Senate Spring Plenary Session scheduled for the weekend of April 15-17, 2010 in San Francisco.

Ms. Ellen Ligons, Management Association

• Thanked Dr. Sugimoto for working with the Management Association to resolve issues.

Dr. Lisa Sugimoto, Superintendent/President

• Thanked community members Ernestine Moore and Dale Yarborough for their involvement in the African American Outreach Initiative which organized Super Education Sundays, as well as Kim Miles, Assistant Dean, Scholarships and Financial Aid; Chiara Thomas, Counselor, Counseling and Career Services; Tameka Alexander, Counselor, Outreach, Degree and Transfer Services; Kathy Rodarte, Assistant Dean, Extended Opportunity Programs and Services; and Heba Griffiths, Director, Upward Bound Programs.

• Appreciated the support of the Board of Trustees in attending Super Education Sunday events at Friendship Baptist Church, Victory Bible Church, First AME Church, Metropolitan Baptist Church and Scott United Methodist Church in Pasadena. Thanked Dr. Jacobs and Crystal Kollross for their support and participation at events at Metropolitan Baptist Church and Scott United Methodist Church.

• Attended the African American High School Conference on March 26, 2010 where 250 Pasadena Unified School District and Monrovia High School students participated.

• Attended the Young African American Women’s Conference on March 27, 2010 which was attended by 200 young women who participated in workshops on college and personal growth.

• Reported that UCLA Chancellor Dr. Gene Block visited PCC on March 29, 2010 to discuss the vital role community colleges play in higher education and to meet with PCC students.

• Thanked Mr. and Mrs. Gene Masuda for their generous support of the play Dawn’s Light: The Journey of Gordon Hirabayashi which was performed in Creveling Lounge on March 29, 2010 as part of PCC’s participation in the AB 37, the California Nisei Diploma Project.

• Reported that nearly 1,000 students were assisted by the Community and High School Outreach staff at in-District high schools to apply using the online application on the first day applications for the summer and fall 2010 were accepted.

• Congratulated Sarah Flores, Supervisor, Facilities, for the commendation received from the California Department of Resources Recycling and Recovery (CalRecycle). PCC is in the top five in Southern California waste management recycling and waste diversion and first in waste diversion in the immediate area.
Dr. Hilary Bradbury-Huang, Trustee
• Attended the MTA I-Pass press conference on March 30, 2010. The MTA CEO, Mr. Art Leahy, offered to be a participant in a poster representing people who had benefited from the community college system.
• Announced that she would be attending the Associated Students Board meeting on Wednesday, April 14, 2010.

G. APPROVAL OF MINUTES
Meeting No. 7, Regular Business Meeting, March 17, 2010

MOTION: ON MOTION OF Ms. Brown and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to approve the Minutes of Meeting No. 7, Regular Business Meeting, held on March 17, 2010.
Advisory Vote: Aye

H. APPROVAL OF CONSENT ITEMS
Glenna Watterson, President of the Instructional Support Services Unit (ISSU), spoke on Consent Item 112-P: Employment, Change of Status, Leave of Absence, and Separation of Classified Employees.

11-S: Approval of Student Travel – ASPCC Lobby Committee, Washington D.C., April 19-22, 2010
Mr. Baum asked if the Lobby Committee was traveling to an organized event in Washington D.C. Dr. Wilcox responded that there was no organized event during this visit which will occur during the spring break, but the ASPCC Lobby Committee will be lobbying several legislators in support of maintaining funding for community colleges under the Federal Green Act and for veterans in higher education.

141-B: Budget Augmentation
Mr. Baum asked if the costs charged to the District were customary when issuing similar bonds. Dr. van Pelt responded in the affirmative. He further stated that the College's auditing firm requested that the College post the bond's total funds received rather than only the proceeds net of premium expenses.

144-B: Approve Purchasing Transactions
Dr. Mann commented that purchase order P10-02408, Registrar-Recorder County of Los Angeles in the amount of $431,860.46 was the cost the College is legally obligated to pay to the County for the November 2009 Board of Trustees elections.

Mr. Baum stated the College achieved a savings since four elections were budgeted for but only three elections needed to be funded since Dr. Bradbury-Huang ran unopposed.

111-P: Employment of Classified Supervisors: Supervisor, Payroll; Supervisor, Community Business Center (CLOSED SESSION)
Dr. Mann said she would like Consent Item 111-P held for a separate vote.

112-P: Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
In response to Glenna Watterson's comments, Mr. Engeldinger explained that the District made the appointment of one interim and one acting position under an emergency provision. Regarding the salary grade, the traditional practice of the District has been to apply a 5% increase in salary when an employee moves from one classified position to another on an interim assignment. In this situation, the increases for both employees would have been minimal and therefore not commensurate with the new duties and responsibilities. Therefore,
the District decided that moving both employees to the higher pay levels as indicated in Consent Item 112-P was appropriate and did not violate District policy. Mr. Engeldinger further stated that he appreciated the concerns raised by the ISSU unit as stated by Ms. Watterson and that the District should have communicated more clearly with ISSU about the change in positions. He indicated the District would endeavor to do so in future.

MOTION: **ON MOTION OF** Dr. Fellow and seconded by Mr. Baum, the Board voted by a unanimous vote of the seven members present to approve Consent Items 11-S through 12-S; 14-I through 15-I; 139-B through 145-B; and 107-P through 112-P, with Consent Item 111-P held for a separate vote.
Advisory Vote: Aye

MOTION: **ON MOTION OF** Mr. Baum and seconded by Dr. Fellow, the Board voted by six affirmative votes [Baum, Bradbury-Huang, Brown, Fellow, Martin, Thomson] and one negative vote [Mann] to approve Consent Item 111-P, the Employment of the Supervisor, Community Business Center.
Advisory Vote: Aye

MOTION: **ON MOTION OF** Dr. Mann and seconded by Mr. Baum, the Board voted by a unanimous vote of the seven members present to approve Consent Item 111-P, the Employment of the Supervisor, Payroll.
Advisory Vote: Aye

I. **ANNUAL REPORT OF THE FOUNDATION: PRESENTATION AND DISCUSSION WITH POSSIBLE ACTION**
Ms. Chapman and Ms. Heidi White, CPA, Vavrinek, Trine, Day & Co., LLP, presented the annual report of the PCC Foundation.

J. **NOMINATIONS TO CCCT BOARD: DISCUSSION WITH POSSIBLE ACTION**
A slate of candidates was recommended by Dr. Mann. Dr. Bradbury-Huang requested that the nomination of candidate Donald L. Singer be held for a separate vote based on the method by which Dr. Singer may have funded his campaign materials.

MOTION: **ON MOTION OF** Dr. Mann and seconded by Mr. Thomson, the Board voted by a unanimous vote of the seven members present to nominate the following candidates to the California Community College Trustees (CCCT) Board: Louise Jaffe, Nancy Chadwick, Cy Gulassa, Isabel Barreras, Jerry Hart and Walter G. Howald.
Advisory Vote: Aye

MOTION: **ON MOTION OF** Dr. Mann and seconded by Mr. Thomson, the Board voted by a unanimous vote of the seven members present to nominate the following candidate to the CCCT Board: Donald L. Singer.
Advisory Vote: Aye

K. **PRESIDENTIAL SEARCH UPDATE: DISCUSSION WITH POSSIBLE ACTION**
a. **Recommendation to continue Superintendent/President selection process**

MOTION: **ON MOTION OF** Dr. Fellow and seconded by Mr. Thomson, the Board voted by a unanimous vote of the seven members present to gratefully accept the recommendation of the Screening Committee that the
search process go forward; to additionally thank each member of the Screening Committee for their diligence with respect to all aspects of the search.
Advisory Vote: Aye

b. Schedule
Dr. Bradbury-Huang recommended amending draft two of the Sample Campus Forum Schedule for Finalists, as follows:
“6:00 p.m. Arrive; welcome reception and dinner with trustees subcommittee.”

Mr. Thomson accepted the recommendation as a friendly amendment to his motion.

MOTION: ON MOTION OF Mr. Thomson and seconded by Ms. Brown, the Board voted by five affirmative votes [Bradbury-Huang, Brown, Fellow, Mann, Thomson] and one negative vote [Baum] to approve Draft Two of the Presidential Search Sample Campus Forum Schedule for Finalists, as amended. Mr. Martin abstained.
Advisory Vote: Aye

L. BUDGET UPDATE: PRESENTATION AND DISCUSSION
Dr. van Pelt provided a budget update.

M. REPORT ON MID-YEAR INSTITUTIONAL GOALS AND STRATEGIC PLANNING UPDATE: PRESENTATION AND DISCUSSION
Ms. Kollross presented the report on the mid-year institutional goals and an update on strategic planning.

N. ACCEPTANCE OF COMMENCEMENT SPEAKER: DISCUSSION WITH POSSIBLE ACTION
Dr. Thayer, Assistant Dean for Student Affairs, presented background information on the California Nisei Diploma Project and the rationale for recommending the commencement speaker to the Board of Trustees for approval.

MOTION: ON MOTION OF Mr. Baum and seconded by Mr. Thomson, the Board voted by a unanimous vote of the seven members present to approve the acceptance of Assemblymember Warren Furutani as the commencement speaker on June 18, 2010.
Advisory Vote: Aye

O. BOARD SELF-ASSESSMENT: DISCUSSION WITH POSSIBLE ACTION
Dr. Mann recommended adding the sub-topics from the 2008-2009 Board of Trustees Self Evaluation document as definitions on the new Board of Trustees Self-Assessment document.

MOTION: ON MOTION OF Dr. Mann and seconded by Mr. Baum, the Board voted by a unanimous vote of the seven members present to approve the Board of Trustees Self-Assessment document, as revised.
Advisory Vote: Aye

P. BYLAW 1250: MEETINGS: RECOMMENDED ORDER OF BUSINESS: DISCUSSION WITH POSSIBLE ACTION

MOTION: ON MOTION OF Mr. Thomson 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
Bylaw No. 1250: Meetings: Recommended Order of Business,
as revised.
Advisory Vote: Aye

Q. FUTURE BOARD MEETING DATES

Wednesday, April 21, 2010 (Regular Board meeting) – 6:00 p.m. (Begin
Evaluation of Board of Trustees)
Thursday, May 6, 2010 (Regular Board meeting) – 10:45 a.m.
Wednesday, May 19, 2010 (Regular Board meeting) – 6:00 p.m.

MOTION: ON MOTION OF Dr. Fellow and seconded by Dr. Mann, the
Board voted by a unanimous vote of the seven members present
to schedule a Board of Trustees meeting for Presidential search
interviews on Saturday, May 8, 2010, convening at 9:00 a.m.
Advisory Vote: Aye

R. FUTURE AGENDA ITEMS
Mr. Baum requested the following:
- Osher Challenge Grant opportunity.

VI. ADJOURNMENT
Dr. Bradbury-Huang adjourned Meeting No. 8 at 10:30 p.m.
MOTIONS CARRIED AT MEETING NO. 8 – April 7, 2010

1. Approval of the Minutes of Meeting No. 7, Regular Business Meeting, held on March 17, 2010.

2. Approval of Consent Items 11-S through 12-S; 14-I through 15-I; 139-B through 145-B; and 107-P through 112-P, with Consent Item 111-P held for a separate vote.

3. Approval of Consent Item 111-P, the Employment of the Supervisor, Community Business Center.

4. Approval of Consent Item 111-P, the Employment of the Supervisor, Payroll.

5. Approval to nominate the following candidates to the California Community College Trustees (CCCT) Board: Louise Jaffe, Nancy Chadwick, Cy Gulassa, Isabel Barreras, Jerry Hart and Walter G. Howald.

6. Approval to nominate the following candidate to the CCCT Board: Donald L. Singer.

7. Approval to gratefully accept the recommendation of the Screening Committee that the search process go forward; to additionally thank each member of the Screening Committee for their diligence with respect to all aspects of the search.

