Enclosed is the Agenda for **Meeting No. 22, a Regular Business Meeting**. The Open Session will begin at 6:00 p.m. with the Call to Order, Roll Call and Public Comment on Closed Session Agenda 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

<table>
<thead>
<tr>
<th>Government Code §54956.9(b)</th>
<th>Conference with General Counsel regarding Anticipated Litigation (three matters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Code §54957</td>
<td>Employee Discipline, Dismissal, Release (four matters)</td>
</tr>
<tr>
<td>Government Code §54957.6</td>
<td>Collective Bargaining (PCCFA; CSEA 777; ISSU; POA)</td>
</tr>
<tr>
<td>Government Code §54957.6</td>
<td>Designated Negotiator: Ms. Gail S. Cooper, General Counsel</td>
</tr>
<tr>
<td>Government Code §54957.6</td>
<td>Negotiation with Unrepresented Employees (Confidential; Management Association)</td>
</tr>
<tr>
<td>Government Code §54957.6</td>
<td>Designated Negotiator: Ms. Gail S. Cooper, General Counsel</td>
</tr>
</tbody>
</table>

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

A. PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

Meeting No. 20, Regular Business Meeting, October 5, 2011
Meeting No. 21, Study Session, October 19, 2011

C. ANNOUNCEMENTS AND RECOGNITIONS

a. BOARD OF TRUSTEES
   • Dr. Cathy Wei – 2011 Association of Community College Trustees Pacific Regional Faculty Member Award

b. SUPERINTENDENT/PRESIDENT

c. SHARED GOVERNANCE REPRESENTATIVES

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.

E. APPROVAL OF CONSENT ITEMS (see page 3, attached)
F. APPROVAL OF ADDITIONS AND DELETIONS TO THE CREDIT AND NONCREDIT CURRICULUM: DISCUSSION WITH POSSIBLE ACTION

G. POLICY #3230 - DISTANCE EDUCATION: DISCUSSION WITH POSSIBLE ACTION

H. PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FOR RE-OPENER NEGOTIATIONS FOR 2009-2012 FROM THE PASADENA CITY COLLEGE FACULTY ASSOCIATION (PCCFA) TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT

I. RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL PROPOSAL FOR RE-OPENER NEGOTIATIONS FOR 2011-2012 PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE FACULTY ASSOCIATION (PCCFA): DISCUSSION WITH POSSIBLE ACTION

J. RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL PROPOSAL FOR RE-OPENER NEGOTIATIONS FOR 2011-2012 FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE POLICE OFFICERS ASSOCIATION (POA): DISCUSSION WITH POSSIBLE ACTION

K. RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL PROPOSAL FOR THE RE-OPENER NEGOTIATIONS FOR 2011-2012 FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE INSTRUCTIONAL SERVICES UNIT (ISSU): DISCUSSION WITH POSSIBLE ACTION

L. RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL PROPOSAL FOR RE-OPENER NEGOTIATIONS FOR 2011-2012 FROM THE PASADENA CITY COLLEGE INSTRUCTIONAL SERVICES UNIT (ISSU) TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT: DISCUSSION WITH POSSIBLE ACTION

M. BUDGET UPDATE INFORMATIVE AND RECEIPT OF FIRST QUARTERLY FINANCIAL STATUS REPORT: DISCUSSION WITH POSSIBLE ACTION

N. SERP TIER THREE: DISCUSSION WITH POSSIBLE ACTION
   - Resolution No. 484 Adoption of PARS Supplementary Retirement Plan Tier III and Appointment of District’s Plan Administrator

O. REPORT ON EXTENDED LEARNING: INFORMATIVE

P. FUTURE BOARD MEETING DATES

   Wednesday, November 16, 2011
   Study Session Meeting – 6:00 p.m.
   Arcadia Unified School District, Board Room, 234 Campus Drive, Arcadia

   Wednesday, December 14, 2011
   Regular Business Meeting and Annual Organizational Meeting – 7:00 p.m.
   Creveling Lounge, Pasadena City College (Closed Session at 6:00 p.m.)

   Wednesday, January 18, 2012
   Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)
   Creveling Lounge, Pasadena City College

Q. FUTURE AGENDA ITEMS

IV. ADJOURNMENT
CONSENT ITEMS

5-S Ratification of Student Travel – Associated Students Executive Board, San Jose, CA – October 21-23, 2011
8-S Approval of Student Travel – Office of Student Affairs and PCC Students – Leadership Retreat, Running Springs, CA – November 4-6, 2011
9-S Approval of Student Travel – PCC Veterans Club, Las Vegas, NV – December 8-11, 2011
10-S Approve Compensation for Faculty to Train Student Tutors in Learning and Resource Centers on Campus
11-S Approve Compensation for Unclassified Personnel, Psychological Services
12-S Approval of Student Travel – PCC Lancer Model United Nations Club, Seattle, WA – November 18-20, 2011

34-I Amendment to Consent Item 18-I, Compensation for Kinesiology, Athletics and Health Division
35-I Approve/Ratify Career and Technical Education Activities
36-I Amendment to Consent Item 16-I, Approve Compensation for Classified Personnel CIRM GRANT – Bridges to Stem Cell Research
37-I Approve/Ratify Compensation for Academic Personnel
38-I Approve/Ratify Payment for Academic Personnel – Professional Learning Community
39-I Approve Distance Education Workshops for Fall 2011 and Spring 2012

53-B Approve/Ratify/Amend Contracts
54-B Ratify Staff Development Activities
55-B Deny Application for Late Filing of Claim – Angelena Grooms
56-B Approve Purchasing Transactions
57-B Approve Professional Conference Attendance
58-B Award Bid 875: Re-Roof L Building
59-B Reporting and Approval of Revolving Fund Reimbursement
60-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation
61-B Approve Budget Augmentation
62-B Receive and Reject Claim – Daniel Cortez

31-P Employment of Hourly Credit and Noncredit Faculty, Fall 2011
32-P Employment, Change of Status, Leave of Absence, and Separation of Academic Employees
33-P Employment, Change of Status and Separation of Classified Employees
34-P Employee Termination (1) – CLOSED SESSION
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
REGULAR BUSINESS MEETING NO. 20
Wednesday, October 5, 2011
6:00 P.M. Closed Session
7:00 P.M. Open Session
Pasadena City College
Creveling Lounge
1570 East Colorado Boulevard, Pasadena, California 91106

To listen to the full deliberation of the Board, please go to the college website, www.pasadena.edu/board, and click on “Audiocast of Meetings”.

Meeting No. 20
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 20 on Wednesday, October 5, 2011, in Creveling Lounge of Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

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

ROLL CALL

Trustees Present
Mr. William Thomson, President
Mr. Geoffrey L. Baum, Vice President
Mr. John Martin, Clerk
Ms. Berlinda Brown
Dr. Anthony Fellow
Dr. Jeanette Mann
Ms. Linda Wah
Mr. Alexander Soto, Student Trustee

Administrative Officers in Attendance
Dr. Richard van Pelt, Vice President, Administrative Services
Dr. Jacqueline Jacobs, Vice President, Instruction
Dr. Robert Bell, Vice President, Student and Learning Services
Mr. Robert Miller, Vice President, Educational Services
Dr. Benedict Lastimado, Vice President, Human Resources
Mr. Dwayne Cable, Vice President, Information Technology
Ms. Gail Cooper, General Counsel

The Management Association was represented by Dr. David Douglass.
The Academic Senate was represented by Mr. Edward Martinez.
The Classified Senate was represented by Ms. Denise Albright.
The Associated Students Board was represented by Ms. Ashley Jackson.

PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
There was no public comment.

Mr. Thomson adjourned the Board to Closed Session at 6:02 p.m.

II. CLOSED SESSION

Government Code §54956.9(b) Conference with Legal Counsel -- Anticipated Litigation
Government Code §54956.9(b)  Conference with Legal Counsel – Pending Litigation
Government Code §54957  Employee Discipline, Dismissal, Release
Government Code §54957.6  Collective Bargaining (PCCFA; CSEA 777; ISSU; POA)
Designated Negotiator: Ms. Gail S. Cooper, General Counsel
Government Code §54957.6  Negotiation with Unrepresented Employees (Confidential; Management Association)
Designated Negotiator: Ms. Gail S. Cooper, General Counsel

III. OPEN SESSION
Mr. Thomson reconvened the Open Session at 7:07 p.m. and reported that no action was taken by the Board in Closed Session.

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

B. APPROVAL OF MINUTES
Meeting No. 17, Regular Business Meeting, September 7, 2011
Meeting No. 18, Fall Retreat, September 10, 2011
Meeting No. 19, Study Session, September 21, 2011

MOTION: ON MOTION OF Dr. Mann and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to approve the Minutes of Meeting No. 17, Regular Business Meeting, held on September 7, 2011; the Minutes of Meeting No. 18, Fall Retreat, held on September 10, 2011; and the Minutes of Meeting No. 19, Study Session, held on September 21, 2011. Mr. Martin abstained as to Meeting No. 19.
Advisory Vote: Aye

C. ANNOUNCEMENTS AND RECOGNITIONS
a. BOARD OF TRUSTEES

Dr. Jeanette Mann, Trustee
- Attended the Pasadena City Council regular meeting in order to invite the members to our study session at the Sierra Madre Elementary School. The PCC Seeds of Change Club was there, testifying in support of the recommendation that the city develop an ordinance to ban plastic bags. Seeds of Change Club was represented by Jason Carma, President, Maggie Lee, Vice President, and Tim Martinez and Winessa Nartia, both club members.

Mr. Geoffrey Baum, Trustee
- Traveled to Saudi Arabia to chair accreditation visit to King Saud University.
- Announced that the Board of Governors will be taking up the college’s student success task force recommendations at a future meeting.
- Two former staff at PCC are now presidents: Kindred Murillo at Lake Tahoe Community College and Mark Zacovic at Grossmont Community College.

Dr. Anthony Fellow, Trustee
- Attended Neighbors Acting Together Helping All event where George Sugimoto, father of former president Dr. Lisa Sugimoto, was honored as well as Violet Jacobs, founder of Jacobs Engineering.
**Meeting No. 20**  
**October 5, 2011**

- Attended event at Pasadena Museum of California Art to hear Alex Kritselis, former Dean of Visual Arts, speak on his exhibit “Above the Fold”.
- Conducted the San Gabriel Valley Economic Partnership Education Coalition meeting of which Dr. Rocha is a member.
- Attended Dr. Rocha's State of the College address.

**Ms. Linda Wah, Trustee**
- Thanked colleagues and the vice presidents who gave presentations in South Pasadena. Community was very impressed by outreach.
- Attended City of San Gabriel award ceremony for the students from the Social Science Division and Engineering and Technology Division, Building Construction Program, and Rich Wheeler and Professor Eloy Zarate for the restoration of La Laguna Children’s Playground at Vincent Lugo Park in San Gabriel.

b. **SUPERINTENDENT/PRESIDENT**
Student Task Force recommendations are shortly coming to Board of Governors -- one of the most important ones is linkage of community colleges to local public school systems. Dr. Jacobs spoke on career pathways. Dr. Douglass spoke on HSI STEM Grant to develop environmental science pathway for STEM students.

Dr. Bell: next Thursday night is the men’s and women’s basketball teams' kickoff practice in the gymnasium from 9pm to midnight.

Dr. Lastimado: progress being made on comprehensive professional development program, staff diversity all campus committee, human resources advisory committee and team to work on re-engineering of ISSU work force.

c. **SHARED GOVERNANCE REPRESENTATIVES**

**Dr. David Douglass, Management Association**
- The Management Association's first meeting was held on September 19. There was discussion of board goals.

**Mr. Edward Martinez, Academic Senate**
- Invitations sent to all trustees on ballot this November for a candidates’ forum on October 26 at 7pm in Creveling. Opponents have also been invited.
- Faculty participated in great numbers in recent State of the College presentation by Dr. Rocha. A great deal of discussion going on about possible realignment. College Council Priorities and Planning Committee, which will be organizing the discussion about realignment and developing recommendations, is finalizing the faculty, staff and student appointees to that committee and the first meeting will be on October 17.

**Ms. Denise Albright, Classified Senate**
- Classified Senate handbook has been updated.
- Successful retreat on September 24 at the Huntington Library which was attended by Dave Douglass for Management Association and Dan Haley for Academic Senate.
- Gary Potts working on Project Leap for a mentors' plan.
- Classified Senate has approved all campus wide committee appointments.

**Ms. Ashley Jackson, Associated Students**
- AS website was recently launched.

D. **PUBLIC COMMENT ON NON-AGENDA ITEMS**
There was no public comment.
E. APPROVAL OF CONSENT ITEMS

Consent Items 44-B and 28-P were revised.

MOTION: ON MOTION OF Dr. Fellow and seconded by Ms. Wah, the Board voted by a unanimous vote of the seven members present to approve Consent Items 7-S; 28-I through 33-I; 44-B through 52-B; 25-P through 30-P; with Consent Item 44-B, Approve/Ratify/Amend Contracts, as to Contract Number B-98023-2, Strata Information Group (SIG); Consent Item 29-P, Resolution No. 483: Adoption of PARS Supplementary Retirement Plan Tier II and Appointment of District’s Plan Administrator; and Consent Item 51-B, Authorization to Approve Purchase Order to Seesmart, Inc., withdrawn for separate votes.

Advisory Vote: Aye

Consent Item 44-B, Approve/Ratify/Amend Contracts:

MOTION: ON MOTION OF Dr. Mann and seconded by Ms. Brown, the Board voted by a unanimous vote of the seven members present to approve Consent Item 44-B, Approve/Ratify/Amend Contracts, as to Contract Number B-98023-2, Strata Information Group (SIG).

Advisory Vote: Aye

Consent Item 29-P, Resolution No. 483: Adoption of PARS Supplementary Retirement Plan Tier II and Appointment of District’s Plan Administrator:

MOTION: ON MOTION OF Dr. Fellow and seconded by Dr. Mann, the Board voted by a unanimous vote of the seven members present to approve Consent Item 29-P, Resolution No. 483: Adoption of PARS Supplementary Retirement Plan Tier II and Appointment of District’s Plan Administrator.

Advisory Vote: Aye

F. RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FOR RE-OPENER NEGOTIATIONS FOR 2009-2012 FROM THE PASADENA CITY COLLEGE FACULTY ASSOCIATION (PCCFA) TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT: DISCUSSION WITH POSSIBLE ACTION

MOTION: ON MOTION OF Dr. Mann and seconded by Mr. Martin, the Board voted by a unanimous vote of the seven members present to Receive and Set Public Hearing Regarding Initial Bargaining Proposal for Re-Opener Negotiations for 2009-2012 from the Pasadena City College Faculty Association (PCCFA) to the Pasadena Area Community College District for the next business meeting of the Board of Trustees to be held on November 2, 2011.

G. ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT) VOTING DELEGATES: DISCUSSION WITH POSSIBLE ACTION

MOTION: ON MOTION OF Mr. Baum and seconded by Dr. Mann, the Board voted by a unanimous vote of the seven members present to appoint William Thomson and Linda Wah as voting delegates for the Pasadena Area Community College District at the Association of Community College Trustees (ACCT) convention in October.
H. AMENDMENT TO BOARD AGENDA ITEM H, ADOPT RESOLUTION NO. 482 - APPROVE GANN APPROPRIATIONS LIMITS FOR 2011-2012: DISCUSSION WITH POSSIBLE ACTION

MOTION: ON MOTION OF Ms. Brown and seconded by Dr. Mann, the Board voted by a unanimous vote of the seven members present to approve the Amendment to Board Agenda Item H, Adopt Resolution No. 482 – Approve Gann Appropriations Limits for 2011-2012.

I. ADOPT ANNUAL FINANCIAL AND BUDGET REPORT 2010-2011: DISCUSSION WITH POSSIBLE ACTION

MOTION: ON MOTION OF Dr. Fellow and seconded by Ms. Wah, the Board voted by a unanimous vote of the seven members present to Adopt Annual Financial and Budget Report for 2010-2011.

J. INFORMATIVE: SUSTAINABILITY REPORT -- LED PROPOSAL
Dr. van Pelt presented the Fluorescent Lamp Conversion to Light Emitting Diode (LED) lighting proposal.

Consent Item 51-B, Authorization to Approve Purchase Order to Seesmart, Inc.:

MOTION: ON MOTION OF Ms. Brown and seconded by Ms. Wah, the Board voted by a unanimous vote of the seven members present to approve Consent Item 51-B, Authorization to Approve Purchase Order to Seesmart, Inc.
Advisory Vote: Aye

K. INFORMATIVE: EXTERNAL GRANTS REPORT
Mr. Miller presented the external grants report.

L. FUTURE BOARD MEETING DATES

Wednesday, October 19, 2011 (Study Session Meeting) – 6:00 p.m.
Sierra Madre Elementary School, Auditorium, 141 W. Highland Avenue,
Sierra Madre

Wednesday, November 2, 2011 (Regular Business Meeting) – 7:00 p.m.
Creveling Lounge, Pasadena City College (Closed Session at 6:00 p.m.)

M. FUTURE AGENDA ITEMS
Mr. Baum requested an item on redistricting at the November Board meeting.
Dr. Mann requested a report on the determination as to which classified staff receive confidential classification.
Ms. Wah suggested a discussion on digital board packets.

Dr. Fellow said a few words about the passing of Steve Jobs, the co-founder of Apple Inc.

Mr. Juan Gutierrez, Director, Public Relations, said today’s board meeting was the first meeting put up on Granicus with live captioning.

IV. ADJOURNMENT
Mr. Thomson adjourned Meeting No. 20 at 8:30 p.m.
MOTIONS CARRIED AT MEETING NO. 20 – October 5, 2011

1. Approval of the Minutes of Meeting No. 17, Regular Business Meeting, held on September 7, 2011; the Minutes of Meeting No. 18, Fall Retreat, held on September 10, 2011; and the Minutes of Meeting No. 19, Study Session, held on September 21, 2011.

2. Approval of Consent Items 7-S; 28-I through 33-I; 44-B through 52-B; 25-P through 30-P; with Consent Item 44-B, Approve/Ratify/Amend Contracts, as to Contract Number B-98023-2, Strata Information Group (SIG); Consent Item 29-P, Resolution No. 483: Adoption of PARS Supplementary Retirement Plan Tier II and Appointment of District’s Plan Administrator; and Consent Item 51-B, Authorization to Approve Purchase Order to Seesmart, Inc., withdrawn for separate votes.

3. Approval of Consent Item 44-B, Approve/Ratify/Amend Contracts, as to Contract Number B-98023-2, Strata Information Group (SIG).

4. Approval of Consent Item 29-P, Resolution No. 483: Adoption of PARS Supplementary Retirement Plan Tier II and Appointment of District’s Plan Administrator.

5. Approval to Receive and Set Public Hearing Regarding Initial Bargaining Proposal for Re-Opener Negotiations for 2009-2012 from the Pasadena City College Faculty Association (PCCFA) to the Pasadena Area Community College District for the next business meeting of the Board of Trustees to be held on November 2, 2011.

6. Appoint William Thomson and Linda Wah as voting delegates for the Pasadena Area Community College District at the Association of Community College Trustees (ACCT) convention in October.

7. Approval of the Amendment to Board Agenda Item H, Adopt Resolution No. 482 – Approve Gann Appropriations Limits for 2011-2012.


9. Approval of Consent Item 51-B, Authorization to Approve Purchase Order to Seesmart, Inc.

Submitted by:
Mark W. Rocha, Secretary
Board of Trustees
AGENDA

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

I. CALL TO ORDER, ROLL CALL and PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS (6:00 p.m.)

II. CLOSED SESSION

Government Code §54956.9(b) Conference with Legal Counsel -- Anticipated Litigation
Government Code §54956.9(b) Conference with Legal Counsel -- Pending Litigation
Government Code §54957 Employee Discipline, Dismissal, Release
Government Code §54957.6 Collective Bargaining (PCCFA; CSEA 777; ISSU; POA)
Designated Negotiator: Ms. Gail S. Cooper, General Counsel
Government Code §54957.6 Negotiation with Unrepresented Employees (Confidential; Management Association)
Designated Negotiator: Ms. Gail S. Cooper, General Counsel

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

A. PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES
Meeting No. 17, Regular Business Meeting, September 7, 2011
Meeting No. 18, Fall Retreat, September 10, 2011
Meeting No. 19, Study Session, September 21, 2011

C. ANNOUNCEMENTS AND RECOGNITIONS
a. BOARD OF TRUSTEES
b. SUPERINTENDENT/PRESIDENT
c. SHARED GOVERNANCE REPRESENTATIVES

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.

E. APPROVAL OF CONSENT ITEMS (see page 3, attached)
F. RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FOR RE-OPENER NEGOTIATIONS FOR 2009-2012 FROM THE PASADENA CITY COLLEGE FACULTY ASSOCIATION (PCCFA) TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT: DISCUSSION WITH POSSIBLE ACTION

G. ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT) VOTING DELEGATES: DISCUSSION WITH POSSIBLE ACTION

H. AMENDMENT TO BOARD AGENDA ITEM H, ADOPT RESOLUTION NO. 482 – APPROVE GANN APPROPRIATIONS LIMITS FOR 2011-2012: DISCUSSION WITH POSSIBLE ACTION

I. ADOPT ANNUAL FINANCIAL AND BUDGET REPORT 2010-2011: DISCUSSION WITH POSSIBLE ACTION

J. INFORMATIVE: SUSTAINABILITY REPORT – LED PROPOSAL

K. INFORMATIVE: EXTERNAL GRANTS REPORT

L. FUTURE BOARD MEETING DATES

   Wednesday, October 19, 2011 (Study Session Meeting) – 6:00 p.m.
   Sierra Madre Elementary School, Auditorium, 141 W. Highland Avenue, Sierra Madre

   Wednesday, November 2, 2011 (Regular Business Meeting) – 7:00 p.m.
   Creveling Lounge, Pasadena City College (Closed Session at 6:00 p.m.)

M. FUTURE AGENDA ITEMS

IV. ADJOURNMENT
CONSENT ITEMS

7-S Approve Compensation for Faculty for Scholars/Honors Program

28-I Approval of Instructional Trip for BLDG 212, BLDG 230A&C, and TECH 196 & 197, October 8-16, 2011

29-I Approve/Ratify Compensation for Academic Personnel, Student Access & Success Initiative

30-I Approve Compensation for Academic Coordinator, Engineering & Technology Division

31-I Approve Compensation for Biological Technology Personnel

32-I Approve Payment for Athletic Coaches

33-I Approval for First Year Experience Programs (FYE) and Community College Student Success Activity

Revised 44-B Approve/Ratify/Amend Contracts

45-B Approve Professional Conference Attendance

46-B Ratify Staff Development Activities

47-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation

48-B Reporting and Approval of Revolving Fund Reimbursement

49-B Approve Purchasing Transactions

50-B Amendment to Consent Item No. 125-B – Approve Extended Learning Presenters

51-B Authorization to Approve Purchase Order to Seesmart, Inc.

52-B Authorization to Approve Purchase Order to McMurry Stern

25-P Employment of Hourly Credit Teachers and Substitute Teachers, Fall 2011

26-P Employment of Hourly Noncredit Teachers and Substitute Teachers, Fall 2011

27-P Employment, Change of Status, Leave of Absence and Separation of Academic Employees, 2011-12

Revised 28-P Employment, Change of Status and Separation of Classified Employees

29-P Resolution No. 483: Adoption of PARS Supplementary Retirement Plan Tier II and Appointment of District’s Plan Administrator

30-P Employee Discipline, Dismissal, Release – CLOSED SESSION
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Study Session Meeting No. 21 on Wednesday, October 19, 2011, in the Auditorium of the Sierra Madre Elementary School, 141 West Highland Avenue, Sierra Madre, California 91030.