8. Approval of Draft Two of the Presidential Search Sample Campus Forum Schedule for Finalists, as amended.

9. Approval of the acceptance of Assemblymember Warren Furutani as the commencement speaker on June 18, 2010.

10. Approval of the Board of Trustees Self-Assessment document, as revised.

11. Approval of Bylaw No. 1250: Meetings: Recommended Order of Business, as revised.

12. Approval to schedule a Board of Trustees meeting for Presidential search interviews on Saturday, May 8, 2010, convening at 9:00 a.m.

Submitted by:

Lisa Sugimoto, 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. CALL TO ORDER AND ROLL CALL (6:00 p.m.)

II. OPEN SESSION

A. PLEDGE OF ALLEGIANCE

B. EVALUATION OF THE PERFORMANCE OF THE SUPERINTENDENT/PRESIDENT: DISCUSSION WITH POSSIBLE ACTION

III. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

IV. CLOSED SESSION

Government Code §54957
Public Employee Evaluation (Superintendent/President)

Government Code §54957
Public Employee Appointments: Supervisor, Payroll; Supervisor, Community Business Center

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

V. OPEN SESSION

C. INTRODUCTIONS

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. REPORT BY SUPERINTENDENT/PRESIDENT ON STATE OF THE DISTRICT: PRESENTATION

F. REPORTS BY MEMBERS OF THE BOARD/BOARD SUBCOMMITTEES, SUPERINTENDENT/PRESIDENT AND SHARED GOVERNANCE REPRESENTATIVES

G. APPROVAL OF MINUTES
Meeting No. 7, Regular Business Meeting, March 17, 2010

H. APPROVAL OF CONSENT ITEMS (see page 3, attached)
I. ANNUAL REPORT OF THE FOUNDATION: PRESENTATION AND DISCUSSION WITH POSSIBLE ACTION

J. NOMINATIONS TO CCCT BOARD: DISCUSSION WITH POSSIBLE ACTION

K. PRESIDENTIAL SEARCH UPDATE: DISCUSSION WITH POSSIBLE ACTION
   a. Recommendation to continue Superintendent/President selection process
   b. Schedule

L. BUDGET UPDATE: PRESENTATION AND DISCUSSION

M. REPORT ON MID-YEAR INSTITUTIONAL GOALS AND STRATEGIC PLANNING UPDATE: PRESENTATION AND DISCUSSION

N. ACCEPTANCE OF COMMENCEMENT SPEAKER: DISCUSSION WITH POSSIBLE ACTION

O. BOARD SELF-ASSESSMENT: DISCUSSION WITH POSSIBLE ACTION

P. BYLAW 1250: MEETINGS: RECOMMENDED ORDER OF BUSINESS: DISCUSSION WITH POSSIBLE ACTION

Q. FUTURE BOARD MEETING DATES
   Wednesday, April 21, 2010 (Regular Board meeting) – 6:00 p.m. (Begin Evaluation of Board of Trustees)
   Thursday, May 6, 2010 (Regular Board meeting) – 10:45 a.m.
   Wednesday, May 19, 2010 (Regular Board meeting) – 6:00 p.m.

R. FUTURE AGENDA ITEMS

VI. ADJOURNMENT
CONSENT ITEMS

11-S Approval of Student Travel – ASPCC Lobby Committee, Washington D.C., April 19-22, 2010
12-S Approval of Student Travel – PCC Cross-Cultural Center, Mountain Center, CA, April 30-May 2, 2010

14-I Approval of Instructional Trip for English 1A and Counseling 12 – Puente Program, May 3-6, 2010
15-I Ratify and Approve Career and Technical Education Activities

139-B Reporting and Approval of Revolving Fund Reimbursement
140-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation
141-B Budget Augmentation
142-B Approve/Amend Contracts
143-B Receive and Reject Claim – Jacob Summers
144-B Approve Purchasing Transactions
145-B Approve Staff Development Activity

107-P Approve/Ratify Stipends for Classified and Unclassified Personnel
108-P Approve/Ratify Stipends for Academic Personnel
109-P Employment of Hourly Credit Teachers and Substitute Teachers, Spring 2010
110-P Approval of Request for Reduced Teaching Service with Full STRS Credit
111-P Employment of Classified Supervisors: Supervisor, Payroll; Supervisor, Community Business Center
(CLOSED SESSION)
112-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
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<td>STRATEGY FOR THE BOOKSTORE</td>
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<td>✔ Nonrecurring expenditures should be paid with nonrecurring revenue</td>
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<td>✔ Budget will include minimum 15% reserve to accommodate state's apportionment deferrals</td>
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<tr>
<th>COMPENSATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BoT* Cost of Living Adjustment will be -.38%</td>
</tr>
<tr>
<td>BoT* Step, Column, and Longevity costs will/will not be covered</td>
</tr>
<tr>
<td>BoT* District will/will not cover health and welfare benefit costs as in the past</td>
</tr>
<tr>
<td>✔ Total Compensation Model will be used to guide compensation costs</td>
</tr>
<tr>
<td>BoT* Benefit Plan upgrades will be discussed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>BoT* Early retirement will not be considered during this budget development process</td>
</tr>
<tr>
<td>BoT* Job sharing options will be developed</td>
</tr>
<tr>
<td>✔ Possible voluntary furlough program options will be developed</td>
</tr>
<tr>
<td>□ Involuntary furlough program will/will not be developed</td>
</tr>
<tr>
<td>✔ Possible voluntary reduction of hours program options will be developed</td>
</tr>
<tr>
<td>✔ Overtime will be minimized</td>
</tr>
<tr>
<td>✔ Stipends will be reviewed. General Fund stipends will be minimized</td>
</tr>
<tr>
<td>✔ Faculty will be encouraged to reduce overload to preserve jobs of adjunct colleagues</td>
</tr>
<tr>
<td>✔ A hiring &quot;frost&quot; will continue</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INSTRUCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Low-enrolled class sections will be cancelled prior to start of semester</td>
</tr>
<tr>
<td>✔ Funded Enrollment Growth will be 2.2%</td>
</tr>
<tr>
<td>✔ Enrollment Management Advisory Group will recommend section counts for 2010-11</td>
</tr>
<tr>
<td>STATE Funded FTES base will be XXXXX</td>
</tr>
<tr>
<td>✔ Lottery revenue will be budgeted at the rate recommended by School Services of California</td>
</tr>
<tr>
<td>✔ District will provide grant matches to maximum possible extent</td>
</tr>
<tr>
<td>□ ARCC funds will be integrated into the General Fund, with an XXXXX amount for innovation</td>
</tr>
<tr>
<td>✔ Contract education/corporate training options will be developed to enhance revenue</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MISCELLANEOUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ District will/will not contribute $1.4 M to OPEB fund</td>
</tr>
<tr>
<td>✔ District will set aside $1M to Enterprise Resource Plan Implementation</td>
</tr>
<tr>
<td>✔ L.A. County election expense for 2011 will budgeted @ 50% ($225k) in 2010-11</td>
</tr>
<tr>
<td>BoT* Civic Center rate schedules will be analyzed for potential BoT revision approval</td>
</tr>
<tr>
<td>✔ Categorical programs will receive Unrestricted General Fund (01) backfill, if needed</td>
</tr>
<tr>
<td>BoT* To be determined by PACCD Board of Trustees</td>
</tr>
</tbody>
</table>
Board Agenda Item H: Accreditation Update

Board Meeting: April 21, 2010

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, receive the March and April, 2010 Accreditation Update.

Fiscal Impact: None

Background: At its June 2009 meeting, the Accrediting Commission for Community and Junior Colleges (ACCJC) reviewed PCC’s Self Study Report and the recommendations from the visiting evaluation team. The Commission agreed with the five recommendations from the visiting evaluation team. Monthly Board updates are scheduled to inform the community and the Board on the College’s progress in addressing the recommendations.
The following is an activities update as the college continues its work in response to the spring 2009 Accrediting Commission for Community and Junior Colleges (ACCJC) site visit. This report encompasses activity for the months of March and April, 2010. Activity in February, 2010 was primarily limited to the preparation of Follow-Up Report #1.

March 11, 2010 - Follow-up Report #1 was delivered to the ACCJC.

March 12, 2010 - Follow-up Report #1 was delivered to the members of the April 8, 2010 Follow-up Report #1 site visit team: Dr. Jose Ortiz and Dr. Paul Murphy from Allan Hancock College.

March 30, 2010 - A subset of the Accreditation Response Steering Committee and Recommendation Task Force #1 known as the IEC Policy and Procedures Sub-Committee, met to begin the process of finalizing the Institutional Effectiveness Committee (IEC) policy and procedures.

April 1, 2010 - Recommendation Task Force #1 met to discuss integration of the IEC into the colleges strategic planning and resource allocation processes.

April 8, 2010 - Dr. Sugimoto, Dean Miller and Dean Kollross met with the Follow-up Report #1 Accreditation site visit team.

April 12, 2010 - The IEC Policy and Procedures Subcommittee met and continued its work.

April 12, 2010 - Recommendation Task Force #4, establishment of Codes of Ethics for Classified Staff and Managers, met and continued its work.

April 14, 2010 - Management Team updated on Accreditation site visit and future plans to address the remaining recommendations.
Recommendation 1
The team recommends that the college develop a systematic assessment of evaluation mechanisms, i.e., program review and planning processes, to determine their effectiveness in improving student learning programs and services and administrative functions. Specifically, the college needs to implement a consistent data set for program review and process improvement. (IB.6, 1B.7)

Recommendation 2
The team recommends that the college expand its assessment of student learning outcomes to include all programs, degrees, and certificates, and, if applicable, learning and support service areas. The team further recommends that the student learning outcomes assessment be incorporated into the program review, program planning, and resource allocation processes. (IB, IIA.2.e, and IIA.2.f, IIB, IIC)

Recommendation 3
The team recommends that the college establish and implement policies and procedures that define and ensure the quality and integrity of the distance education offerings and make these policies widely available to faculty. The institution must also submit a Substantive Change Proposal to the Commission. (IIA.1, IIA.1b)

Recommendation 4
The team recommends that the college develop codes of ethics for management and classified employees. (IIIA.1.d)

Recommendation 5
The team recommends the college develop and implement formal processes for the regular evaluation of each component of its governance and decision-making structures and use the results for improvement as needed. (IVA.5)
BACKGROUND

"In May 2008, the Bernard Osher Foundation pledged a gift of $50 million to launch the California Community Colleges Scholarship Endowment. When asked what motivated him to make such a significant and transformational gift, Mr. Osher shared that his decision was based on a great deal of research. I was impressed with the sheer size of the system — serving 2.6 million people on an annual basis, he said, and with the range and importance of its educational offerings. Out of all his research, Mr. Osher was most impressed to learn that 30 percent of University of California’s graduates and 60 percent of California State University’s are transfers from California Community Colleges and that 70 percent of California’s nurses receive their training at a Community College, as do 80 percent of the state’s firefighters, law enforcement officers, and emergency medical technicians.” (California Community Colleges Scholarship Endowment Case Statement, 2008)

PROGRAM

The California Community Colleges Scholarship Endowment began with a lead gift of $25 million from the Bernard Osher Foundation in May 2008. This initial investment was deposited into an interest-bearing account managed by the Foundation for California Community Colleges (FCCC) located in Sacramento, California. The FCCC is the official nonprofit foundation supporting the California Community Colleges’ Board of Governors and Chancellor’s Office. The FCCC is a 501(c)(3) tax-exempt non-profit corporation and receives no direct state or public support.

The Osher Endowment is a permanent fund intended to provide annually (based upon a proportional enrollment formula) scholarships of up to $1,000 to individual students attending a California Community College who have already completed 24 units of study, are enrolled in at least six units for the semester in which they apply, and who qualify for a Board of Governors fee waiver.

CHALLENGE

Beginning in May 2008 with the lead Osher gift of $25 million, a three year Matching Gift Initiative was launched challenging each of the 110 community colleges within the state to raise an additional $50 million. The Osher Foundation committed to providing a 2:1 match (for every $2 raised up to the target fundraising goal established for each college, $1 would be donated) up to the additional $25 million, bringing the total Osher gift to the pledged amount of $50 million. Should each college raise its proportional sum toward the total $50 million goal, the “result will be a $100 million permanent endowment to support student success by providing scholarships for students at each of the California Community Colleges.” (California Community Colleges Scholarship Endowment 2009 Partnership Agreement) The fundraising goal for each college was determined by the FCCC using a computation based upon each college’s proportion of Full-Time Equivalent Students (FTES) for the academic year 2007/2008. PCC’s goal was calculated to be $979,577.
In June 2008, from the lead Osher gift of $25 million and based upon the 2007/2008 FTES computation, PCC received an allocation of $489,788. Using criteria established under the terms of the Osher Initiative for California Community College Students Matching Grant and Endowment Agreement, this initial allocation has already resulted in an annual distribution of $24,000 in scholarships made available to PCC students. Should PCC reach its fundraising goal of $979,577 the college would receive the Osher match of an additional $489,788. By formula, this second $489,788 allocation should result in an additional $24,000 in annual scholarships. Meeting its fundraising target of $979,577 coupled with the resulting second allocation from the Osher Endowment of $489,788 and the first distribution of $489,788, would result in a total corpus of $1,959,153 held in the Osher Endowment at FCCC for the benefit of PCC students. This would provide in perpetuity annual scholarships for PCC students based upon the spending policy guidelines for distribution of the Osher Endowment Funds.

**Investment and Spending Policies**

It is intended that the Osher Fund will be segregated from other endowment assets managed through the FCCC. The Osher Endowment Investment Advisory Group is JP Morgan Chase. Funds are invested with a view to long term appreciation to insure that the purchasing power of the principal is not eroded by inflation. The Investment Advisory Committee is comprised of community members, finance professionals, and California Community College representatives. These professionals are charged with the responsibility of directing and monitoring the investments of the Endowment’s assets.

Expenditures for scholarships each year “shall be at least 50 percent of investment earnings (calculated on a total return basis) net of investment expenses, determined once per year based on the average rate of return for the preceding 12 calendar quarters (or, if less, the number of complete quarters the Osher Funds have been held), but in no event less than an amount equal to five percent of the invested principal amount as of the beginning of the prior fiscal year.” *(Osher Initiative for CA Community College Students Matching Grant and Endowment Agreement)* Should the net earnings for a given year, determined on a total return basis, be insufficient to meet the required payout, the principal may be invaded with consent of the Osher Foundation.

**Pasadena City College Foundation**

On April 13, 2010 the PCC Foundation Executive Committee unanimously approved committing to the Osher Initiative. By so doing, the PCC Foundation agreed to take on the challenge of meeting the fundraising goal of $979,577 set for PCC by the FCCC.

In a separate vote, the PCC Foundation Executive Committee further approved the transfer of $350,000 to the Osher Fund from the PCC Foundation Endowment Fund. The $350,000 is attributable to payments received under the terms of a 2005 MOU between the Pasadena Area Community College District and Southern California Public Radio (SCPR) in which SCPR agreed to pay to the PCC Foundation a total of $5 million, $4.5 million of which is intended for the PCC Foundation Endowment Fund. An additional $200,000 from future payments to the PCC Foundation Endowment Fund by SCPR also was approved for transfer to the Osher Fund by June 2011.

In a separate vote, the PCC Foundation Executive Committee approved the transfer of $214,803 received in 2009 from an estate for two endowed, named scholarships. The terms of the Osher
scholarship will be added to the terms of these scholarships; and the Osher match attributed to
the $214,803 will increase these endowed, named scholarships accordingly.

The PCC Foundation currently has other donations within a holding account for Osher totaling,
to date, $35,481. Excluding the second transfer of $200,000 by June 2011 from future payments
from SCPR, by June 2010, using just the above referenced amounts, PCC’s Osher contribution
toward the $979,577 goal will be $600,284. The decision to transfer the additional $200,000 of
SCPR payments by June 2011, would bring the total PCC Osher fund to $800,284. Using this
scenario leaves a balance to be raised of $179,293 to meet the $979,577 June 2011 goal.

Of note is the PCC Foundation’s current campaign for the Center for the Arts which has been
expanded to now include donations for scholarships. Campaign scholarships supporting the arts
also may be attributed to the Osher Initiative and will receive the proportional share of the Osher
match. The Osher Initiative also will be featured in the upcoming edition of the Campus Report
with a link to the Foundation site for donation opportunities.

PROGRESS OF THE OTHER COMMUNITY COLLEGES

As of April 1, 2010 a report from the FCCC highlights the following information concerning the
fundraising targets of the 110 California Community Colleges toward the Osher Initiative goal.
The data is based upon actual monies transferred to the Osher Endowment Fund held at the
FCCC. Seven of the 110 community colleges have met their assigned fundraising goals:
Bakersfield {$567,092}, Coastline {$263,756}, College of the Desert {$336,549}, East Los
Angeles {$944,537}, College of Marin {$193,781}, Oxnard {$192,735}, and Santa Barbara
{$676,279}. Another 35 have made partial contributions to the Osher Endowment Fund ranging
from a fraction of a percent of total goal to a number in the 25% range, to 33% {Santa Rosa} and
68% {Hartnell} of total goal. While some community colleges are actively engaged in
fundraising for the Osher Initiative, others are using funds primarily from bequests for a variety
of reasons including prior commitments to ongoing fundraising campaigns.

CONCLUSION

The Bernard Osher Foundation gift to the California Community Colleges comes at a most
needed time. “A persistently record-high state unemployment rate coupled with enrollment caps
and increased tuition at the University of California and California State University, has resulted
in ever increasing numbers of students turning to California’s Community Colleges seeking a
degree, certificate, or job training.” *(FCCC Press Release, 9/14/09)* While California
Community Colleges also saw a recent fee increase from $20 to $26 per unit, they remain far
more affordable compared to other systems. However, as non-tuition costs of college enrollment
have grown faster than the state’s cost of living, students are impacted and financial need has
increased. The scholarships provided now and in the future through the generosity of the
Bernard Osher Foundation and active participation in the Osher Initiative by the California
Community Colleges, are and will continue to assist students struggling to pay for their
education.

PCC’s participation in the Osher Initiative both ensures scholarships in perpetuity for PCC
students, and also again demonstrates PCC’s commitment to its students and to the core
principles governing all California Community Colleges. An educated workforce is a productive
workforce, and California’s Community Colleges will continue to lead the charge for economic
recovery in the state.
Pasadena City College
Bookstore
The Past, Present and Future

Board of Trustees
April 21, 2010

Leslie Thompson
Bookstore Manager
Executive Summary

The Past: A brief look at the history of the Bookstore

The Bookstore as we know it began its existence in 1963 when construction of the J building was completed. Over the next 44 years, two renovations followed (1981 & 1995). The Bookstore spent two years in the W building (2007-2009) and was finally relocated to its permanent 2 story home in the newly constructed B building in 2009.

The Present: Industry trends & services offered by the Bookstore

Trends:

Decrease in sales; increase in book prices

As the cost of textbooks rise, full-time enrollment ebbs and flows, and sales trend up or down, the pressure is on the Bookstore to address the issue of textbook pricing.

In considering pricing, there must be shared responsibility. There is, in fact, a triangle of responsibility that includes publishers (who determine the net prices), faculty (who choose the textbooks) and the Bookstore (that orders the adopted textbooks).

Digital Content: e-books, hand-held readers, etc

Will the move to a digital-only platform happen overnight? No. Is there a shift towards a digital platform in the industry? Yes. A full move to digital will not become a reality until the technology is equally accessible to users of various socio-economic backgrounds, skill levels, and learning modalities. Furthermore, content has to evolve and be compatible with the existing technology. As publishers continue to adapt their content to the various delivery platforms and as that technology evolves, the move to a fully digital platform will evolve. The Bookstore will meet the changing needs of our students as they arise.

Textbook Rental:

In considering a viable textbook rental model, there are a few issues to discuss. Those include finding a source of funding (e.g., student fee or grant money?), addressing operational concerns (e.g., point of sale system requirements, personnel), faculty/division buy-in, and criteria for determining which texts to rent.
Book Buyback:

Book buyback is a positive effort on the part of the Bookstore to offset the expense of new textbooks. A thriving used book program, which includes book buyback and working with multiple wholesalers, is a more permanent solution to the issue of textbook prices than is a textbook rental program since it already exists, it achieves the same end result (cheaper books), and does not require any significant investment in terms of money, space, or personnel.

Leasing of the Facility Option:

The leasing of the facilities option is one that some colleges turn to when a district is no longer able to effectively manage the college-owned bookstore. Upon entering into a leasing agreement, a district retains no control over the operation. At PCC, the Bookstore is owned by the College and the District is able to manage the operation and revenue. The Bookstore helps fund Student Services, Associated Students, and College Services.

Topics that come up in the leasing discussion include textbook pricing, customer service, used books/book buyback, textbook management, general merchandise, and websites. Each of which are effectively maintained by our college-owned Bookstore.

Services:

Bookstore Mission Statement:

*To provide the required textbooks, teacher coursepacks and needed classroom supplies while at the same time generating revenue to help fund three college budgets: Student Service Fund, Associated Students, and the College Service Fund. The Bookstore’s statement supports the college mission statement by providing the essential tools necessary to succeed in college.*

The Bookstore offers more than textbooks; it also offers a large assortment of non-text merchandise (e.g., supplies, gifts, logo, and clothing) and services.

In addition to the large assortment of merchandise, the Bookstore also provides the following services: special department orders, special orders of various types of merchandise ranging from custom printing for clothing to books, catalog/schedule sales and mailings, processing of all grants, loans, vouchers, and campus purchase orders, online ordering for textbooks, and the Bookstore presence at campus events such as author appearances, Grad Fair, commencement, and select athletic events.
The Bookstore serves as a resource for the entire campus community.

**The Future: What's next for the Bookstore?**

There are several short term goals to address in the Bookstore: Those include website development and increased web presence for the Bookstore, compliance with the Payment Card Industry Data Security Standard (PCI DSS) and addressing audit findings, working with Public Relations on branding and image enhancement, increasing dialog with faculty regarding textbook selection and strengthening campus relations and fostering staff loyalty.

In considering the long-term possibility of a complete shift to digital content, the Bookstore operation can be altered to accommodate the evolving needs of our students. When printed textbooks are no longer the standard delivery platform for content, the layout of the Bookstore’s 2nd floor can modified to create a campus-wide resource area for technology and related consumables. The Bookstore will change its retail model as the demands shift and continue to be the go-to place on campus for students, faculty, and staff.

The Bookstore remains committed to serving the students, faculty, and staff of Pasadena City College and will continue to be the valuable resource it has always been.
The Bookstore has seen many changes over the years. In the 2002 publication *Pasadena City College: A History Commissioned on the Occasion of the Seventy-fifth Anniversary*, written by Mark Dodge, there is a reference to Pasadena Junior College’s “book-e-teria”
that dates to the 1940's. There is also a record with facilities of a student union/student store dating back to 1938. An article from College Life from the 1930s states that Pasadena Junior College Bookstore was run in partnership with the Commerce Department and employed students of the salesmanship division of that department to provide them real-world retail selling and merchandising experience. The Pasadena City College Bookstore, as it is known now, was built in 1963. The Bookstore and College Bank (Student Business Services) moved into the J Building in 1963 and shared the building until 2007 (44 years). As the college grew, so too did the Bookstore. Thus, in 1981, the Bookstore underwent its first renovation; the addition of 855 square feet dedicated to storage and loading dock areas as well as an exterior ramp and planting area on the north side of the building. In 1995, the Bookstore underwent a second renovation: a remodel of the sales floor and offices. In 2007, the Bookstore and Student Business Services were relocated to the W Building in the former Women's gym, where they remained for 2 years. In August of 2009, the brand new Bookstore opened its doors in the newly-constructed B Building. The new B Building is the permanent home for the two-story Bookstore, Student Business Services, and Campus Police. The new Bookstore is by far a more impressive structure and boasts approximately 8,141 square feet of retail space (an increase of approximately 3,212 square feet). This includes a second floor of retail space dedicated to textbooks.

The Bookstore and staff circa 1963
The J Building Bookstore and the new B Building

Where We Are: Industry trends and what is happening in the Bookstore

The Bookstore at Pasadena City College, while being unique in many ways, shares many of the same concerns that other college bookstores share. What follows is an overview of the major trends as well as a look at what we do here at PCC.