I. CALL TO ORDER, ROLL CALL
The meeting was called to order at 6:11 p.m. by Mr. Thomson, President.

ROLL CALL

Trustees Present
Mr. William Thomson, President
Mr. Geoffrey L. Baum, Vice President (arrived at 6:57 p.m.)
Mr. John Martin, Clerk
Ms. Berlinda Brown
Dr. Anthony Fellow
Dr. Jeanette Mann
Ms. Linda Wah
Mr. Alexander Soto, Student Trustee

Administrative Officers in Attendance
Dr. Richard van Pelt, Vice President, Administrative Services
Dr. Robert Bell, Vice President, Student and Learning Services
Mr. Robert Miller, Vice President, Educational Services
Dr. Benedict Lastimado, Vice President, Human Resources
Ms. Gail Cooper, General Counsel

Administrative Officers Absent
Dr. Jacqueline Jacobs, Vice President, Instruction
Mr. Dwayne Cable, Vice President, Information Technology

The Academic Senate was represented by Mr. Edward Martinez.
The Classified Senate was not represented.
The Associated Students Board was not represented.
The Management Association was represented by Dr. David Douglass.

II. PLEDGE OF ALLEGIANCE
Dr. Mann led the Pledge of Allegiance.

III. ANNOUNCEMENTS, GREETINGS AND INTRODUCTIONS
A. PUSD, Sierra Madre
   ○ Superintendent Jon Gundry, PUSD
IV. PUBLIC COMMENT
There was public comment from Talin Menosian, Kevork Keushkerian and Anto Zartarian.

V. STUDY SESSION
Mr. Thomson welcomed everyone to the study session.

The Pasadena City College Educational Master Plan

- High School to PCC Pathways Project
  Mr. Miller gave a presentation on the High School to PCC Pathways Project.

- Honors Track and Fast Track
  Ms. Dina Chase, Director, Outreach, Degree and Transfer Services, presented information on the honors track, fast track and concurrent enrollment programs available at PCC.

- Community Dialogue
  Members of the public were invited to ask questions and offer comments on tonight's presentation and any topic of interest related to Pasadena City College and its service to the community.

Future Board Meetings:

**Wednesday, November 2, 2011** (Regular Business Meeting) – 7:00 p.m.
(Closed Session 6:00 p.m.)
Creveling Lounge, PCC campus

**Wednesday, November 16, 2011** (Study Session) – 6:00 p.m.
Arcadia Unified School District, 234 Campus Drive, Arcadia

VI. ADJOURNMENT
Mr. Thomson adjourned Meeting No. 21 at 7:19 p.m.

Submitted by:
Mark W. Rocha, Secretary
Board of Trustees
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
STUDY SESSION MEETING NO. 21
Wednesday, October 19, 2011

6:00 P.M. Open Session
Sierra Madre Elementary School
Auditorium
141 West Highland Avenue
Sierra Madre, California 91030

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. PLEDGE OF ALLEGIANCE
III. ANNOUNCEMENTS, GREETINGS AND INTRODUCTIONS
   A. PUSD, Sierra Madre
      o Superintendent Jon Gundry, PUSD
      o Principal Gilbert Barraza, Jr., Pasadena High School
      o Principal Esther C. Salinas, Sierra Madre Elementary School
      o Mayor John Buchanan, Sierra Madre
   B. Jeanette Mann, Trustee, PACCD, Area 2
   C. Board of Trustees, PACCD
   D. Superintendent-President, Pasadena City College

IV. PUBLIC COMMENT
The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda. (Please note below there will also be an opportunity for an informal Community Q&A session.)

V. STUDY SESSION
A study session is an opportunity for the Trustees to review and discuss plans and recommendations that are in the process of development by the administration, faculty and staff. These are discussion items only and no formal actions will be taken. Among the scheduled topics:

- The Pasadena City College Educational Master Plan
  - High School to PCC Pathways Project
  - Honors Track and Fast Track

- Community Dialogue
  - Members of the public are invited to ask questions or offer comments on any topic of interest related to Pasadena City College and its service to the community.
Future Board Meetings:

**Wednesday, November 2, 2011** (Regular Business Meeting) – 7:00 p.m.  
(Closed Session 6:00 p.m.)
Creveling Lounge, PCC campus

**Wednesday, November 16, 2011** (Study Session) – 6:00 p.m.  
Arcadia Unified School District, 234 Campus Drive, Arcadia

VI. ADJOURNMENT

*Pasadena City College wishes to thank PUSD and the Sierra Madre Elementary School for hosting this meeting and for our partnership.*
<table>
<thead>
<tr>
<th>Section</th>
<th>Tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDITIONS AND DELETIONS TO THE CURRICULUM</td>
<td>F</td>
</tr>
<tr>
<td>POLICY 3230: DISTANCE EDUCATION</td>
<td>G</td>
</tr>
<tr>
<td>PUBLIC HEARING PCCFA TO PACCD 2009-2012</td>
<td>H</td>
</tr>
<tr>
<td>RECEIVE AND SET PUBLIC HEARING PACCD TO PCCFA 2011-2012</td>
<td>I</td>
</tr>
<tr>
<td>RECEIVE AND SET PUBLIC HEARING PACCD TO POA 2011-2012</td>
<td>J</td>
</tr>
<tr>
<td>RECEIVE AND SET PUBLIC HEARING PACCD TO ISSU 2011-2012</td>
<td>K</td>
</tr>
<tr>
<td>RECEIVE AND SET PUBLIC HEARING ISSU TO PACCD 2011-2012</td>
<td>L</td>
</tr>
<tr>
<td>BUDGET UPDATE AND 311-Q</td>
<td>M</td>
</tr>
<tr>
<td>SERP TIER III</td>
<td>N</td>
</tr>
<tr>
<td>EXTENSION PROGRAM</td>
<td>O</td>
</tr>
</tbody>
</table>
Board Agenda Item F: Approval of Additions and Deletions to the Credit and Noncredit Curriculum

Board Meeting: November 2, 2011

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 attached Pasadena City College credit and noncredit curriculum additions and deletions.

Fiscal Implications: None.

Background: The credit course additions and deletions; certificate program additions; noncredit additions; new Associate in Arts Degree; and Associate in Science Degrees for Transfer have been approved by the Curriculum and Instruction Committee and have been recommended to the Vice President of Instruction for review.

Submitted by:
Curriculum & Instruction Committee

Recommended for Approval:

Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA CITY COLLEGE
Instructional Administration

CREDIT CURRICULUM

ADDITIONS – Effective Summer 2012

Mathematics
MATH 55H  HONORS DIFFERENTIAL EQUATIONS
5 units
Prerequisites: Math 5C and Math 10.
Ordinary and partial differential equations, nonlinear differential equations, systems of differential equations, series solutions, Laplace transforms, numerical solutions, Fourier series, functional and harmonic analysis, Sturm-Liouville theory, chaotic dynamical systems, and an introduction to Hilbert spaces; taught with the rigor, breadth and depth expected of an honors course. For students going into research in mathematics, physics, astronomy, chemistry, geology and other pure and applied sciences, but open to all qualified students. Total of 90 hours lecture.
Transfer Credit: CSU; UC credit under review

Rationale
Math 55H will go into much greater depth, breadth, and cover additional advanced topics traditionally not done in the standard course.

Natural Sciences
BIOL 10A  CELLULAR BIOLOGY, GENETICS AND EVOLUTION
5 units
Prerequisite: Chem 1A.
Investigates the principles governing cell biology, metabolism, genetics, evolution and history of life on earth. The first course in a 3-course sequence for Biology majors (Bioi 10ABC). For majors in biological sciences but open to all qualified students. Total of 54 hours lecture and 108 hours laboratory.
Transfer Credit: CSU; UC credit under review

Rationale
Redesign of Biology Majors Curriculum to improve transfer. Content revision and unit adjustment (4 to 5) from current majors series.

BIOL 10B  THE DIVERSITY OF LIFE ON EARTH: STRUCTURE, FUNCTION AND ECOLOGY
5 units
Prerequisites: Chem 1A and Biol 10A.
Explores the diversity of living organisms, the structure and function governing their form and function, and the ecological principles that guide their interactions. Second in a 3-course series for Biology majors (Biol 10ABC). Total of 54 hours lecture and 108 hours laboratory.
Transfer Credit: CSU; UC credit under review

Rationale
Part of a new majors series to improve transfer in biology. New content arrangement and adding a unit (4-5).
BIOL 10C  GENETICS
3 units
Prerequisites: Chem 1A and Biol 10A.
Explores the details of genetics, genomic analysis, DNA technology, bioinformatics, stem cell biology, and cancer. The third course in the sequence for Biology majors (Biol 10ABC). Total of 54 hours lecture.
Transfer Credit: CSU; UC credit under review

Rationale
Part of new biology majors sequence designed to facilitate transfer in the biology major.
Number of units, optional lab and basic content.

BIOL 10F  BIOLOGICAL RESEARCH METHODS
1 unit
Prerequisite: Permission of Division Dean.
This course provides training in discipline specific research methods within the biological sciences. It is intended to prepare students for work on independent projects which will be mentored by a faculty member. Students will learn how to develop a project, collect and record data, conduct and analyze experiments, and communicate their findings. Recommended successful completion of any Natural Sciences course 1-99. Maximum credit 3 units, 1 unit each semester. Total of 54 hours laboratory.
Transfer Credit: CSU; UC credit under review

Rationale
This course will be used to train students how to apply specific research methods used in a variety of biological fields (e.g., laboratory techniques or ecological sampling). It will improve the college curriculum by supporting students who wish to pursue independent capstone study in the biological sciences.

BIOL 10L  LEADERSHIP IN THE BIOLOGICAL SCIENCES
1 unit
Prerequisite: Permission of Division Dean.
Leadership skills and abilities, including communication, collaboration, critical thinking, and resourcefulness. Students will provide supplemental instruction to peers in the biological sciences. Recommended successful completion of specific Natural Sciences course (1-99) student will tutor. Maximum credit 3 units, 1 unit each semester. Total of 54 hours laboratory.
Transfer Credit: CSU; UC credit under review

Rationale
This course will provide students with the skills necessary to become leaders in the field of biological sciences. It will also facilitate a learning community within the biological sciences by providing incoming students with a resource to improve their success.

BIOL 10S  BIOLOGY SEMINAR
1 unit
Prerequisite: Permission of Division Dean.
Readings, discussions, and papers focusing on topics of current and general interest in the sciences. Each special topics course will emphasize critical thinking skill and is intended for the advanced student. This course will give students an opportunity to explore a current intellectual topic in biology with a professor in a seminar setting. Recommended successful completion of any Natural Sciences course 1-99. Maximum credit 3 units, 1 unit each semester. Total of 18 hours lecture. Transfer Credit: CSU; UC credit under review

Rationale
This course will improve student retention in the majors biology program by giving students the opportunity to establish mentoring and professional contacts with professors in the division. In addition, students will improve their critical thinking skills.
LIB 121  INTRODUCTION TO TECHNOLOGIES FOR DIGITAL COLLECTIONS
3 units
Prerequisite: BIT 25.
Introduction to the basic processes of digital repositories including assessing collection materials, scanning, managing files for preservation, quality control and the use of digital asset management systems. Total of 54 hours lecture.

Rationale
This course will focus on digitization techniques, standards, software, and preservation issues used in digital repositories.

LIB 122  INTRODUCTION TO METADATA FOR DIGITAL OBJECTS
3 units
Study of the basic principles of metadata development for digital repositories. Includes a survey of the most commonly adopted metadata schemas and controlled vocabularies with an emphasis on using the Dublin Core schema to create shareable metadata records. Students will gain practical experience in applying a selected metadata standard to a collection of digital objects. Recommended LIB 105A and LIB 121. Total of 54 hours lecture.