Trends:

Decrease in book sales; increase in book prices

Students are savvy consumers. Textbooks are very expensive. A decrease in textbook sales can have a significant impact on the overall bottom line of a college bookstore. In speaking with managers of other campus bookstores in the fall of 2009, the following emerged:

- Out of the 8 stores contacted, only two were up in sales at all: Cal Poly was up 7% overall (2% in textbook sales), but they had cut summer altogether and picked up more classes in fall. College of the Redwoods was up 3-5% across the board, but

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1 Schools contacted: Fullerton College, Foothill College, College of the Redwoods, Mt. San Antonio College, Occidental College, Cal Poly Pomona, Sacramento City College and Glendale Community College.
they opened up two new satellite stores in remote areas where they were the only source for walk-in customers.

- Of the rest, one was flat overall (Foothill College) with a decrease of 10% in textbook sales and one was flat in textbook sales (Occidental College), with a 1% decrease overall (Occidental was expecting better with 100 new students for the fall. That increase did not translate into more sales. Occidental is a 4-year college with on-campus housing).

- Average decrease in sales among those surveyed (including PCC) was 11% overall and 17% on textbook sales.

- This average is very close to what we saw at PCC for the fall of 2009 at the time of the survey (11% & 14% respectively).

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**Bookstore Annual Sales 1999 - 2009**

The Bookstore annual sales trend line closely follows the full time enrollment count trend line.
As textbook prices continue to increase, the pressure is on the Bookstore to address the need for lower prices. However, there is in fact a “triangle of responsibility” that includes the faculty, the publishers, and the Bookstore.

When keeping in mind that the Bookstore only orders what the faculty adopts from the publishers, the need to share the responsibility is clear. Ultimately, the publishers determine the net price of a book. Furthermore, according to the 2003 Bureau of Labor Statistics Producer Price Index Report, textbook prices increased at four times the inflation rate of all finished goods. The pricing margin used by the Bookstore is a standard margin that covers the cost of freight and overhead. Very little of the markup is actually profit for
the Bookstore (on average, only 6.3 cents before taxes on every dollar represents profit to the store, according to the National Association of College Stores).

Faculty has an underused buying power: If publishers want the orders, they are usually willing to do whatever it takes to get the orders. What if PCC had more division-wide textbook adoptions that resulted in the potential for the publisher to move greater quantities of books in one particular area? What kind of buying power would that division have? What would publishers do if the price became the driving factor in determining adoptions?

Students are either refraining from purchasing textbooks at all or acquiring access in any number of other ways (e.g., online sellers, publisher direct, libraries, sharing, competing stores). With the cost of education rising and the economy slow, it is no surprise that students are being very selective about where they spend their money.

The reality is that the cost of education includes the cost of textbooks, it does not exclude it. State and government aid cannot cover the entire expense of attending college for every student. The ratio of textbook prices to tuition expenses is particularly notable at the community college level, but the cost of textbooks is not higher at the community college level than the other levels. It is the difference in expense categories that makes it seem so. Thus, the Bookstore is in the position of needing to find a unique solution to a common problem.

* * *
Digital Content: e-books, Hand-Held Readers, etc

There has been a lot of interest in exploring e-books and other formats of digitally delivered content. An e-book is an electronic version of a text that can be read on a standard desktop or laptop screen, on a PDA or other portable device, or on dedicated e-book hardware. There is no doubt that we are living in a digital world and hard copies of books seem to be on the verge of extinction. While the move to a digital-only platform is slow, the subject of text alternatives is certainly a hot topic.²

In order for a move to total digital content to be truly complete and successful, the industry would first need faculty buy-in across the board. In some cases, this will not happen until a generation of professors retires or agrees to promote and use the new platform, the culture of academia shifts to accept this new platform, students have equal access to the material, and content is developed in such a way as to be accessed in a variety of formats. The Bookstore would need to find its place in this marketplace, either through selling ‘access cards’ and/or the hardware (readers) or finding some other way to serve as the go between for publishers and students. In the meantime, however, e-books are being developed by all publishers and are readily accessible with a computer. There have been limited adoptions of this format in the Bookstore, but the Bookstore intends to pilot a trial of select e-books as optional in the coming semesters.

² Illustration by Zhou Tao from ShanghaiDaily.com
In considering digital readers, one of the issues that come up is the initial cost. Community colleges face additional challenges because the population we serve is so diverse in socio-economic backgrounds, ages, and skill levels. Digital content is exciting, but it is not likely to be free (when provided by publishers) and will not be equally accessible to everyone (unless it is open source material available online). Like with any new technology, it will only be available to those who can afford access and who are inclined to utilize new technology. Unlike a traditional textbook that can be put on reserve in the library, a digital version of the text will be accessible only through the use of complementary hardware or a device (e.g., reader, computer, iPod, iPad, capable cell phone, or some other hardware device) and will likely be available as a pay-per-use single owner option (again, unless it is free material). Beyond the means and inclination to afford and utilize such technology, the skill level of the user will also be a factor in the overall success of a total move to digital content.

Digital content is here and it’s growing. However, a complete shift to digital will not happen overnight. In addition to the necessary technology that will continue to evolve at a rapid pace (particularly with textbooks), there are many other fundamental business issues for publishers to address, including rights, royalties, pricing, distribution, and marketing to name a few.

At this time, the Bookstore will explore offering an existing e-book option on a small scale for those students who may prefer it. While realizing that a full-scale move to digital-only content is not an immediate concern, the Bookstore will fall in line with the rest of the country as this trend progresses. At present, we are still only talking about a small segment of the population. As this technology grows, as consumers become more comfortable with it, and as the companies that provide it make it more widely accessible, the need to fully explore this alternative will present itself. At that time, the Bookstore will be ready to meet the challenge. Staffing issues will be addressed and loss-prevention measures will be taken as we move into a model in which we sell access cards rather than actual textbooks. If we are to consider the ‘what if’ of the future, then there is no reason to imagine a future in which the Bookstore cannot change to keep up with the times.

Textbook Rental Program

Perhaps more than any other alternative, textbook rental programs have received the most amount of attention. From a bookstore perspective, there are several considerations to account for when thinking about a viable rental model:

- The possibility of finding an alternate source of funding for the costly investment associated with piloting a rental program should be explored. The Bookstore cannot reasonably absorb the full upstart costs of a program that isn’t guaranteed to
be successful and won’t produce a profit for 3-4 semesters (depending on the model). Where might this alternate funding come from? What about the ongoing investment as we add books to the selection? Would it be appropriate to add a student fee? The invoices for the books will be due 3 weeks into that first semester and without seeing a profit, the Bookstore would be hard-pressed to meet those obligations. Thus, the need to identify funding sources for seed money is well-worth exploring.

- Faculty/division buy-in will be key in determining the viability of a rental program on campus: Ideally, there will be division-wide adoptions for courses. For example: All History 7A courses could use the same book and adjunct faculty picking up a last minute assignment will use that book, knowing that the supply is there and that students will be able to rent and return the book without conflict. Also, the faculty will have to stay with a particular title (and edition) for a predetermined period of time (at least 2 years).

- Other criteria to determine textbook ‘rentability’ would include the book being a new edition at the start of its cycle, books that are for one-term only (not a textbook that is used over a two course span), course frequency for the book (every semester), books for transferrable classes are preferred, as are hardbound, non-bundled textbooks.

To offer the lowest rental price, the Bookstore would charge 25% of the retail and expect to use the book for 4 full semesters. This would require the most campus-wide buy-in and would also take the longest amount of time to see a profit, thus potentially impacting the Bookstore’s bottom line for the first 3 semesters.

Example:

- $100 (original retail price)
- Rental Rate (25%)
- Cost of rental for a 100 book: $25.

That book would have to be rented 4 times in order to make the original retail price of $100. Starting with the original retail price allows for the Bookstore’s normal mark up.

An alternate model is based on a Rental Rate of 50%:

Example:

- $100 (Original Retail Price)
• Rental Rate (50%)

• Cost of rental for a $100 book: $50

This model would allow the Bookstore to rent the book for half of the retail price and see a profit by the second semester in use. This is based on the similar buyback model, only students would not pay full retail for a new book.

Another possibility is to charge a flat rental rate that does not exceed a certain amount. For some books that would be 50% of the original retail and for others it might be more. Criteria would need to be developed in order to determine which books would be included in a rental program and which books would be left out. For example, should the Bookstore rent books that retail for less that $50? Isn’t the purpose of a textbook rental model to help offset the astronomical increase in textbook prices that often exceed $100 per book? These are the kinds of things to be explored in a serious dialog about textbook rentals. Beyond that, there are certain operational aspects to consider and those would have to be addressed as well.

Textbook rental, while viewed as a good-faith effort on the part of bookstores to help reduce the cost of textbooks to students, is only a short-term fix to a growing problem. As long as publishers are allowed to sway faculty into using their books by employing any number of incentives and “bells and whistles” and never have to face students directly, prices will continue to rise. How many other areas of business do you have one group of people (faculty) choosing what another group of people (students) will have to pay for? The publishers are left to determine their own prices and bookstores get stuck in the middle, having to supply the merchandise while simultaneously trying to cover expenses and generate some profit for the campus.

Currently, a new Textbook Rental Task Force has been formed through the National Association of College Stores to explore the textbook rental landscape and gather information that will help individual stores make appropriate decisions in the coming semesters. Wholesalers are also making strides to offer solutions in this area. As college bookstore professionals, we are all engaging in this dialog to address the needs of our students. PCC is no different in this regard. We are engaged and open to dialog.

**Book Buyback and the used book market: a supplemental effort to address the cost of textbooks**

A strong used book selection is an absolute must in the college bookstore. In addition to strong book buyback programs, college bookstores must use multiple “wantlists” and

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3 A wantlist is a document submitted to a wholesaler that lists the titles required for an upcoming semester. A best practice is to submit multiple wantlists to increase the number of used books procured.
enter into relationships with multiple wholesalers. The Bookstore is working to build these relationships and the goal is to send out wantlists to at least three different major wholesalers per full semester.

Consider the following quotation from Nicole Allen, textbook advocate for the Student Public Interest Research Groups (PIRGs) taken from Inside Higher Ed, January 12, 2010:

“Companies that rent textbooks to students probably don’t save students as much money as the 50 percent or more they claim to since they measure the discount from what it would have cost a student to buy a book new, whereas many students would likely opt for cheaper used copies if renting weren’t an option”

This is why a strong used-book selection is ultimately a better long term solution to the growing problem. By and large, students are asking for used books. The Bookstore gets phone calls all day long asking if there are any ‘used copies’ of the required textbooks. Having long been one of the reasons publishers cite as a contributing factor in the rise in textbook prices, a thriving used-book market is inevitable in such a consumer climate. A book that is used retains its usefulness and thus a value until that material is deemed outdated in some way. For textbooks, that time comes when publishers put out new editions of books. At that point, the national market value drops for the old edition. As long as there is a value and a demand, the used-book market will continue to thrive.

Thus, a strong used-book inventory will continue to be necessary as long as content is delivered via print. A thriving used-book program on campus will offer a low-cost alternative to many new textbooks.

The Leasing of the Facility Option:

A leasing option is an industry trend that comes up from time to time, particularly for four-year universities. This occurs when the campus facility is leased to a for-profit company to run the bookstore.

For the purpose of this discussion, an overview of points related to the leasing option compared to the college-owned store will be considered:

Textbook prices:

4 Senate Bill 1419 and section 45103 of the California Education Code discusses restrictions and criteria for leasing on public college campuses.

5 This information is provided, in part, from a presentation given at a California Association of College Stores Mega Regional Meeting (Tom Bauer, CCR and Nancy Wichmann). CACS is an invaluable resource for all college stores and their employees.
College-owned bookstores operate as non-profit auxiliaries that are intended only to cover their costs. Any additional revenue goes back to the campus. Chain stores are for-profit: they need to pay the college/university AND they need to make a profit. Numerous pricing surveys have shown that textbook prices at the vast majority of chain college stores are significantly HIGHER than the self-operated, college-owned store. The college-owned store and the college make the final decision about margins. At PCC, that margin on textbooks is 25%. Chain stores observe margins on textbooks up to 30%.