Rationale
This course is designed to help prepare students for work in the digital arena of libraries, archives, and cultural heritage organizations.

LIB 123  INTRODUCTION TO COPYRIGHT ISSUES FOR DIGITAL COLLECTIONS
1 unit
Introduction to copyright and privacy issues relating to digital projects. Includes an overview of public domain, fair-use, licensing, copyright status as selection criteria, and rights metadata. Total of 18 hours lecture.

Rationale
Publicly accessible digital collections must be consistent with current U.S. copyright law. For this reason, it is important that staff be aware of copyright and privacy issues related to working with digital collections.

LIB 126  DIGITIZATION INTERNSHIP
1 unit
Prerequisite: LIB 121, LIB 122, LIB 123.
Supervised practical experience working on an approved digital project in a library or cultural heritage institution. Total of 60 hours field practice.

Rationale
This internship will provide students with a supervised real world opportunity to digitize and manage a digital collection using the standards and technologies they have been taught in the classroom.
Performing & Communication Arts

SPEECH 13 INTRODUCTION TO SPEECH COMMUNICATION
3 units
A survey of the discipline of communication studies with emphasis on multiple epistemological, theoretical, and methodological issues relevant to the systematic inquiry and pursuit of knowledge about human communication. This course explores the basic history, assumptions, principles, processes, variables, methods, and specializations of human communication as an academic field of study. 
Recommended proficiency in spoken English. Total of 54 hours lecture.
Transfer Credit: CSU; UC credit under review

Rationale
This course is listed as part of the Transfer Model Curriculum degree recommendations for the State of California and is required to complete a bachelor's degree in Communication Studies at most 4-year universities including CSU Los Angeles.

TVR 108 TELEVISION OPERATIONS
4 units
Prerequisite: TVR 107.
Definition, processing, distribution, and evaluation of television signals. Television system evaluation using standardized test signals and TV monitoring equipment. Total of 72 hours lecture and 18 hours laboratory.

Rationale
To combine content of TVR 106A and B into one course. This will replace TVR 106A and 106B.

THART 9 SCRIPT ANALYSIS
3 units
Prerequisite: Thart 2A.
Techniques for analyzing a play or film script. This class will explore a variety of methods for investigating the interrelationship of the many parts of a script (theme, structure, characters, plot, setting, etc.). The perspectives gained will guide the students in their discovery of production alternatives for all artists; actors, directors, designers, etc. Total of 54 hours lecture.
Transfer Credit: CSU; UC credit under review

Rationale
Script analysis is the foundation of acting technique; it is very important for the development of young actors. This course is listed in the new model transfer curriculum, and should be included in our new transfer major.
THART 16  COMEDIC PERFORMANCE  
1 unit  
Prerequisite:  Thart 2A.  
Exploration of techniques unique to comedy acting that include character development, emotional range, over-emphasis, under-emphasis, distortion, surprise and free association.  Maximum credit 2 units, 1 unit each semester. Total of 18 hours lecture and 36 hours laboratory.  
Transfer Credit: CSU; UC credit under review  

Rationale  
To develop a transfer level course in comedic performance and to offer a specialized, broad based study of comedy for the actor, to develop stand-up comedy skills in our association with local comedy clubs, and to continue to expand the success of our students in the comic performance field.  

THART 28  STUDIO PRODUCTION – REHEARSAL AND PERFORMANCE  
1 unit  
Prerequisite:  Audition.  
Performance participation in small-scale dramatic productions.  Maximum credit 4 units, 1 unit each semester. Total of 72 hours laboratory.  
Transfer Credit: CSU; UC credit under review  

Rationale  
To apply this course to the transfer model curriculum and to offer one-act and small theatre production experiences, to access the need for more performing opportunities for students in smaller scale productions, and to give technical theatre students and student directors an opportunity to design and direct productions.  

Visual Arts & Media Studies  
PHOTO 132  ADVANCED DIGITAL PHOTOGRAPHY  
3 units  
Prerequisites:  Photo 30 and Photo 31, or placement based on the Photography assessment process. 
Recommended Preparation:  Enrollment in Art 110D.  
Advanced practices in digital photography. Studio capture techniques for product and portrait photography. Advanced principles of color management, software-based digital image editing and compositing of images, and printing. Emphasis on the intersection of professional photographic technique and digital image editing. Total of 36 hours lecture and 72 hours laboratory.  

Rationale  
This course was developed in response to advice we received from our Advisory Board in 2010. We were advised that students entering the job market should have experience shooting with medium format digital cameras and shooting tethered in studio. This course directly addresses these industry needs.
PHOTO 136  VIDEO FOR PHOTOGRAPHERS
3 units
Prerequisites: Photo 21 or Journ 21.
Recommended Preparation: Photo 31 or Photo 23A. Enrollment in Art 110D.
Introduction for photographers to the technical skills and conceptual fundamentals to produce video content. Exploration of current video project types created by professional still photographers. Examination of the similarities and differences between still photography and motion pictures. Introduction to basic video production procedures. Emphasis on fundamental technical knowledge, conceptualization, camera operation, sound recording, lighting, editing and delivery techniques for video. Projects may include event documentation, creating a companion video for a series of still photographs, and/or creating a short narrative video. Total of 36 hours lecture and 72 hours laboratory.

Rationale
This course is designed to teach intermediate still photographers essential vocationally-relevant video skills different than Photo 26a which is part of a sequence of filmmaking.

PHOTO 140  PROFESSIONAL PRACTICES FOR PHOTOGRAPHERS
3 units
Prerequisites: One of the following: 1) Photo 30 and one of the following: Photo 22A or Photo 23B or Photo 24A or Photo 24B or Photo 31 or Photo 33 or Photo 40 or Photo 122A or Photo 130 or Photo 135 or portfolio presentation; OR 2) placement based on the Photography assessment process.
Introduction to principles and practices within the photography field for hire or exhibition to empower students to identify and achieve professional photographic objectives. Topics include how to obtain preparatory work experience, getting gallery representation, establishing a photographic business, basic financial practices, and legal issues. Recommended basic word processing and spreadsheet skills. Total of 54 hours lecture.

Rationale
This course serves as a bridge between the photographic technique and artistic knowledge that students gain in our existing curriculum and employment. This course will train students in the practical steps that they need to follow to gain employment in the photographic field.

Counseling
COLL 1  FIRST YEAR SEMINAR
3 units
Development of thinking strategies that can be used for lifelong problem solving in academic, social, and personal life. Introduces critical thinking, information literacy, college resources, motivating factors and study skills for student success. Total of 54 hours lecture.
Transfer Credit: CSU; UC credit under review

Rationale
We currently have information literacy courses and studies skills classes, but there is no single class that integrates these two foci. Further, there are a variety of study skills classes in different disciplines but no interdisciplinary course that cuts across disciplines allowing all faculty to teach the class.
NONCREDIT CURRICULUM

ADDITIONS – Effective Summer 2012

Community Education Center

BUS 7301 COMPUTER MICROSOFT WINDOWS APPLICATIONS
Prepares students to work efficiently within the Microsoft Windows operating system. Topics include Windows desktop, help, file and folder management, accessing applications and communicating, and customizing a computer using the control panel. Recommended BUS 2601A or keyboarding speed of 25 words per minute. Total of 36 hours lecture and 18 hours laboratory.

Rationale
Refocus the current Business Office Systems Program to more closely meet the needs of today's workplace, as well as ensuring Enhanced Funding. This course differs somewhat from similar courses by the intentional focus on immediate applicability to the potential jobs in the office/business environment.

BUS 7302 BUSINESS OFFICE COMPUTER APPLICATIONS/BASIC WORD
Information and hands-on training using word processing software programs such as Microsoft Word. Introduction to beginning application skills and knowledge to a wide variety of simple documents, such as letters and memoranda, columnar tables, text tables, manuscripts, mail merges, graphics, and mailing list documents. Recommended BUS 7301 and keyboarding speed of 25 wpm. Total of 36 hours lecture and 18 hours laboratory.

Rationale
Refocus the current Business Office Business Program to more closely meet the needs of today's workplace, as well as ensuring Enhanced Funding. Adding this course will ensure that the students complete the course and the program in a timely manner. This way the students will be able to make the transition to the workplace or to credit courses in an accelerated time.

BUS 7303 BUSINESS OFFICE COMPUTER APPLICATIONS/BASIC EXCEL
Basic study of business applications using Microsoft Excel software. Commands, formats, and functions of the software with emphasis on its use as a problem solving and financial analysis tool. Macros, customizing toolbars and menus, and integrating Excel with other applications. Recommended BUS 7301 and keyboarding speed of 25 words per minute. Total of 36 hours lecture and 18 hours laboratory.

Rationale
Refocus the current Business Office Business Program to more closely meet the needs of today's workplace, as well as ensuring Enhanced Funding. Adding this course will ensure that the students complete the course and the program in a timely manner. This way the students will be able to make the transition to the workplace or to credit courses in an accelerated time.
BUS 7304  OFFICE RECORDS MANAGEMENT AND FILING
Basic principles and procedures of record storage, control, retrieval and management by manual, electronic, and micrographic methods. Emphasis is also placed on sustainable environmental policies regarding records storage and management. Speed and accuracy in indexing, filing and finding documents in such systems as alphabetic, numeric, geographic, and subject. Total of 18 hours lecture and 36 hours laboratory.

Rationale
Refocus the current Business Office Systems Program to more closely meet the needs of today's workplace, as well as securing Enhanced Funding. This course differs somewhat from similar courses by the intentional focus on immediate applicability to the potential jobs in the office/business environment.

BUS 7305  BASIC BUSINESS ENGLISH AND COMMUNICATIONS
Introduction to basic business memoranda, letters, e-mail messages, employment documents, and short reports. Creating messages that inform, persuade, and convey negative news is stressed. Emphasis is on the concepts of basic writing style such as organization, coherence, and unity as well as principles of grammar and punctuation of written business documents. Instruction in oral communication, speaking skills, and oral presentations. Communication technology, communication across cultures, listening skills, nonverbal communication, and workplace ethics are included. Recommended BUS 7301 or BUS 7302. Total of 36 hours lecture and 18 hours laboratory.

Rationale
1. Refocus the current Business Office Systems Program to more closely meet the needs of today's workplace. 2. Adding the course will ensure that the students complete the course and the program in a timely manner. This way the students will be able to make the transition to the workplace or to credit courses in an accelerated time. 3. Give the students the opportunity to enroll in single courses without having to enroll in the entire program. This course differs from similar courses by the intentional focus on immediate applicability to the potential jobs in the office/business environment.

BUS 7306  CAREER SKILLS FOR THE WORKPLACE
Techniques for effective time-management; goal setting; study skills; proper work habits, attitudes, ethics, and standards of dress for success in the workplace. Total of 36 hours lecture and 18 hours laboratory.

Rationale
Refocus the current Business Office Systems Program to more closely meet the needs of today's workplace, as well as ensuring Enhanced Funding. This course workplace preparation differs from other similar courses because of its specialized focus within the office/business environment.

BUS 7307  BASIC BUSINESS MATH
Basic Business math skills and its relevance to everyday applications. Solving mathematical problems, analyzing and interpreting data, and applying sound decision-making skills. Recommended BUS 7303. Total of 36 hours lecture and 18 hours laboratory.

Rationale
Refocus the current Business Office Business Program to more closely meet the needs of today's workplace, as well as ensuring Enhanced Funding. Adding this course will ensure that the students complete the course and the program in a timely manner. This way the students will be able to make the transition to the workplace or to credit courses in an accelerated time.
BUS 7308  BASIC BOOKKEEPING
Principles and practices of bookkeeping, including the fundamentals of double entry bookkeeping, worksheets, and preparation of basic financial statements. Recommended BUS 7303. Total of 36 hours lecture and 18 hours laboratory.

Rationale
Refocus the current Business Office Business Program to more closely meet the needs of today's workplace, as well as ensuring Enhanced Funding. Adding this course will ensure that the students complete the course and the program in a timely manner. This way the students will be able to make the transition to the workplace or to credit courses in an accelerated time.

ESL 1060A  ENGLISH AS A SECOND LANGUAGE LITERACY LEVEL A
Development of beginning literacy in the basic components of the English language and basic grammatical functions. Emphasis on spelling and pronunciation and mastering the English alphabet and numbers. **Maximum repeats:** 2. Total of 108 hours lecture.

Rationale
ESL 1060A takes a passive approach to language learning by introducing integrated beginning literacy language skills and preparing students to actively apply more complex language concepts presented in 1060B.

ESL 1060B  ENGLISH AS A SECOND LANGUAGE LITERACY LEVEL B
**Prerequisite:** ESL 1060A.
Functioning at beginning literacy by talking about language components using grammar terms and understanding grammar functions. Emphasis is on generating short and simple phrases and establishing basic listening, speaking, reading and writing skills. **Maximum repeats:** 2. Total of 108 hours lecture.

Rationale
ESL 1060B is designed to allow students to actively apply knowledge and skills learned in 1060A while increasing proficiency in those beginning literacy language functions.

ESL 1061A  ENGLISH AS A SECOND LANGUAGE, LEVEL 1A
**Prerequisite:** 1060B or placement based on the ESL assessment process.
Development of high-literacy grammatical functions. Emphasis on recognizing conversation and passage patterns and expanding writing competency within the context of basic life and work skills. **Maximum repeats:** 2. Total of 108 lecture hours.

Rationale
ESL 1061A takes a passive approach to language learning by introducing integrated high-literacy language skills and preparing students to actively apply more complex language concepts presented in 1061B.
ESL 1061B  ENGLISH AS A SECOND LANGUAGE, LEVEL 1 B  
Prerequisite:  ESL 1061A.  
Functioning at high literacy by employing basic grammatical functions. Emphasis on writing and speaking in complete sentences and on reading and listening competencies within the context of basic life and work skills. Maximum repeats: 2. Total of 108 lecture hours.

Rationale  
ESL 1061B is designed to allow students to actively apply knowledge and skills learned in 1061A while increasing proficiency in more complex language.

ESL 1062A  ENGLISH AS A SECOND LANGUAGE, LEVEL 2A  
Prerequisite:  ESL 1010 or ESL 1061B or placement based on the ESL assessment process.  
Development of low-beginning grammatical functions. Emphasis on simple oral and written communication form and on gathering general ideas through listening and reading in daily life and work. Maximum repeats: 2. Total of 108 lecture hours.

Rationale  
ESL 1062A takes a passive approach to language learning by introducing integrated low-beginning language skills and preparing students to actively apply more complex language concepts presented in 1062B.

ESL 1062B  ENGLISH AS A SECOND LANGUAGE, LEVEL 2B  
Prerequisite:  ESL 1062A.  
Functioning at low-beginning proficiency by employing accurate grammatical forms. Emphasis on increasing listening, speaking, reading and writing organization and development skills in daily life and work. Maximum repeats: 2. Total of 108 lecture hours.

Rationale  
ESL 1062B is designed to allow students to actively apply knowledge and skills learned in 1062A while increasing proficiency in more complex language.

ESL 1063A  ENGLISH AS A SECOND LANGUAGE LEVEL 3A  
Prerequisite:  ESL 1015 or ESL 1062B or placement based on the ESL assessment process.  
Development of high-beginning reading, writing, listening, speaking English communication skills using complex language functions and forms. Maximum repeats: 2. Total of 108 hours lecture.

Rationale  
ESL 1063A takes a passive approach to language learning by introducing integrated low-intermediate language skills and preparing students to actively apply more complex language concepts presented in 1063B.
ESL 1063B  ENGLISH AS A SECOND LANGUAGE LEVEL 3B
Prerequisite: ESL 1063A.
Functioning independently at high-beginning proficiency in most situations. Emphasis on building listening, speaking, reading and writing skills within life, work and educational settings. Maximum repeats: 2. Total of 108 hours lecture.

Rationale
ESL 1063B is designed to allow students to actively apply knowledge and skills learned in 1063A while increasing proficiency in more complex language.

ESL 1064A  ENGLISH AS A SECOND LANGUAGE LEVEL 4A
Prerequisite: ESL 1020 or ESL 1063B or placement based on the ESL assessment process.

Rationale
ESL 1064A takes a passive approach to language learning by introducing integrated low-intermediate language skills and preparing students to actively apply more complex language concepts presented in 1064B.

ESL 1064B  ENGLISH AS A SECOND LANGUAGE LEVEL 4B
Prerequisite: ESL 1064A.
Functioning with low-intermediate proficiency in many real-world situations requiring listening and reading, some involving technology. Emphasis on producing correct complex language forms in speaking and writing. Maximum repeats: 2. Total of 108 hours lecture.

Rationale
ESL 1064B is designed to allow students to actively apply knowledge and skills learned in 1064A while increasing proficiency in more complex language.

ESL 1065A  ENGLISH AS A SECOND LANGUAGE LEVEL 5A
Prerequisite: ESL 1030 or ESL 1064B or placement based on the ESL assessment process.
Development of high-intermediate English proficiency in listening, speaking, reading, and writing to meet many life and work-related demands. Emphasis is on reducing miscommunication through the correct use of grammatical functions and content organization. Maximum repeats: 2. Total of 108 hours lecture.

Rationale
ESL 1065A takes a passive approach to language learning by introducing integrated high-intermediate language skills and preparing students to actively apply more complex language concepts presented in 1065B.
ESL 1065B  ENGLISH AS A SECOND LANGUAGE LEVEL 5B
Prerequisite: ESL 1065A. Functioning at high-intermediate English proficiency in life-skills listening, reading, speaking and writing to transition into academic English environments. Emphasis is on increased use of grammatical functions and formal writing styles. **Maximum repeats:** 2. Total of 108 hours lecture.

**Rationale**
ESL 1065B is designed to allow students to actively apply knowledge and skills learned in 1065A while increasing proficiency in more complex language.

**CREDIT CURRICULUM**

**DELETIONS – Effective Summer 2012**

*Health Sciences*

NURS 136  DIRECTED LEADERSHIP IN NURSING
3 units

**Rationale:**
Course no longer offered.

NURS 214  BASIC CARDIAC LIFE SUPPORT
½ unit

**Rationale:**
Course no longer offered.

NURS 215  ADVANCED CARDIAC LIFE SUPPORT
½ unit

**Rationale:**
Course no longer offered.

*Visual Arts & Media Studies*

PHOTO 122A  BLACK AND WHITE PORTRAIT AND FASHION PHOTOGRAPHY
3 units

**Rationale**
We have written two courses to replace 122A - Photo 33: Portrait Photography and Photo 40: Fashion Photography. They became active in summer of 2011. 122A was a black and white studio course. The decision to write the two classes to replace the 122A was to bring the course work up to date in terms of the technology - and thus better preparing our students to enter the workplace which is moving quickly away from darkroom to digital means of image creation and output.
PHOTO 122B  COLOR PORTRAIT AND FASHION PHOTOGRPAHY
3 units

Rationale
We have written two courses to replace 122B - Photo 33: Portrait Photography and Photo 40: Fashion Photography. They became active in summer of 2011. 122B was a color studio course. The decision to write the two classes to replace the 122B was to bring the course work up to date in terms of the technology - and thus better preparing our students to enter the workplace which is moving quickly away from darkroom to digital means of image creation and output.
CREDIT CURRICULUM

ADDITION – OCCUPATIONAL SKILLS CERTIFICATES – Effective Summer 2012

Library

DIGITIZATION SKILLS FOR LIBRARIES AND CULTURAL HERITAGE INSTITUTIONS  11 units

Visual Arts & Media Studies
JEWELRY/METALWORKING  15 units

INDUSTRIAL DESIGN  15 units

DIGITAL IMAGE EDITING  12 units

NONCREDIT ADDITION – Effective Summer 2012

Community Education Center

CERTIFICATE OF COMPLETION — Effective Summer 2012

BUSINESS OFFICE SYSTEMS  Noncredit
New Associate in Arts and Associate in Science Degrees

ADDITION – Effective Summer 2012

ASSOCIATE IN SCIENCE DEGREE IN BUSINESS ADMINISTRATION FOR TRANSFER

This program provides an opportunity for students to earn an Associate in Science degree in Business Administration while preparing to transfer as an upper division student to a four-year college or university. For those students considering a career in business, a baccalaureate degree is advisable. However, the attainment of an Associate in Science degree will demonstrate commitment to the field and the student’s ability to complete an educational goal. An Associate in Science degree is awarded for satisfactory performance in major courses, as well as completion of general education and graduation requirements.

ASSOCIATE IN SCIENCE IN ADMINISTRATION OF JUSTICE FOR TRANSFER

The Associate in Science Degree in Administration of Justice for Transfer (AS-T) prepares students for entry-level positions as police officers, police reserve officers, police assistants and community service officers in police and sheriff’s departments and for positions in private security, as well as preparation for careers in probation, parole and federal law enforcement agencies.

Emphasis is on critical thinking, oral communication skills and writing skills essential to today’s law enforcement employees. Students are kept informed of changes in law enforcement such as community policing, laws of arrest, search and seizure and updates to the state penal code. Role playing and Moot court presentation are included to enhance oral communication skills and preparation of written reports. Training is also provided in the area of crime analysis and use of computer technology in law enforcement.

Rationale
The creation of AA-T and AS-T degrees are in response to SB 1440, The Student Transfer Achievement Reform Act.

APPLIED HEALTH SCIENCES ASSOCIATE IN ARTS DEGREE

The Applied Health Sciences program provides a broad spectrum of courses in sciences including chemistry, biology, anatomy, and physiology. This area of emphasis is intended to align student coursework with preparation for future careers in the applied health field, such as Nursing, Dental Hygiene, Pre-Physical Therapy, Public Health, Anesthesia, Radiology Sciences, Medical Technology, Occupational Therapy, Pre-Pharmacy, and other similar disciplines.

Applied Health Scientists are health professionals who provide ancillary support and services in various health care settings.

Rationale
Part of the new pathways program for pre-health science students.
Board Agenda Item G: Approval of District Policy 3230: Distance Education

Board Meeting: November 2, 2011

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve District Policy 3230: Distance Education.

Fiscal Impact: None

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

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

Approved for Submission to the Board of Trustees by:

[Signature]

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
POLICY

Title: Distance Education
Legal Authority: Title 5 Sections 55200, 55202, 55204, 55206, 55208, 55210,
58003, 58006, 58007, 58009, 58051, 55056, 58056, 59402

It is the policy of the Pasadena Area Community College District to provide instruction in a variety of modalities, including distance education. Distance education instruction will be offered in a manner consistent with law and good practice.

Pasadena City College commits to planning and implementing a distance education program with policies and procedures in place, so that faculty and staff can offer equivalent academic content and student services within an appropriate college support structure with ongoing oversight. Therefore, the development of a distance education program will be congruent with the Educational Master Plan and mission of this institution in fostering successful student learning. Furthermore, the administration and the Board of Trustees will articulate the strategic importance of distance education and its role in the strategic plan and mission of the institution.
Title: Distance Education

1. Definitions

The following definitions are adopted for distance education instruction:

a. **Online** — An online distance education course is delivered via the Internet using a campus-supported Learning Management System (LMS). No on-campus meetings are required. Students are required to use a computer with Internet access as the primary technology and may be required to use other available technologies to acquire and learn course content. Through regular effective contact, instructor and students interact to complete assignments and assessments and to demonstrate Student Learning Outcomes. An online course will be designated as Online in published campus materials.

b. **Hybrid** — A hybrid distance education course replaces some face-to-face class time with online instructional time. Any distance education course that requires students to attend on-campus orientations, assessments, scheduled class meetings, or other required activities is a hybrid course. A campus-supported Learning Management System is used to provide course content replacing face-to-face time. Students must have access to a computer and the Internet. A hybrid course will be designated as Hybrid in published campus materials.

c. **Telecourse** (ITV): A video-based course which uses a fully integrated package of video instruction combined with instructional support materials (for example, a textbook, a student study guide, and a faculty resource guide). Telecourses are delivered in a variety of ways, including television broadcast. A telecourse will be designated as ITV in published campus materials.