Customer service:

Chain stores have an incredibly high turnover rate in management (largely due to salaries and transfers) and an even higher turnover rate in bookstore assistants. The majority of their labor force is part-time, non-benefited, low-wage employees. The college-owned bookstore has college employees devoted to college success. At PCC, our hourly employees are students and our full-time employees have served the campus for years, most of them starting as student workers themselves. Our bookstore is filled with people who have dedicated their lives and careers to this campus. Service is infinitely better in an environment where the people who work there actually care about the store, the campus, and the students.

Used books:

Barnes & Noble, Follett, and Nebraska Bookstores each own wholesalers that are the primary and in many cases the only source of used textbooks for the bookstore. The college-owned bookstore sources from as many wholesale companies as they deem appropriate. As a result, college-owned bookstores have more access to used books and oftentimes carry a greater used-book inventory.

Textbook management: procurement and investment in staff

Chain stores have higher text returns rates than do their college-owned counterparts. This leads to increased costs to the store which is ultimately passed on to students in the price of textbooks. College-owned bookstores have numerous educational resources for their staff: National Association of College Stores (NACS), California Association of College Stores (CACS), Regional Associations, C2O, and Independent College Bookstore Association (IBCA). College-owned bookstores invest a great deal in educating their staff, which is more stable than the chain store operated staff. At PCC, the Bookstore textbook team has not only a general, over-arching understanding of textbooks, but also a specific understanding of the trends as they relate to PCC.
Buyback prices:

As with the procurement of used books, chain stores buy books for their own wholesale company. Wholesale prices at a chain store are often LOWER than at the college-owned bookstore for the same wholesaler. The wholesaler can determine and adjust the value in their buying guide as they deem appropriate. The college-owned bookstore can use multiple guides for buyback to offer students the best prices for non-adopted textbooks.

The variety and quality of general merchandise:

The college-owned bookstore buys from vendors that offer the best price and quality. They often buy from local vendors. Chain stores buy from vendors that are corporately-approved based on a variety of factors; savings to students not being the primary factor in that choice. The selection of general merchandise boils down to buying decisions that are better left in the hands of the people who know the campus, not the corporations that have to sign off on a generic selection of merchandise.

Store website:

Chain stores have all the same basic templates for their websites; they are not unique or innovative. Many provide only textbook reservation capabilities and have very limited merchandise offerings. College-owned stores have a number of choices in providing e-commerce and can therefore have many more interactive websites that are managed locally, not by a corporate office. At PCC, we are in the process of creating a brand new website that will reflect the current vision for the Bookstore and be uniquely ours.

The expense of maintaining the college owned store:

College-owned bookstores are cost-covering auxiliaries. They pay for all costs related to operation and support college activities. Whatever financial surplus that remains goes back into the campus community- whereas a chain store operator pays the rent and meets its contractual obligations. Their surplus goes back to the bottom line of the company that owns them.

The chart on the next page illustrates the distribution of Bookstore funds from 1999-2009.
The value of the college-owned store:

The college bookstore exists as more than just a profit-making arm of the institution. It is a unique part of the institution. Our goal is to serve every student, faculty, and staff member. The campus store is an academic, cultural, and public relations resource as well as a financial one. Given that the chain store’s primary interest in colleges and universities is running a successful, for-profit business, it follows that service must be secondary. The college-owned bookstore can provide both profits and service and the District can still control the balance of the two.

Finally, chain store operators offer nothing new or innovative: The areas that need growth in the Bookstore will be grown and the areas that are thriving will be constantly monitored for opportunities to improve. The only thing a chain store operator offers is the opportunity for the District to hand over control of the Bookstore and its services. Students will ultimately suffer as the economy remains uncertain and the chain store operator serves its own master in these uncertain times. The chain store operator is not spared the economic realities facing all college bookstores. Furthermore, corporate climate does not allow ideals to thrive: Our students, our campus, and our interests must be protected.
Final Thoughts on trends:

There are many constants in the college bookstore industry and many trends cut across our individual experiences. A decrease in sales, an ongoing debate over the rising cost of textbooks, the struggle to understand digital content (and what it means for the college bookstore), exploring textbook rental models, and trying to assume our responsibilities in all of the dialog are issues we all share. None of these trends are unique to Pasadena City College. What is unique, however, is PCC itself. We need to approach these issues as a campus and respond as we do to all major issues facing our community: with thoughtfulness, thoroughness, honesty, flexibility, and innovation. Obviously, the Bookstore is a business and as such, needs to realize a profit at the end of the day in order to support the campus. The Bookstore is not a stand-alone entity: The Bookstore is part of the campus and should receive all the support it is expected to provide. Therefore, I propose genuine and active dialog between all relevant parties. What do you want your campus store to be?

A Closer Look at the Present: What the Bookstore Does

The new vision for the Bookstore includes positioning the Bookstore as the ‘go-to’ place on campus. The Bookstore already provides valuable services to the campus and opportunities for growth in the new store are still presenting themselves.

A look at existing services:

Bookstore Services: An Overview

Bookstore Mission Statement:

To provide the required textbooks, teacher coursepacks and needed classroom supplies while at the same time generating revenue to help fund three college budgets: Student Service Fund, Associated Students, and the College Service Fund. The Bookstore’s statement supports the college mission statement by providing the essential tools necessary to succeed in college.

The Pasadena City College Bookstore is the place where students can purchase their academic support materials. With the support of a computerized inventory system, the staff coordinates the ordering and selling of over 1,000 academic book titles each semester, as well as stationery items, paperback books of general interest, class rings, and PCC-monogrammed clothing and souvenir items. In the Online Bookstore, students can lookup books available for courses and make purchases online.
The Bookstore is the most accurate source for textbooks and course materials:

Bookstore staff works diligently with faculty, divisions, publishers, and wholesalers to determine and secure the appropriate textbooks and materials required each semester. Students who shop the on-campus Bookstore can be confident that every effort has been made to secure the materials we’ve been asked to get.

In addition to ordering textbooks, the Bookstore also works with faculty to create and print course packets to sell in the Bookstore. These packets help reduce photocopy budgets within divisions and allow students the opportunity to get all of their materials at once at an affordable price.

The Bookstore also offers book buyback at the end of every semester. During book buyback, the Bookstore offers up to 55% of the purchase price for most texts being used in the following semester. Certain limitations do exist, but overall, book buyback is an excellent opportunity for current students to get some money back and incoming students to have used books available for them to purchase.

The Bookstore offers a large assortment of non-text supplies including:

- Office Supplies
- Scantrons/Blue Books/Class Schedules/Catalogs
- Flash Drives/CDs/Disks/Recording Devices
- Calculators/Headphones/Electronic Accessories
- Various paper products/Notebooks/Binders
- Reference books and study aid materials for various subjects
- Greeting cards/Gift items
- Snacks and beverages

The Bookstore is the only source for PCC logo merchandise including:

- Sweatshirts/Sweat Pants
- Jackets
- T-shirts/Polo Shirts/Blouses
- Shorts
- Hats/Beanies
- ‘Little Lancer’ Onesies and Bibs
- Tote Bags
- Stuffed Bears
- Mugs/Shot Glasses/Water Bottles/Steins/Coasters
- Lanyards/Key Rings/Stickers/Post Cards
- License Plate Holders/Portfolios/Clocks
Gift Certificates:

The bookstore has offered Gift Certificates for many years. Gift Certificates are a great way to support the college store and give a thoughtful gift. The time, however, has come to move into a more updated model. Thus, the Bookstore will be making the transition to Gift Cards in the near future. We will be able to sell these through the website as well as in-store. The efficiency and convenience of gift cards will prove to be bonus features to an already great idea that is ready to be improved upon.

Special Department Orders:

Departments can place special supply orders at the Bookstore using blanket purchase orders. By partnering with our primary supply vendor, the Bookstore has been able to offer a well-liked program that is gaining in popularity. Through this partnership, catalogs have been made available and the Bookstore is able to offer a discount off the Manufacturer’s Retail List Price for departments using their blanket purchase orders.

In addition to supply orders, the Bookstore is also a resource for special orders for a variety of imprinted materials ranging from clothing to tote bags. Because the Bookstore has existing relationships with so many vendors, we are often able to save money on set-up charges or bulk orders. Those savings are enjoyed by the customers we serve.

These relationships underscore the idea that we need to keep our money on campus and support the entity that supports us: the college. By supporting the campus bookstore, participating departments are supporting the college.

Special Orders:

In addition to special, custom orders for departments, the Bookstore also special orders merchandise and books (text & non-text) for customers who do not find what they are looking for, but want to spend their money in the campus store. There are no additional charges for special orders.

Catalog/ Schedule Sales and Mailings:

Even in this day and age when information is available for free online, some customers prefer to purchase their catalogs and schedules in printed form. The Bookstore is the place to purchase these items. Customers still request that schedules and catalogs be mailed to their homes and the bookstore honors these requests each semester.
Processing of all grants, loans, vouchers, and campus purchase orders:

Each semester, the Bookstore processes a variety of grants, loans, vouchers, and campus purchase orders using our “point of sale” system to conduct the transactions. Bookstore staff maintains account records and observes a billing schedule to ensure a smooth process for sales and payments.

The programs processed by the Bookstore are as follows:

- Assorted Scholarships
- CalWORKS
- C.A.R.E (Cooperative Agencies Resources for Education)
- Department of Rehabilitation
- Emergency Loans
- EOP&S (Extended Opportunity Programs and Services)
- I.L.P (Independent Living Program offered through the Dept. of Family Services)
- P.A.S.S (Program for Academic Support Service)
- S.B.L (Student Book Loan)
- Veterans Grants
- Wyker Book Grants

The bookstore processed $170,979.00 in student grants, loans, and vouchers in the spring of 2010. Each of the participating programs is billed by the Bookstore and the Bookstore is paid for the merchandise sold. The programs receive funding from various sources and the amount funded varies from semester to semester.

Online Ordering for Textbooks:

While currently in the process of being re-envisioned and appropriately developed, the Bookstore does offer the option of online ordering of textbooks through its website. This has been a growing service and one that offers students the option of having their textbooks shipped to their homes before classes begin.

Bookstore Presence at Campus Events:

In addition to being an on-campus destination, the Bookstore is also available for on-campus events such as Commencement, Grad Fair, Author Appearances, special events, and select athletic events. Bookstore staff attends the events and brings the appropriate

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“point of sale” is the location where a transaction occurs in a retail setting. The Bookstore currently uses the POS system offered by Sequoia Retail Systems, Inc. for all register transactions and for inventory management purposes.
merchandise to sell. The Bookstore’s presence at these events not only demonstrates our dedication to the campus we serve, but is also a convenience for shoppers and an opportunity to showcase merchandise that event attendees might not otherwise see in the store.

In addition to being a regular retail environment, the Bookstore serves as a resource for the entire campus community, students and staff. Whether one needs supplies or textbooks or whether one would like to place a large, custom order, we are here to serve the campus. The Bookstore serves as a destination on campus as well as a place to get information in the form of schedules, catalogs or questions about navigating PCC. Many of our hourly employees are students themselves and are able to offer advice to customers who may have questions and would like a student’s perspective. In summation, the Bookstore is here to serve the needs of students, staff, and faculty.

The Future: What’s Next for the Bookstore?

Brief SWOT Analysis:

Before attempting any improvements, it is necessary to identify our Strengths, Weaknesses, Opportunities, and Threats.

<table>
<thead>
<tr>
<th>STRENGTHS</th>
<th>WEAKNESSES</th>
<th>OPPORTUNITIES</th>
<th>THREATS</th>
</tr>
</thead>
<tbody>
<tr>
<td>New store: Improved image, proper display room, room to work and grow</td>
<td>Technology: The Bookstore upgrades as time and funding allow.</td>
<td>Upgrading our technology will increase our overall efficiency</td>
<td>Industry trends: decline in textbook sales and the shift to digital content &amp; what this might mean for textbooks.</td>
</tr>
<tr>
<td>Two story: many comments that it looks like a ‘university’ store (people are proud of it)</td>
<td>The Bookstore website: We are in the process of creating a stronger web presence. We have gone with a new ePOS solution for spring 2010.</td>
<td>Improved website will allow for growth in that area and strengthen our web presence.</td>
<td>Outside competitors both online and brick &amp; mortar stores</td>
</tr>
<tr>
<td>Dedicated staff</td>
<td>Inventory issues: Ongoing challenges regarding inputting and reporting. (Audit findings have been addressed regarding the website)</td>
<td>New store allows for new merchandising opportunities</td>
<td>Faculty ambivalence: late adoptions, not supporting the store, etc</td>
</tr>
<tr>
<td>Institutional pride: this is a campus store, not owned by an outside company.</td>
<td>Vacant full time position</td>
<td>By filling vacant positions (including any future vacancies resulting from retirement), those positions are reenergized</td>
<td>State budget cuts (EOPS, CalWorks, less money to spend on campus)</td>
</tr>
<tr>
<td>Recent growth in some non-text areas due to new merchandising techniques &amp; greater visibility</td>
<td>Lack of security cameras</td>
<td>Now is the perfect time to improve the image of the bookstore</td>
<td>Leasing: All institutionally-owned college stores share a concern over being leased out.</td>
</tr>
</tbody>
</table>
Website development & increased web presence for the bookstore

Perhaps more than any other service offered at the Bookstore, our website has the greatest potential for dramatic improvement. Our website and our web presence in the past have been practically non-existent, except for selling textbooks through the website since fall 2007. Beyond that, no effort was made to make other merchandise available and little effort was made to utilize the internet as a resource for advertising and eCommerce.

Part of developing the website and enhancing our web presence called for a change in the website itself. Thus, a new website for selling textbooks for spring 2010 was implemented. This was the first step in developing our web presence as this new website is tied directly to our point of sale system in the store and will allow us to add a myriad of other merchandise. The new website will be customized in the coming months to reflect a website worthy of Pasadena City College.

In addition to expanding the merchandise offered to include clothing, emblematic, and select other non-text merchandise, the Bookstore will explore the possibility of partnering with companies like Apple or Dell to provide a sell-through link from our website to theirs. This would allow the Bookstore to be a resource for this merchandise now without having to carry an expensive inventory or tie up valuable retail space. The Bookstore would receive a percentage of each sale and that percentage would be all profit.

Finally, once the website is fully functional and customized, the Bookstore will launch an advertising campaign that includes print media (Courier & Newsletter), electronic media (Facebook), and mass email blasts to drive business through the site. The goal is to attract those shoppers who prefer the online shopping experience and who may not ever step into the campus store.

The Bookstore is a resource for the campus and community. The Bookstore website should reflect the level of service we are here to provide. An enhanced web presence is part of the goal of repositioning the Bookstore as the go-to place on (and off) campus.

PCI DSS Compliance and Addressing Audit findings

The Payment Card Industry Data Security Standard (PCI DSS) is a standard that protects the consumer as well as the merchant. There are several objectives of this standard, but it primarily prohibits the storing of sensitive cardholder data. The deadline for becoming compliant is July 1, 2010. While many security measures do exist on campus (firewall configurations, anti-virus software, restricted access to server area), the Bookstore, like all retail establishments, must work with its point of sale provider to upgrade to a fully compliant solution. We are in the process of transitioning to a compliant face-to-face solution and the Bookstore will be compliant before the July deadline.
Changing websites not only provided more integrated processing through our existing point of sale system, it also addressed an important issue that was noted in the audit findings: In the past, an order had to be printed up and manually rung up on a register to be deducted from inventory. This was due to the fact that our previous website was purchased through our textbook management provider and not our point of sale provider. Thus, there was a disruption in communication that required manual processing. This manual inputting was not only a security risk, and time-consuming, it was also a significant weakness in the overall effectiveness of the old online solution. Manually inputting personal data put the Bookstore at a heightened risk of data compromise, was not PCI-compliant, and has been stopped. The Bookstore is now operating a fully compliant website, ahead of the deadline.

The 2nd floor: What if?

What if textbooks as we know them become extinct? What happens to the college bookstore?

If, and many say when, digital content becomes the standard delivery platform for textbooks, then we would experience a major paradigm shift that would necessitate rethinking our entire purpose on campus. Augmenting the existing standard that the Bookstore should be an on-campus resource, I propose that we would simply shift our focus from paper text to digital content and the technology to support it. Times are changing, and the Bookstore will need to change with the times.

Without the burden of carrying the same expensive inventory (approximately $1,036,505 as of our last physical inventory) in textbooks, we could then open up valuable retail space on the second floor of the Bookstore and dedicate that space to computers, readers, e-books, and all related consumables. The markup on consumables can be 15% (or more in some cases) greater than the markup on textbooks and are likely to experience a better sell through as these items are ‘in demand’ and perceived as being useful for both educational and leisure purposes.

With the available retail space upstairs, the Bookstore would be able to partner with vendors like Apple, Dell, and Microsoft. Having an open area allows us the opportunity to re-envision that second floor retail space and turn it into a campus-wide resource for technology and related consumables. We would generate revenue from these partnerships as well as from the expanded inventory in that area.

In re-envisioning the space, we could open up those doors to the second floor, add two cash registers, staff the customer service area up there and open a whole new ‘store’. We could even add seating and a small ‘wi-fi lounge’, thus making the space even more
inviting to students. The possibilities and opportunities are exciting. The Bookstore could be on the cutting edge of technology and be the go-to place for computers, readers, digital material, software, and a variety of other accessories.

The question, then, becomes one of calling the Bookstore a ‘bookstore’ Renaming the Bookstore would be a significant step towards both redefining our image on campus as well as underscoring our purpose as a campus-wide destination for all needs. The future is not something to fear, it is something to embrace and face head-on. Any entity that wishes to survive must adapt to the changing environment in which it wishes to thrive. To that end, the ‘bookstore’, will adapt to the changing times. We do not just sell textbooks: we provide services and we offer a wide range of other merchandise as well as a whole selection of PCC-specific merchandise. Our role on campus is to ensure student success by providing all the necessary materials for use in college. As those needs change and the material morphs into its next life, so too will our inventory and our business model. It has been said that we have nowhere to go but up in the new store: Up refers to many things; let’s also consider that upstairs retail space as a place for growth.

**Final Thoughts and Recommendations:**

From a collegiate retailer’s perspective, these are uncertain times. The College Bookstore is in the process of evolving as are all retailers during this economic downturn. From the perspective of Pasadena City College, these are also exciting times. With a new space come new opportunities. With new challenges come new solutions. Pasadena City College is the kind of institution that evolves as the needs of our students evolve. The same holds true for our bookstore. Whether we change the name to reflect a new purpose or whether we see the day when the textbook as we know it becomes unrecognizable, the Bookstore will remain dedicated to student success and to being a resource for the entire campus community.

As we move into the future and continue evaluating our services for areas of improvement, a few key areas come to mind:

**Branding:**

The need to develop a clearly identifiable Pasadena City College brand should be explored. The Bookstore will work with Public Relations and will play a key role in promoting that brand through logo merchandise and advertising.

**Faculty Support, Commitment, and Dialog:**

Increased dialog between faculty and the Bookstore can only yield positive results. As we continue to explore textbook pricing issues, the faculty and the Bookstore will need to
work together to explore the feasibility of division-wide textbook adoptions as well as alternative textbook options that may be available.\textsuperscript{7} By working closely with the Bookstore, faculty can send their students to the Bookstore with the knowledge that we are all doing our parts to ensure the best choices get made.

Staff and Division Loyalty:

Growth in department orders through the Bookstore will prove to be invaluable as we weather these tough economic times. Departments who support the Bookstore are supporting the campus. Taking advantage of this service is easy, affordable, and beneficial to the college. The goal is continue to see an increase in department orders through the Bookstore.

The Bookstore does not exist as a lone entity on campus: It is part of the campus. The Bookstore provides support and numerous services to the students, faculty, and staff of Pasadena City College. In order for the Bookstore to thrive, it needs the support of the campus in return.

In closing, the Bookstore remains committed to serving the students, faculty, and staff of Pasadena City College. By following industry trends, monitoring operations for opportunities for improvement, engaging in an active dialog with the campus community, and building relationships on campus, the Bookstore will continue to be the valuable resource it has always been. The future is bright: challenges are opportunities and the Bookstore remains unwavering in its commitment to be a reflection of PCC’s excellence.

\textsuperscript{7} Some divisions already have division-wide adoptions of textbooks. Some have Core Texts for certain courses. The goal is to increase the number of divisions and courses in which all sections use the same book.
Some interior photographs of the new Bookstore:
Board Agenda Item M: Receive and Set Public Hearing Regarding Initial Bargaining Proposal from the Pasadena City College Police Officers' Association (PCC/POA) to the Pasadena Area Community College District

Board Meeting: April 21, 2010

Recommendation: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California:

- Receive the initial bargaining proposal from the Pasadena City College Police Officers' Association for initial proposal negotiations for 2009-2010, and
- Designate the meeting of the Board of Trustees on May 6, 2010, as the time for receiving public comment regarding the initial proposal of the Association.

Fiscal Impact: The fiscal impact for the 2009-2010 budget year will depend on the final outcome of negotiations between PCC/POA and representatives of the District.

Background: Article 8, Section 3547 of the Government Code states:

All initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records.

Meeting and negotiating shall not take place on any proposal until reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer.

PCC/POA and the District will be negotiating a reopener to the current three-year agreement which will expire on June 30, 2011.

Submitted and Recommended by: Approved for Submission to the Board of Trustees by:

[Signatures]
Dean, Human Resources

[Signatures]
Superintendent/President
Lackie, Dammeier & McGill
A Professional Corporation

367 North Second Avenue
Upland, California 91786
Telephone: (909) 985-4003
Facsimile: (909) 985-4299
Email: office@policeattorney.com
Website: www.policeattorney.com

March 28, 2010

VIA MAIL AND E-MAIL

Lyle K. Engeldinger
Dean of Human Resources
Pasadena City College District
1570 East Colorado Boulevard
Pasadena, CA 91106

RE: PASADENA CITY COLLEGE POLICE OFFICERS’ ASSOCIATION REQUEST FOR REOPENER OF CURRENT MEMORANDUM OF UNDERSTANDING

Dean Engeldinger:

On behalf of the Pasadena City College Police Officers’ Association (PCCPOA), I would like to formally notice the District of the PCCPOA’s desire to reopen negotiations as stated in Article 33.2 of the 2008-2011 PCCPOA Memorandum of Understanding.

The following is a list of items the PCCPOA propose for discussion:

1. SALARY ADJUSTMENT – ARTICLE 8.1.2
   Adjust the amount paid by the District to cover the increase in insurance premiums which have occurred since June 30, 2009.

2. HEALTH AND WELFARE (MEDICAL BENEFITS) – ARTICLE 25.1

3. CONTINUATION OF DISCUSSIONS OF THE LIST OF ITEMS IN ATTACHMENT 1 OF THE 2008-2011 PCCPOA MOU

Please contact PCCPOA President Robert Karch, or myself, at your leisure with some possible dates for our first meeting. I can be reached on my cell phone (949-632-1370), via mail, or via email at ocsta4d@aol.com.

Very truly yours,

[Signature]

DAMIAN L. STAFFORD
LABOR SPECIALIST
LACKIE DAMMEIER & MCGILL, APC
Board Agenda Item N: Receive and Set Public Hearing Regarding Initial Bargaining Counter Proposal from the Pasadena Area Community College District to the Pasadena City College Police Officers’ Association (PCC/POA)

Board Meeting: April 21, 2010

Recommendation:

It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California:

- Receive the initial bargaining counter proposal from the Pasadena Area Community College District for initial proposal negotiations for 2009-2010, and

- Designate the meeting of the Board of Trustees on May 6, 2010, as the time for receiving public comment regarding the initial proposal of the District.

Fiscal Impact:

The fiscal impact for the 2009-2010 budget year will depend on the final outcome of negotiations between the District and representatives of the PCC/POA.