2. For clarification, the following is not distance education instruction:

a. **Web-Enhanced** is not a distance education course. Web-Enhanced refers to any course that uses the campus-supported learning management system to enhance student learning. No classroom time is replaced with online instruction.

b. **Correspondence**—Correspondence is not a distance education course. Correspondence courses are typically self-paced with limited instructor/student interaction. A correspondence course will be designated as Corresp in published campus materials.

3. Faculty Technology Literacy and Online Pedagogical Readiness

Faculty who teach online at PCC must be proficient in certain basic technology literacy skills and online pedagogical readiness in order to assure course quality and to assist students with the technology used in content delivery. Determination as to whether an instructor meets the technology literacy skills and online pedagogical readiness requirement will be made by the Division Dean in consultation with the Distance Education Department.

Prior to teaching an online or hybrid course at Pasadena City College, faculty must meet one of the following requirements:

a. Have completed formal training or college-level coursework from an accredited college or university in online teaching and associated technology.

b. Have completed two semesters of teaching in an online format, preferably using PCC’s Learning Management System (LMS)
c. Present a teaching demonstration in an online format, showing evidence of technology literacy and distance education pedagogy fundamentals, including familiarity with PCC's Learning Management System (see Distance Education Handbook for technology literacy and pedagogical readiness qualifications).

d. Courses for online teaching and learning as prescribed by PCC's Distance Education Department (Currently @One).

Faculty who have already met the above criteria may be required to participate in additional professional development activities in order to fulfill College policy, meet federal and state regulations, and accreditation requirements.

4. C&I Course Approval and Review Process for Distance Education
   a. A new or existing course proposed to be delivered in a distance education format shall be separately reviewed and approved according to C & I guidelines using Form D—the Distance Education Curriculum Approval Addendum. Curriculum review ensures that a course's approved curriculum (the Course Outline of Record) is followed regardless of delivery mode.
   b. Form D serves to verify that the methods of instruction and evaluation have been adapted for distance education and that the pedagogy utilized ensures that the quality of a distance education course is comparable in terms of rigor, scope, and regular effective instructor-student contact, to equivalent face-to-face classes. As with other aspects of the curriculum development and review process, faculty continue to be responsible for establishing goals for student learning and for creating content.

5. Distance Education Faculty Working Conditions
   Distance Education working condition policies are reviewed by the Academic Senate and established by mutual agreement between the Faculty Association and the District. These conditions include course enrollment limits, course load, office hours, and faculty evaluation.

6. Course Quality and Regular Effective Contact
   a. Pasadena City College will provide quality, innovative courses that maintain the highest standards and best practices in distance education teaching and learning. Title 5 requires that the same standards of course quality are applied to any portion of a course conducted through distance education as are applied to a traditional classroom course. The development and continuous improvement of distance education courses are based on the requirements of Title 5 and WASC, and upheld by the College's course quality standards and review processes.
   b. The Chancellor's Office requires that the curriculum for each distance education course and its associated materials and resources be reviewed and revised, as necessary, when the course undergoes curriculum review pursuant to Title 5, every six years as part of the accreditation process.
   c. To verify student participation and performance status, distance education courses must include regular effective instructor to student, student to student, and student to content contact in accordance with Title 5 regulations and guidelines. Examples of regular effective contact include the use of discussion forums, collaborative student activities, frequent monitoring of contact activity by the instructor, and regularly added/revised course content that may incorporate student feedback.
d. Faculty will provide students with frequent, substantive feedback and specific policies regarding the frequency and timeliness of instructor-initiated contact and feedback. The syllabus will define course beginning and ending dates and deadlines for assignments and assessments. Accessible media, in compliance with Section 508 and the Chancellor's Office of the California Community Colleges Guidelines, will be used to facilitate regular effective contact.

e. If for any reason the instructor is prevented from continuing regular effective contact, the instructor or the Dean will inform students expeditiously when regular contact is likely to resume. In the event of a prolonged absence the instructor, working with the dean, will make appropriate arrangements for the continuation of the course.

7. Distance Education Student Surveys
a. A survey will be administered to Distance Education students to assess compliance with Title 5 and WASC Distance Education regulations. The data from this survey will be collected anonymously and will not be tied to faculty evaluation.

b. Course feedback instruments will be made available by the Distance Education Department for faculty to conduct formative and summative assessments of their courses.

8. Institutional Support for Distance Education
a. The institution will support high-quality distance education instructional programs by providing faculty support services including training, technical support, and assistance with instructional design and course development to ensure compliance with Section 508 of The U.S. Rehabilitation Act and copyright law and best practices in distance education courses.

b. The institution will provide distance education students with online access to all student support services. Students enrolled in distance education courses will have access to training materials and technical support.

c. The College will provide qualified personnel; robust and innovative technology; stable financial resources; and adequate facilities, equipment, web-based services, and other assets.

9. Copyright and Intellectual Property Rights
a. Fair Use and Legal Use of Copyrighted Materials in Distance Education Courses
Copyright guidelines related to Distance Education shall be developed and maintained by the Distance Education Department in accordance with copyright laws (U.S. Copyright Act, the Digital Millennium Copyright Act of 1998, Fair Use Policy and the 2002 TEACH Act) and College copyright policies. The guidelines will be available on the Distance Education website, in the Distance Education handbook, and included in distance education training.

b. Faculty Responsibility for Copyright
Instructors of distance education courses are responsible for ensuring that all instructional material and delivery methods for distance education courses are in compliance with copyright laws and College copyright policy.

c. Faculty Intellectual Property Rights
Faculty will maintain the same intellectual property rights of the instructional material they develop for distance education courses as they would for traditional courses.
Public Hearing Regarding Initial Proposal for Re-Opener Negotiations for 2009-2012 from the Pasadena City College Faculty Association (PCCFA) to the Pasadena Area Community College District

It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California conduct a Public Hearing regarding the initial proposal for re-openers for the 2009-2012 contract from the Pasadena City College Faculty Association (PCCFA) to the Pasadena Area Community College District.

The fiscal impact will depend upon the final outcome of negotiations between the Pasadena City College Faculty Association (PCCFA) and representatives of the District.

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.
Re-Openers per 2009-2012 Contract

Pasadena City College Faculty Association

In accordance with the agreement between Pasadena Area Community College District and Pasadena City College Faculty Association ratified on April 15, 2010 for the term July 1, 2009 through June 30, 2012, the Pasadena City College Faculty Association proposes the following re-openers (two for Full time Faculty, two for Adjunct Faculty) in addition to the agreed upon re-openers on wages and online education.

Full-Time Faculty (Credit and Non-credit, Teaching and Non-teaching) Issues:

- Retirement Options
- Working conditions

Adjunct Faculty (Credit and Noncredit, Teaching and Non-teaching) Issues:

- Additional Adjunct Office Hours
- Re-hire Rights of Adjunct Faculty
Board Agenda Item I: Receive and Set Public Hearing Regarding Initial Proposal for Re-Opener Negotiations for 2011-2012 Pasadena Area Community College District to the Pasadena City College Faculty Association (PCCFA).

Board Meeting: November 2, 2011

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 proposal from the Pasadena Area Community College District to PCCFA for re-opener negotiations for 2011-2012, and
- Designate the next regular meeting of the Board of Trustees as the time for receiving public comment regarding the initial proposal from the District.

Fiscal Impact: The fiscal impact will depend upon the final outcome of negotiations between the PCCFA 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.

Approved for Submission to the Board of Trustees by:

Superintendent/President
PROPOSAL FOR REOPENER NEGOTIATIONS
OF THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT
TO THE
PASADENA CITY COLLEGE FACULTY ASSOCIATION (PCCFA)

2011-2012

1. Article 5.1 – 5.6

2. Article 5.7
Board Agenda Item J: Receive and Set Public Hearing Regarding Initial Proposal for Re-Opener Negotiations for 2011-2012 from the Pasadena Area Community College District to the Pasadena City College Police Officers Association (POA).

Board Meeting: November 2, 2011

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 proposal from the Pasadena Area Community College District to POA for re-opener negotiations for 2011-2012, and

- Designate the next regular meeting of the Board of Trustees as the time for receiving public comment regarding the initial proposal from the District.

Fiscal Impact: The fiscal impact will depend upon the final outcome of negotiations between the 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.

Approved for Submission to the Board of Trustees by:
[Signature]
Superintendent/President
PROPOSAL FOR REOPENER NEGOTIATIONS
OF THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT
TO THE
PASADENA CITY COLLEGE POLICE OFFICERS ASSOCIATION (POA)

2011-2012

1. Article 23 – Family and Medical Leave
2. Article 32.4 – Effects of Agreement
3. Article 33 - Term
Receive and Set Public Hearing Regarding Initial Proposal for Re-Opener Negotiations for 2011-2012 from the Pasadena Area Community College District to the Pasadena City College Instructional Services Support Unit (ISSU).

November 2, 2011

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 proposal from the Pasadena Area Community College District to ISSU for re-opener negotiations for 2011-2012, and

• Designate the next regular meeting of the Board of Trustees as the time for receiving public comment regarding the initial proposal from the District.

The fiscal impact will depend upon the final outcome of negotiations between the ISSU and representatives of the District.

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.

Approved for Submission to the Board of Trustees by:

[Signature] Superintendent/President
PROPOSAL FOR REOPENER NEGOTIATIONS
OF THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT
TO THE
PASADENA CITY COLLEGE INSTRUCTIONAL SERVICES SUPPORT UNIT (ISSU)

2011-2012

1. Article 3, Section IX, X & XI – District Paid Administrative Release
   Time, Training Release Time, Printing

2. Article 19 – Disciplinary Action
Receive and Set Public Hearing Regarding Initial Proposal for Re-Opener Negotiations for 2011-2012 from the Pasadena City College Instructional Services Support Unit (ISSU) to the Pasadena Area Community College District.

November 2, 2011

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 proposal from ISSU to the Pasadena Area Community College District for re-opener negotiations for 2011-2012, and

• Designate the next regular meeting of the Board of Trustees as the time for receiving public comment regarding the initial proposal from the District.

The fiscal impact will depend upon the final outcome of negotiations between the ISSU and representatives of the District.

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.

Approved for Submission to the Board of Trustees by:

Superintendent/President
DATE: October 7, 2011
TO: Pasadena Area Community College District
FROM: Anna Mae Jones, President & Chief Negotiator, ISSU
RE: Negotiations – Items to Sunshine

Pursuant to the language found in the ISSU contract, Article 27 (as negotiated in Spring 2011), ISSU presents the following two articles as items to be sunshined for a successor agreement. ISSU respectfully requests this matter be placed on the earliest possible PACCD Board of Trustee meeting agenda.

Article 10, Paragraph E

Article 27

Distribution: Dr. Mark W. Rocha, Ph.D.
Gail S. Cooper, Esq.
Dr. Benedict Lastimado
Board Agenda Item M: Authorization to Transmit First Quarterly Financial Status Report

Board Meeting: November 2, 2011

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, authorize transmittal of the 2011-2012 First Quarterly Financial Status Report to the Chancellor's Office, California Community Colleges, as required by AB2910.