Background:

Article 8, Section 3547 of the Government Code states:

All initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records.

Meeting and negotiating shall not take place on any proposal until reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer.

The District and PCC/POA will be negotiating a reopener to the current three-year agreement which will expire on June 30, 2011.

Submitted and Recommended by: 

Approved for Submission to the Board of Trustees by:

Dean, Human Resources

Superintendent/President
PROPOSAL
OF THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT
TO THE
PASADENA CITY COLLEGE POLICE OFFICERS' ASSOCIATION
2009-2010

• Wages
• Health and Welfare
• General Contract Provisions
To: Dr. Sugimoto  
President

From: Dr. Stuart Wilcox  
Interim Vice President  
Student and Learning Services

Subject: Response to February 17, 2010, Board Agenda Item 'M'

---

Item M—Methods by which enrollment numbers are computed was on the February 17, 2010 Board of Trustees agenda. During the discussion of the item, Mr. Baum requested information about what the college has done to address an audit finding that dealt with student enrollment. The attached report addresses these issues.

SW:sm
Response to Board of Trustees Inquiry

Background
Item M -- Methods by which enrollment numbers are computed and reported to the state was on the February 17, 2010 Board of Trustees agenda. During the discussion of the item, Mr. Baum indicated he wanted to know what the college has done to address the audit finding that dealt with student enrollment. These are two different, but interrelated issues. Each will be addressed below.

Reporting College Enrollment to the State
The College reports its enrollment to the State in two ways. First, the College reports its enrollment to the Chancellor’s Office, through the Management Information System (MIS). The name of every student and every class in which they are enrolled for each semester and intersession are reported. This data is used for statistical analyses and reports to various government agencies. The second method is the reporting of cumulative enrollment to the Fiscal Services Unit of the Chancellor’s Office. This information is used to fund the College. It is this second method that the audit finding addressed.

Audit Finding
The specific audit finding was:
California Code of Regulations, Title 5 requires that only the attendance of students actively enrolled in a course section as of census date may be claimed for apportionment purposes. Procedures in place to clear rosters of students who do not attend are not effective. We continue to find students who were enrolled in courses as of census date who, by way of an approved petition, claim not to have attended the courses. This allows the student to not receive a grade in the course; however, the District is receiving apportionment credit. . . The District’s established policies and procedure guidelines require instructors to accurately report the students actively enrolled in their classes as of census date. The policies are not being adhered to and instructors routinely submit rosters after established deadlines resulting in students being included in FTES reported.

To fully understand this audit citing requires some information about how the College is funded. The College is funded based upon the number of hours of contact between the students and faculty. The College is paid in units of full-time equivalent students (FTES). One FTES is 525 hours of contact between an instructor and students. For example, a class that meets 5 hours per week for 16 weeks and has 30 students enrolled produces 4.57 FTES (5 hrs per wk X 16 weeks X 30 students / 525 hours per FTES = 4.57 FTES).

Classes that meet fewer hours per week or have smaller enrollments produce fewer FTES. The State currently pays about $4,800 per credit FTES. The College produced 24,054 FTES in 2008-09 from California residents. The State only pays for California residents. Individuals who are not residents of California must pay the full cost of their education; hence, they pay $190 non-resident tuition in addition to the fees paid by state residents.

Because the number of students enrolled in a course has a significant impact on the FTES produced and how much money the State pays the College, the State has auditors check to be certain it is not paying for more students than necessary. The issue then becomes, when
does the College count the students in class to calculate the FTES and determine the College’s funding. This is a bit complicated because enrollment changes day-to-day as students add and drop classes. To deal with these fluctuating enrollments, the State has a set of rules that defines an official “census day” for each course section. For most sections, the census date is Monday of the third week of the semester. Note, short term courses (those less than the full semester in length) and summer and winter intersessions have census dates that follow different rules. The State’s rules for counting students on the census day require that enrolled students who have not attended the class or who attended but subsequently stopped attending must be removed from the class before the official census count is taken. In this way the State won’t pay for students who are no longer participating in the class. The audit citing dealt with the problem that non-participating students were not consistently removed before the census count was taken. This caused the State to give PCC a little more funding than it was entitled to.

Source of the Problem
The source of the problem has been in getting all of the approximately 300 contract and 750 hourly faculty that teach the College’s 6,200 sections to accurately and consistently comply with the State requirement to drop non-participating students by the census date. Every faculty member is informed on the first day of each term of their obligation to drop non-participants through a notice placed in their department mailbox. The faculty contract (section 6.2.1) requires them to follow College procedures regarding record keeping. Division Deans are fully aware of the requirements and work with their faculty to follow the State’s regulations. Unfortunately, these measures have not been sufficient to obtain full compliance by all faculty.

Corrective Steps Taken
Steps have been taken to improve faculty compliance by making the process easier, more closely monitoring pre-census drops and informing Division Deans on a daily basis as to which faculty have not dropped non-participating students. Specifically, the following steps have been taken:

1. During the winter 2010 term a new online process for faculty to drop non-participating students was introduced. The Dean of Admissions and Records met with the instructional Division Deans in early December to explain the new process to them. The intent was to make the drop process easier and more convenient than the previous method that required faculty to bubble in a scannable form to drop students. The online dropping process requires each faculty member to affirmatively respond for each section taught either “yes” or “no” that there are non-participating students to be dropped. If the instructor responds “yes”, then he/she is presented with a list of the students enrolled in the particular section, any one of which can be marked and dropped from the class. By requiring faculty to affirmatively acknowledge whether or not there are any precensus drops enables the College to assure auditors, that even if no precensus drop were recorded for a section, that the instructor did comply with the state requirement and would have dropped any non-participants, if there were any. Daily reports are produced and emailed to each Division Dean. The reports list the faculty who have not yet acknowledged whether or not there are any non-participating students to be dropped. Division Deans are to contact the faculty on the report as the census date approaches. Faculty have through the end of the census day for each of their
sections to acknowledge and drop non-participating students online. If they do not do their acknowledgments/drops, they must use the more labor intensive older scan form process. In the winter 2010, compliance was still not at 100%. Thirty-eight faculty had at least one section for which they did not use the online drop process nor complete a scannable form. This is an improvement, but still not full compliance.

2. For spring 2010, the Admissions and Records Dean and MIS Director met with Division Deans to remind them of the online drop process and the daily email reports on faculty who have not complied. The Office of Enrollment Management has also sent memos to remind Division Deans of this requirement and to further encourage faculty to comply.

3. As of April 12, 2010, precensus drops have been received from all faculty whose section census date has occurred.
CONSENT ITEM TITLE: Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: April 21, 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 $1,022.97.

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

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<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-29-10</td>
<td>17951386</td>
<td>$1,022.97</td>
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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.
## Revolving Fund Reimbursement

### April 2010 Expense Summary

<table>
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<th>DATE</th>
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<th>AMOUNT</th>
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<tbody>
<tr>
<td>3/29/2010</td>
<td>17951386</td>
<td>$1,022.97</td>
</tr>
</tbody>
</table>

- Supplies: $835.46
- Postage: $32.51
- Enrollment refunds: $120.00
- Library refunds: $10.00
- ASB refunds: $2.00
- Health fee refunds: $23.00

**Grand total:** $1,022.97
Consent Item No. 147-B

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

Board Meeting Date: April 21, 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 $16,260.60.

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

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<th>AMOUNT</th>
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<td>03-19-10</td>
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<td>$16,260.60</td>
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Medical       $10,146.03
Benefit Payments 2,384.02
Legal         3,259.85
Mileage       470.70

$16,260.60

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:
Odessa Walker
Director, Fiscal Services

Recommended for Approval:
Interim Vice President, Administrative Services

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 following augmentation to the 2009-10 Adopted Budget for the grants and contract listed below:

FISCAL IMPLICATIONS:

**Adult Basic Education (ABE):**

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<th>2009-2010 Adopted Budget</th>
<th>1st Increase</th>
<th>2nd Increase</th>
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<td>$154,972</td>
<td>$80,165</td>
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**Model Approach to Partnership in Parenting (MAPP):**

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**Matriculation Contract:**

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<td>$-0-</td>
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</table>

BACKGROUND: These increases are based upon information available from the Chancellor's Office and California Department of Education. Revenues were increased, therefore, expenses were increased commensurately.

Submitted by:  
Oliessa Walker  
Director, Fiscal Services  

Interim Vice President, Administrative Service
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Professional Conference Attendance

Board Meeting Date: April 21, 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 following conference attendance outside the United States or with anticipated costs in excess of $1,500.00.

Approve

ATTENDEES: Wayne Houlihan
LOCATION: Hybrid and Electric Vehicle Level II Workshop for Educators, San Bruno, CA
DATES: June 29, 2010 – July 1, 2010*  
PURPOSE: To provide opportunity to extend hybrid diagnostic skills.
CHARGES: $1,950.00
COST CENTER: 03-5210-5105-0000, CTEA: Automotive
RECOMMENDED BY: Dr. Jacqueline Jacobs
*June 28, 2010 and July 2, 2010 additional travel days

FISCAL IMPLICATIONS: Funds for this purpose are and will be budgeted in the cost center listed above.

BACKGROUND: District Policy 5250 reserves to the Board of Trustees approval of any professional conference attendance outside of the United States or with anticipated costs in excess of $1,500.00.

In accordance with District Procedure 5250.10, the requested trip(s) has been recommended by the College President.

Submitted by:

Director, Business and Purchasing Services

Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/P President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Purchasing Transactions

Board Meeting Date: April 21, 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 purchasing transactions P10-02531 through P10-02675.

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2009-2010 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.

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
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* Indicates Vendor is located within the Pasadena Area Community College.
> Indicates local branch utilized outside of District as required by Vendor.
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<th>Vendor Name</th>
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<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
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<td>1,733.84</td>
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<tr>
<td>P10-02638</td>
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</tr>
<tr>
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<td>PRINTING SUP. &amp; EQUIP.</td>
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<td>1,220.86</td>
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<tr>
<td>P10-02641</td>
<td>TREUTELAAR EQ. SALES</td>
<td>INSTRUCTIONAL/EDUCATIONAL MATL.</td>
<td>ENG/TECH</td>
<td>01</td>
<td>1,203.07</td>
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<tr>
<td>P10-02644</td>
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<td>01</td>
<td>4,524.33</td>
</tr>
<tr>
<td>P10-02647</td>
<td>SMITH INC.: DANIEL</td>
<td>PRINTING SUP. &amp; EQUIP.</td>
<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
<td>03</td>
<td>877.90</td>
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<tr>
<td>P10-02648</td>
<td>TW GRAPHICS GROUP</td>
<td>PRINTING SUP. &amp; EQUIP.</td>
<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
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<td>2,036.04</td>
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<tr>
<td>P10-02649</td>
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<td>CAMERA EQUIP. &amp; PHOTO SUP.</td>
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<td>01</td>
<td>1,252.55</td>
</tr>
<tr>
<td>P10-02650</td>
<td>* HIGH PERFORMANCE COMPUTERS</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
<td>03</td>
<td>1,646.25</td>
</tr>
<tr>
<td>P10-02651</td>
<td>* OFFICE DEPOT</td>
<td>OFFICE SUP. &amp; EQUIP</td>
<td>CEC</td>
<td>03</td>
<td>1,913.14</td>
</tr>
<tr>
<td>P10-02655</td>
<td>ARS DENTAL CORPORATIONS</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>HEALTH SCI</td>
<td>01</td>
<td>1,988.00</td>
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<tr>
<td>P10-02656</td>
<td>RENFERT U.S.A.</td>
<td>LABORATORY/BEAUTY SUP.</td>
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<td>P10-02657</td>
<td>PRODUCTIVITY TRAINING CORP.</td>
<td>LABORATORY/BEAUTY SUP.</td>
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<td>03</td>
<td>724.28</td>
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<tr>
<td>P10-02659</td>
<td>DORADO DENTAL SUPPLY, INC.</td>
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<td>3,949.83</td>
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<td>P10-02660</td>
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<td>LABORATORY/BEAUTY SUP.</td>
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<td>P10-02663</td>
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<td>P10-02664</td>
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<td>LABORATORY/BEAUTY SUP.</td>
<td>HEALTH SCI</td>
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<tr>
<td>P10-02667</td>
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<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
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<tr>
<td>P10-02668</td>
<td>LAPTOPPARTSNOW.COM</td>
<td>DATA PROC./COMPUTER SUP.</td>
<td>COMP. SVS</td>
<td>01</td>
<td>2,303.50</td>
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<tr>
<td>P10-02672</td>
<td>COMPLETE OFFICE</td>
<td>OFFICE SUP. &amp; EQUIP</td>
<td>CAREER</td>
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<td>P10-02674</td>
<td>* OFFICE DEPOT</td>
<td>OFFICE SUP. &amp; EQUIP</td>
<td>COUNSEL</td>
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<td>954.14</td>
</tr>
<tr>
<td>P10-02675</td>
<td>&gt; STAPLES</td>
<td>OFFICE SUP. &amp; EQUIP</td>
<td>ENGLISH</td>
<td>01</td>
<td>1,303.61</td>
</tr>
</tbody>
</table>

* Indicates Vendor is located within the Pasadena Area Community College.
> Indicates local branch utilized outside of District as required by Vendor.