Background: The First Quarterly Financial Status Report contains no significant changes from the 2011-2012 Adopted Budget.
**Quarterly Financial Status Report, CCFS-311Q**

**District: (770) PASADENA**

### Line Description

<table>
<thead>
<tr>
<th>Actual 2008-09</th>
<th>Actual 2009-10</th>
<th>Actual 2010-11</th>
<th>Projected 2011-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1 Unrestricted General Fund Revenues (Objects 8100, 8800, 8900)</td>
<td>122,927,825</td>
<td>121,383,834</td>
<td>120,709,759</td>
</tr>
<tr>
<td>A.2 Other Financing Sources (Object 8900)</td>
<td>38,941</td>
<td>127,484</td>
<td>20,335</td>
</tr>
<tr>
<td>A.3 Total Unrestricted Revenue (A.1 + A.2)</td>
<td>122,966,366</td>
<td>121,511,318</td>
<td>120,730,094</td>
</tr>
</tbody>
</table>

| B.1 Unrestricted General Fund Expenditures (Objects 1000-6000) | 118,557,094 | 115,195,015 | 116,602,589 | 115,766,081 |
| B.2 Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 1,713,284 | 6,047,673 | 4,996,858 | 232,223 |
| B.3 Total Unrestricted Expenditures (B.1 + B.2) | 120,270,378 | 121,242,688 | 121,599,447 | 118,018,306 |

| C.1 Revenues Over(Under) Expenditures (A.3 - B.3) | 2,695,988 | 268,633 | -869,353 | 0 |

| D.1 Prior Year Adjustments (+ -) | 0 | 939,452 | 0 | 0 |
| D.2 Adjusted Fund Balance, Beginning (D + D.1) | 15,862,854 | 19,498,304 | 19,766,934 | 19,897,581 |

| E.1 Fund Balance, Ending (C. + D.2) | 18,558,842 | 19,766,934 | 18,897,581 | 18,897,581 |

| F.1 Percentage of GF Fund Balance to GF Expenditures (E / B.3) | 15.4% | 16.2% | 15.5% | 16.3% |

II. **Annualized Attendance FTES:**

| Annualized FTES (excluding apprentice and non-resident) | 24,055 | 23,422 | 23,230 | 21,687 |

III. **Total General Fund Cash Balance (Unrestricted and Restricted):**

| Cash, excluding borrowed funds | 35,992,487 | 15,813,652 | 32,280,225 |
| Cash, borrowed funds only | 0 | 0 | 0 |
| Total Cash (H.1 + H.2) | 35,992,487 | 15,813,652 | 32,280,225 |

IV. **Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Adopted Budget (Col. 1)</th>
<th>Annual Current Budget (Col. 2)</th>
<th>Year-to-Date Actuals (Col. 3)</th>
<th>Percentage (Col. 3/Col. 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.1</td>
<td>Unrestricted General Fund Revenues (Objects 8100, 8800, 8900)</td>
<td>114,624,306</td>
<td>114,624,306</td>
<td>25,883,047</td>
<td>22.6%</td>
</tr>
<tr>
<td>I.2</td>
<td>Other Financing Sources (Object 8900)</td>
<td>1,394,000</td>
<td>1,394,000</td>
<td>1,758</td>
<td>0.1%</td>
</tr>
<tr>
<td>I.3</td>
<td>Total Unrestricted Revenue (I.1 + I.2)</td>
<td>116,018,306</td>
<td>116,018,306</td>
<td>25,883,050</td>
<td>22.3%</td>
</tr>
</tbody>
</table>

| J.1  | Unrestricted General Fund Expenditures (Objects 1000-8000) | 115,766,081 | 115,766,081 | 16,740,394 | 14.5% |
| J.2  | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7800) | 252,225 | 252,225 | 62,803 | 24.9% |
| J.3  | Total Unrestricted Expenditures (J.1 + J.2) | 116,018,306 | 116,018,306 | 16,803,197 | 14.5% |

| K.1  | Revenues Over(Under) Expenditures (I.3 - J.3) | 0 | 0 | 9,080,608 |

| L.1  | Adjusted Fund Balance, Beginning | 18,897,581 | 18,897,581 | 18,897,581 |
| L.2  | Fund Balance, Ending (C. + L.2) | 18,897,581 | 18,897,581 | 27,978,189 |

| M.1  | Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3) | 16.3% | 16.3% |

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

<table>
<thead>
<tr>
<th>Contract Period Settled</th>
<th>Management</th>
<th>Academic</th>
<th>Classified</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>(Specify) YYYY-YY</th>
<th>Total Cost Increase</th>
<th>% Increase</th>
<th>Total Cost Increase</th>
<th>% Increase</th>
<th>Total Cost Increase</th>
<th>% Increase</th>
<th>Total Cost Increase</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a. SALARIES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 2:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 3:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>b. BENEFITS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 2:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 3:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* As specified in Collective Bargaining Agreement or other Employment Contract

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? NO Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)
California Community Colleges
Chancellor's Office

Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA

District: (770) PASADENA

Your Quarterly Data is Certified for this quarter.

Chief Business Officer
Name: Richard P. van Pelt
Phone: 626-585-7968
E-Mail: mbdescalzo@pasadena.edu

District Contact Person
Name: Maria Descaizo
Title: Supervisor, Acctg. Fiscal Services
Telephone: 626-585-7310
Fax: 626-585-7968
E-Mail: mbdescaizo@pasadena.edu

Chief Executive Officer Name: Mark M. Rocha
Signature: 10-28-2011
Date Signed: 10/25/2011

Electronic Cert Date: 10/25/2011
### Beginning Balance/Beginning Budget

<table>
<thead>
<tr>
<th>Object</th>
<th>Description</th>
<th>Beg Balance/Beginning Budget</th>
<th>Current Transactions</th>
<th>Year-to-Date Transactions</th>
<th>Encumbrances</th>
<th>Ending Balance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>911X</td>
<td>CASH IN COUNTY TREASURY</td>
<td>6,647,891.50</td>
<td>1,836,904.55</td>
<td>20,522,764.69</td>
<td>.00</td>
<td>27,170,656.19</td>
<td></td>
</tr>
<tr>
<td>912X</td>
<td>CASH IN BANK</td>
<td>239,954.40</td>
<td>.00</td>
<td>239,954.40</td>
<td>.00</td>
<td>239,954.40</td>
<td></td>
</tr>
<tr>
<td>913X</td>
<td>REVENING CASH ACCOUNT</td>
<td>32,500.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>32,500.00</td>
<td></td>
</tr>
<tr>
<td>916X</td>
<td>ACCOUNTS RECEIVABLE</td>
<td>20,981,943.85</td>
<td>160,102.18</td>
<td>20,367,243.13</td>
<td>.00</td>
<td>614,700.72</td>
<td></td>
</tr>
<tr>
<td>918X</td>
<td>STUD NOTES RECEIVABLE</td>
<td>140,459.69</td>
<td>7,930.81</td>
<td>2,128.57</td>
<td>.00</td>
<td>138,331.12</td>
<td></td>
</tr>
<tr>
<td>921X</td>
<td>STORES &amp; INVENTORIES</td>
<td>29,923.49</td>
<td>9,854.59</td>
<td>9,854.59</td>
<td>.00</td>
<td>20,068.90</td>
<td></td>
</tr>
<tr>
<td>922X</td>
<td>PREPAID ITEMS</td>
<td>37,661.00</td>
<td>.00</td>
<td>37,661.00</td>
<td>.00</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>934X</td>
<td>EARNED SALARY ADV/DIR DEP RECEV</td>
<td>777,624.00</td>
<td>26,586.00</td>
<td>57,110.47</td>
<td>.00</td>
<td>720,513.53</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td></td>
<td>28,887,957.93</td>
<td>1,701,464.59</td>
<td>191,187.47</td>
<td>.00</td>
<td>28,696,770.46</td>
<td></td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>951X</td>
<td>ACCOUNTS PAYABLE ACCRUAL</td>
<td>702,938.70</td>
<td>.00</td>
<td>702,938.70</td>
<td>.00</td>
<td>702,938.70</td>
<td></td>
</tr>
<tr>
<td>952X</td>
<td>ACCT PAYABLE-MANUAL ACCR/PEOP</td>
<td>1,194,812.49</td>
<td>641,812.36</td>
<td>1,101,287.07</td>
<td>.00</td>
<td>93,525.42</td>
<td></td>
</tr>
<tr>
<td>953X</td>
<td>FRINGE BENEFITS SUBS-H&amp;W/PEOPL</td>
<td>812,044.47</td>
<td>59,605.54</td>
<td>524,381.09</td>
<td>.00</td>
<td>287,663.38</td>
<td></td>
</tr>
<tr>
<td>954X</td>
<td>DEPRESSED REVENUES</td>
<td>1,439,105.12</td>
<td>1,315,471.37</td>
<td>1,102,584.97</td>
<td>.00</td>
<td>336,520.15</td>
<td></td>
</tr>
<tr>
<td>955X</td>
<td>PAYROLL OFFSET</td>
<td>5,841,476.08</td>
<td>6,033.85</td>
<td>5,840,603.28</td>
<td>.00</td>
<td>872.80</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td></td>
<td>9,990,376.86</td>
<td>1,891,664.34</td>
<td>9,271,795.11</td>
<td>.00</td>
<td>718,581.75</td>
<td></td>
</tr>
<tr>
<td><strong>FUND BALANCE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>979X</td>
<td>FUND BALANCE UNRESTRICTED</td>
<td>18,897,581.07</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>18,897,581.07</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL FUND BALANCE</strong></td>
<td></td>
<td>18,897,581.07</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>18,897,581.07</td>
<td></td>
</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>81XX</td>
<td>FEDERAL REVENUES</td>
<td>252,948.00</td>
<td>7,868.17</td>
<td>7,878.17</td>
<td>.00</td>
<td>245,069.83</td>
<td>3.11</td>
</tr>
<tr>
<td>86XX</td>
<td>STATE REVENUES</td>
<td>75,493,680.00</td>
<td>8,725,827.17</td>
<td>15,706,321.17</td>
<td>.00</td>
<td>59,787,358.83</td>
<td>20.80</td>
</tr>
<tr>
<td>88XX</td>
<td>LOCAL REVENUES</td>
<td>38,877,678.00</td>
<td>2,140,887.52</td>
<td>10,167,847.86</td>
<td>.00</td>
<td>28,709,830.14</td>
<td>26.15</td>
</tr>
<tr>
<td>89XX</td>
<td>OTHER FINANCING SOURCES</td>
<td>1,394,000.00</td>
<td>11.50</td>
<td>1,757.73</td>
<td>.00</td>
<td>1,392,242.27</td>
<td>0.13</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td></td>
<td>116,018,306.00</td>
<td>10,874,594.36</td>
<td>25,883,804.93</td>
<td>.00</td>
<td>90,134,501.07</td>
<td>22.31</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1XXX</td>
<td>ACADEMIC SALARIES</td>
<td>55,828,465.00</td>
<td>3,133,796.36</td>
<td>6,957,438.38</td>
<td>29,793,838.59</td>
<td>19,077,188.03</td>
<td>12.46</td>
</tr>
<tr>
<td>2XXX</td>
<td>CLASSIFIED &amp; OTH NON-ACDMC SAL</td>
<td>21,046,630.00</td>
<td>1,510,074.82</td>
<td>3,452,741.10</td>
<td>14,243,255.09</td>
<td>3,350,633.81</td>
<td>16.41</td>
</tr>
<tr>
<td>3XXX</td>
<td>EMPLOYEE BENEFITS</td>
<td>24,218,202.00</td>
<td>1,547,183.24</td>
<td>4,355,880.12</td>
<td>.00</td>
<td>19,862,321.88</td>
<td>17.99</td>
</tr>
<tr>
<td>4XXX</td>
<td>SUPPLIES AND MATERIALS</td>
<td>1,990,040.00</td>
<td>180,518.73</td>
<td>261,706.30</td>
<td>485,224.24</td>
<td>1,243,109.46</td>
<td>13.15</td>
</tr>
<tr>
<td>5XXX</td>
<td>OTHER OPERATING EXP &amp; SERVICES</td>
<td>10,289,855.00</td>
<td>850,290.59</td>
<td>1,565,868.36</td>
<td>3,616,745.90</td>
<td>5,107,240.74</td>
<td>15.22</td>
</tr>
<tr>
<td>6XXX</td>
<td>CAPITAL OUTLAY</td>
<td>2,392,889.00</td>
<td>33,072.62</td>
<td>103,364.57</td>
<td>124,120.83</td>
<td>2,165,403.60</td>
<td>4.32</td>
</tr>
<tr>
<td>73XX</td>
<td>INTERFUND TRANSFERS - OUT</td>
<td>33,001.00</td>
<td>.00</td>
<td>33,001.00</td>
<td>.00</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>75XX</td>
<td>STUDENT FINANCIAL AID</td>
<td>219,224.00</td>
<td>7,840.65</td>
<td>29,802.15</td>
<td>.00</td>
<td>189,421.85</td>
<td>13.59</td>
</tr>
<tr>
<td>79XX</td>
<td>RESERVE FOR CONTINGENCIES</td>
<td>6,847,581.00</td>
<td>18,688.42</td>
<td>43,395.31</td>
<td>.00</td>
<td>6,804,185.69</td>
<td>0.63</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td></td>
<td>122,865,887.00</td>
<td>7,281,465.43</td>
<td>16,803,197.29</td>
<td>48,263,184.65</td>
<td>57,799,505.06</td>
<td>13.68</td>
</tr>
</tbody>
</table>
## Pasadena Area Community College District
### Financial Status Report
#### Fiscal Year 2011-12