Total Fund: 175,549.28
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Site</th>
<th>FD</th>
<th>Inc/Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>P10-00193</td>
<td>Foothill Smog &amp; Auto Repair</td>
<td>Increase PO per Dept.</td>
<td>Police</td>
<td>01</td>
<td>5,000.00</td>
</tr>
<tr>
<td>P10-00213</td>
<td>CSK Auto, Inc.</td>
<td>Increase PO per Dept.</td>
<td>Police</td>
<td>01</td>
<td>500.00</td>
</tr>
<tr>
<td>P10-01178</td>
<td>Walter's Wholesale Electric Co.</td>
<td>Increase PO per Dept.</td>
<td>Facilities</td>
<td>42</td>
<td>1,300.00</td>
</tr>
<tr>
<td>P10-02015</td>
<td>Perfect Form Business Services</td>
<td>Increase PO per Dept.</td>
<td>Mgmt Info Services</td>
<td>01</td>
<td>1,264.03</td>
</tr>
<tr>
<td>P10-02059</td>
<td>Tuff Shed</td>
<td>Increase PO per Dept.</td>
<td>Police</td>
<td>01</td>
<td>753.17</td>
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</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Authorization to Approve Purchase Order to Dell, Inc.

Board Meeting Date: April 21, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Purchase Order Number P10-02678 for Two Hundred Twenty-Eight Thousand One Hundred Fifty-One Dollars and Ten Cents ($228,151.10) to Dell, Inc. This purchase order provides Two Hundred Twenty-Five (225) desktop computers.

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2009-2010 District Budget under the following cost centers and locations:

<table>
<thead>
<tr>
<th>COST CENTER</th>
<th>LOCATION</th>
<th>COMPUTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-6411-1502-0300 (Computer Equipment/Observatory &amp; Chemistry)</td>
<td>Observatory, U306</td>
<td>32</td>
</tr>
<tr>
<td>03-6411-1152-0300 (Computer Equipment/Community Education Center)</td>
<td>CEC-114, CEC-230</td>
<td>50</td>
</tr>
<tr>
<td>03-6411-1252-0300 (Computer Equipment/Writing Center)</td>
<td>C-365</td>
<td>65</td>
</tr>
<tr>
<td>03-6411-1351-0300 (Computer Equipment/Languages)</td>
<td>D-301</td>
<td>40</td>
</tr>
<tr>
<td>03-6411-1601-0300 (Computer Equipment/Physical Education)</td>
<td>GM-112</td>
<td>18</td>
</tr>
<tr>
<td>03-6411-1651-0300 (Computer Equipment/Social Sciences)</td>
<td>C-315</td>
<td>20</td>
</tr>
</tbody>
</table>

BACKGROUND: Even though the purchase amount exceeds bidding limits, Los Angeles County Counsel had previously provided that school districts may purchase equipment which exceeds those limits when it utilizes contracts similar to the Western States Contracting Alliance (WSCA) contract, as the District's formal bidding of this requirement will not provide any cost savings. This Agreement (WN99ABZ #B27160) is made and entered into by Dell Marketing L.P. ("Contractor"), One Dell Way, Round Rock, TX, 78682, and the Department of Administration ("State") on behalf of the State of Minnesota, participating members of the National Association of State Procurement Officials (NASPO), members of the WSCA and other authorized participating states and participating entities.

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
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Authorization to Solicit Bids: District, Miscellaneous Remodeling Projects, Time and Materials

Board Meeting Date: April 21, 2010

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, authorize the solicitation of bids for various remodeling projects.

FISCAL IMPLICATIONS: No fiscal obligation is created by the authorization to solicit bids. Funds for this purpose are provided in the 2009-2010 District Budget in the following cost centers:

- 42-6250-7227-0000 (Scheduled Maintenance Buildings: Construction/Modifications)
- 42-6210-7102-0000 (Capital Outlay Buildings: Construction/Modifications)

BACKGROUND: Miscellaneous time and material contractors are needed to complete small construction projects throughout the campus including refurbishing, scheduled maintenance, capital outlay and other miscellaneous tasks. The contract is re-bid every three years.

Submitted by:

[Signature]
Director, Business and Purchasing Services

Recommended for Approval:

[Signature]
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Presidential Search Activities

Board Meeting Date: April 21, 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 Presidential Search activities listed below:

Approve

April 22, 2010 through June 30, 2010 - Presidential Search Activities at PCC, Westin Hotel Pasadena, California Institute of Technology Athenaeum and other possible venues to be determined if necessary. Anticipated expenses not-to-exceed $15,000.00 for facilities rental, materials, and refreshments. Cost Center: 01-5210-4100-0000, Board of Trustees.

FISCAL IMPLICATIONS: Funds for these activities are budgeted in the cost center indicated.

BACKGROUND: The Board of Trustees appointed a screening committee to assist with the search for a new superintendent/president. The committee of community members, faculty, staff and students will interview prospective candidates and recommend individuals for further consideration to the Board of Trustees.

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
CONSENT ITEM TITLE:
Approve/Ratify Stipends for Classified and Unclassified Personnel

Board Meeting Date: April 21, 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 stipends for the persons listed below for the fiscal year 2009-10 and 2010-11.

<table>
<thead>
<tr>
<th>Name</th>
<th>Stipend</th>
<th>Special Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barrow, Orrin</td>
<td>2,250.00</td>
<td>Presenter for Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Math/Science Upward Bound</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer Program 6/25/10 – 7/29/10</td>
</tr>
<tr>
<td>Dzhanunts, Aida</td>
<td>100.00</td>
<td>Presenter on the topic of Group Tutoring</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5/20/10 – 5/21/10</td>
</tr>
<tr>
<td>Gonzalez, Jose</td>
<td>1,500.00</td>
<td>ARCC* (Learning Assistance Center)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Presenter for Math</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Math/Science Upward Bound</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer Program 6/25/10 – 7/29/10</td>
</tr>
<tr>
<td>Guichard, Leslie</td>
<td>2,250.00</td>
<td>Website Design Presenter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Math/Science Upward Bound</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer Program 6/25/10 – 7/29/10</td>
</tr>
<tr>
<td>Salazar, Chris</td>
<td>2,400.00</td>
<td>Assistant Men’s &amp; Women’s Swim &amp; Dive Coach</td>
</tr>
<tr>
<td></td>
<td></td>
<td>04/22/10 – 6/30/10</td>
</tr>
<tr>
<td>Scott, Arkova</td>
<td>100.00</td>
<td>Kinesiology Health &amp; Athletics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Presenter on the topic of Learning Strategies for Tutor Training</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4/20/10 – 4/30/10</td>
</tr>
<tr>
<td>Zupan, Tiffany</td>
<td>600.00</td>
<td>ARCC* (Learning Assistance Center)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assistant Men’s &amp; Women’s Swim &amp; Dive Coach</td>
</tr>
<tr>
<td></td>
<td></td>
<td>04/22/10 – 6/30/10</td>
</tr>
</tbody>
</table>

*Accountability Reporting for Community Colleges

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:

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Dean, Human Resources

Superintendent/President
CONSENT ITEM TITLE:
Approve/Ratify Stipends for Academic Personnel

Board Meeting Date: April 21, 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 on the attached list to be employed in a special project as listed, approved for the College year 2009-2010, unless otherwise indicated, or any portion thereof, as stated in the contract. The length of time of the employment and the assignment shall be determined by College need.

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
<table>
<thead>
<tr>
<th>NAME</th>
<th>STIPEND</th>
<th>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson, Suzanne</td>
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<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>Beard, Cheryl</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>Bonilla, Martha</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>Bower, Susan</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>Bronstein, Debra</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>Cairo, Eduardo</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>Choate-Ciletti, Elizabeth</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>DiFiori, Russell</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>Foster, Valerie</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>Guichard, Leslie</td>
<td>2,000.00</td>
<td>Curriculum Development Grant—develop a new course in Vodcasting for Digital Media. The course will be an intermediate to advanced-level course introducing techniques for the creation of video podcasts or webisodes. Course objectives include packaging for mobile devices, RSS and PDF publishing output, 04-22-10 to 06-30-10</td>
</tr>
<tr>
<td>Ireland-Galman, Michelle</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>Keeler, Teresa</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>Kennedy, Brian</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>Kiotas, Argiro</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>Lee, Daehwan</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>Marheine, Roger</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>McCabe, Christopher</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>Name</td>
<td>Amount</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
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</tr>
<tr>
<td>McLean, Robert</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>Miller, Barbara</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>Milne, Derek</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>Oberlander, Keith</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>Powers, James</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>Rogacs, Lynora</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
<tr>
<td>Schwyzer, Hugo</td>
<td>500.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 04-23-10 to 06-11-10</td>
</tr>
</tbody>
</table>
## 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 person listed below to be employed a temporary teacher of credit classes approved for 2009-2010. 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 overload rate for contract instructors pursuant to the current labor agreement.

### NAME
Adams, William

### POSITION
Adjunct Faculty

### CLASS
B

### STEP
1

### DIVISION
Kinesiology, Health and Athletics

## 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
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Classified Management Professional Leave

Board Meeting Date: April 21, 2010

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, grant the following named classified manager a professional leave during July 1, 2010 through December 31, 2010, as indicated, under the conditions of Board Policy No. 2001, at 75% of the monthly salary to be received during July 1, 2010 through December 31, 2010.

NAME

Wood, John
Director
Learning Assistance Center

PROFESSIONAL LEAVE DESCRIPTION

RESEARCH: To conduct research methods, materials and designs for developing a more comprehensive and effective learning assistance program. This will be addressed by visiting colleges and universities throughout California, United States and perhaps abroad for observing programs with best practices in assessing and implementing curriculum to address multiple intelligences.

FISCAL IMPLICATIONS: Personnel transactions within budget limits.

BACKGROUND: Professional leaves for managers and supervisors are granted under Board Policy 2001, as defined in the Management Handbook, for the purpose of improving professional capabilities and knowledge, thereby enhancing the potential for contributions to the college.

Submitted by:
Office of Human Resources

Recommended for Approval:

Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
**CONSENT ITEM TITLE:** Employment, Change of Status, Leave of Absence, and Separation of Classified Employees

**Board Meeting Date:** April 21, 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 following reclassification 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>Deatrick, Steven</td>
<td>From: 45F*</td>
<td>100% - 12 mo.</td>
<td>07/01/09</td>
</tr>
<tr>
<td>Stage Technician</td>
<td>To: 54F*</td>
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<tr>
<td>Lewis, Robert</td>
<td>From: 43F*</td>
<td>100% - 12 mo.</td>
<td>07/01/09</td>
</tr>
<tr>
<td>Public Information Assistant</td>
<td>To: 45F*</td>
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<tr>
<td>Public Relations</td>
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<td>* Includes 15-year service increment</td>
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**FISCAL IMPLICATIONS:** Paid from dollar-controlled accounts.

**BACKGROUND:** Routine personnel transactions.