**Fund 03 General Fund, Restricted**

### Object Description

<table>
<thead>
<tr>
<th><strong>Object</strong></th>
<th><strong>Description</strong></th>
<th><strong>Beg Balance/Adj. Budget</strong></th>
<th><strong>Current Transactions</strong></th>
<th><strong>Year-To-Date Transactions</strong></th>
<th><strong>Encumbrances</strong></th>
<th><strong>Ending Balance</strong></th>
<th><strong>Percent</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>911X</td>
<td>Cash in County Treasury</td>
<td>5,692,522.57</td>
<td>890,285.17</td>
<td>583,356.09</td>
<td>.00</td>
<td>5,109,166.48</td>
<td></td>
</tr>
<tr>
<td>912X</td>
<td>Cash in Bank</td>
<td>54,637.90</td>
<td>.00</td>
<td>54,637.90</td>
<td>.00</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>916X</td>
<td>Accounts Receivable</td>
<td>1,781,260.19</td>
<td>701,799.02</td>
<td>877,726.89</td>
<td>.00</td>
<td>903,533.30</td>
<td></td>
</tr>
<tr>
<td>922X</td>
<td>Prepaid Items</td>
<td>32,359.91</td>
<td>.00</td>
<td>32,359.91</td>
<td>.00</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td></td>
<td>7,560,780.57</td>
<td>188,486.15</td>
<td>1,548,080.79</td>
<td>.00</td>
<td>6,012,699.78</td>
<td></td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>951X</td>
<td>Accounts Payable Accrual</td>
<td>279,930.68</td>
<td>.00</td>
<td>279,930.68</td>
<td>.00</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>952X</td>
<td>Accts Payable - Manual Accr/Peopl</td>
<td>105,430.33</td>
<td>15,583.38</td>
<td>94,844.83</td>
<td>.00</td>
<td>10,545.50</td>
<td></td>
</tr>
<tr>
<td>953X</td>
<td>Fringe Benefits Subs-H&amp;W/Peopl</td>
<td>7,398.32</td>
<td>7,435.93</td>
<td>24,904.97</td>
<td>.00</td>
<td>17,506.65</td>
<td></td>
</tr>
<tr>
<td>954X</td>
<td>Deferred Revenues</td>
<td>2,974,387.37</td>
<td>2,974,387.37</td>
<td>2,974,387.37</td>
<td>.00</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>955X</td>
<td>Payroll Offset</td>
<td>585,051.91</td>
<td>34.95</td>
<td>584,764.42</td>
<td>.00</td>
<td>287.49</td>
<td></td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td></td>
<td>3,952,198.61</td>
<td>2,982,570.31</td>
<td>3,958,872.27</td>
<td>.00</td>
<td>6,673.66</td>
<td></td>
</tr>
<tr>
<td><strong>Fund Balance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>979X</td>
<td>Fund Balance Unrestricted</td>
<td>3,608,581.96</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>3,608,581.96</td>
<td></td>
</tr>
<tr>
<td><strong>Total Fund Balance</strong></td>
<td></td>
<td>3,608,581.96</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>3,608,581.96</td>
<td></td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>81XX</td>
<td>Federal Revenues</td>
<td>3,870,096.00</td>
<td>327,139.56</td>
<td>327,139.56</td>
<td>.00</td>
<td>3,542,956.44</td>
<td></td>
</tr>
<tr>
<td>86XX</td>
<td>State Revenues</td>
<td>6,328,895.00</td>
<td>2,540,449.01</td>
<td>3,182,876.01</td>
<td>.00</td>
<td>3,146,018.99</td>
<td></td>
</tr>
<tr>
<td>88XX</td>
<td>Local Revenues</td>
<td>4,138,461.00</td>
<td>1,414,447.56</td>
<td>1,759,380.92</td>
<td>.00</td>
<td>2,379,080.08</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td></td>
<td>14,337,452.00</td>
<td>4,282,036.13</td>
<td>5,269,396.49</td>
<td>.00</td>
<td>9,068,055.51</td>
<td></td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1XXX</td>
<td>Academic Salaries</td>
<td>3,572,083.00</td>
<td>183,608.35</td>
<td>344,730.51</td>
<td>990,695.94</td>
<td>2,236,656.55</td>
<td></td>
</tr>
<tr>
<td>2XXX</td>
<td>Classified &amp; Oth Non-ACDMC Sal</td>
<td>5,136,594.00</td>
<td>402,031.21</td>
<td>950,166.07</td>
<td>1,615,302.89</td>
<td>2,571,125.04</td>
<td></td>
</tr>
<tr>
<td>3XXX</td>
<td>Employee Benefits</td>
<td>1,383,731.00</td>
<td>125,595.86</td>
<td>263,564.39</td>
<td>.00</td>
<td>1,120,166.61</td>
<td></td>
</tr>
<tr>
<td>4XXX</td>
<td>Supplies and Materials</td>
<td>936,274.00</td>
<td>45,006.42</td>
<td>68,890.57</td>
<td>132,608.13</td>
<td>734,775.30</td>
<td></td>
</tr>
<tr>
<td>5XXX</td>
<td>Other Operating Exp &amp; Services</td>
<td>2,674,965.00</td>
<td>70,143.73</td>
<td>324,181.13</td>
<td>612,450.73</td>
<td>1,738,333.14</td>
<td></td>
</tr>
<tr>
<td>6XXX</td>
<td>Capital Outlay</td>
<td>3,285,491.00</td>
<td>281,444.01</td>
<td>290,693.75</td>
<td>628,086.54</td>
<td>2,366,708.71</td>
<td></td>
</tr>
<tr>
<td>73XX</td>
<td>Interfund Transfers - Out</td>
<td>639,375.00</td>
<td>.00</td>
<td>632,562.50</td>
<td>.00</td>
<td>26,812.50</td>
<td></td>
</tr>
<tr>
<td>75XX</td>
<td>Student Financial Aid</td>
<td>317,521.00</td>
<td>3,630.09</td>
<td>3,816.09</td>
<td>1,601.91</td>
<td>312,103.13</td>
<td></td>
</tr>
<tr>
<td>79XX</td>
<td>Reserve for Contingencies</td>
<td>.00</td>
<td>480.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td></td>
<td>17,946,034.00</td>
<td>1,110,979.67</td>
<td>2,858,605.01</td>
<td>3,980,748.14</td>
<td>11,106,680.85</td>
<td></td>
</tr>
</tbody>
</table>

---

**Note:** The percentages are calculated based on the ending balance of each category.
<table>
<thead>
<tr>
<th>OBJECT</th>
<th>DESCRIPTION</th>
<th>BEG BALANCE/ADJ. BUDGET</th>
<th>CURRENT TRANSACTIONS</th>
<th>YEAR-TO-DATE TRANSACTIONS</th>
<th>ENCUMBRANCES</th>
<th>ENDING BALANCE</th>
<th>PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>** ASSETS **</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>911X</td>
<td>CASH IN COUNTY TREASURY</td>
<td>291.36</td>
<td>110.46</td>
<td>110.46</td>
<td>.00</td>
<td>401.82</td>
<td>401.82</td>
</tr>
<tr>
<td>916X</td>
<td>ACCOUNTS RECEIVABLE</td>
<td>110.46</td>
<td>-</td>
<td>110.46</td>
<td>.00</td>
<td>401.82</td>
<td>401.82</td>
</tr>
<tr>
<td>** TOTAL ASSETS **</td>
<td></td>
<td>401.82</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>401.82</td>
<td>401.82</td>
</tr>
<tr>
<td>** LIABILITIES **</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>** TOTAL LIABILITIES **</td>
<td></td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>** FUND BALANCE **</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>979X</td>
<td>FUND BALANCE UNRESTRICTED</td>
<td>401.82</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>401.82</td>
<td>401.82</td>
</tr>
<tr>
<td>** TOTAL FUND BALANCE **</td>
<td></td>
<td>401.82</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>401.82</td>
<td>401.82</td>
</tr>
<tr>
<td>** REVENUES **</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>** TOTAL REVENUES **</td>
<td></td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>** EXPENDITURES **</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>** TOTAL EXPENDITURES **</td>
<td></td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>Revenue</td>
<td>Adopted Budget</td>
<td>Budget Adjustments</td>
<td>Revised Budget</td>
<td>Actual to Date</td>
<td>Variance</td>
<td>% Variance</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>----------------</td>
<td>-------------------</td>
<td>---------------</td>
<td>---------------</td>
<td>----------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>$252,948</td>
<td></td>
<td>$252,948</td>
<td>$7,878</td>
<td>$245,070</td>
<td>-97%</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Apportionment</td>
<td>$71,562,692</td>
<td>$71,562,692</td>
<td>$15,462,294</td>
<td>$56,100,398</td>
<td>-78%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment Fee Waiver (2%)</td>
<td>$142,632</td>
<td>$142,632</td>
<td>$39,861</td>
<td>$102,501</td>
<td>-72%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-time Faculty Compensation</td>
<td>$484,748</td>
<td>$484,748</td>
<td>$135,729</td>
<td>$349,019</td>
<td>-72%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Lottery Proceeds</td>
<td>$2,937,987</td>
<td>$2,937,987</td>
<td>$2,937,987</td>
<td>$2,937,987</td>
<td>-100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc State Revenue</td>
<td>$365,891</td>
<td>$365,891</td>
<td>$68,437</td>
<td>$297,454</td>
<td>-81%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL REVENUE</td>
<td>$75,493,680</td>
<td>$75,493,680</td>
<td>$15,706,321</td>
<td>$59,787,359</td>
<td>-79%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Local |                |                   |               |               |          |            |
| Tax Allocation / Secured Roll | $16,573,402 | $16,573,402 | $16,573,402 | $16,573,402 | -100%    |
| Tax Allocation / Supplemental Roll | $176,407 | $176,407 | $31,838 | $144,569 | -82%     |
| Tax Allocation / Unsecured Roll | $746,742 | $746,742 | $579,626 | $167,116 | -22%     |
| Prior Years Taxes | $1,249,608 | $1,249,608 | $805,285 | $444,323 | -36%     |
| Educational Revenue Augmentation | $350,000 | $350,000 | $3,000 | $347,000 | -99%     |
| Gifts and Grants | $10,000 | $10,000 | $10,000 | $10,000 | -100%    |
| Contract Service/Contract Ed | $240,000 | $240,000 | $85,113 | $150,888 | -65%     |
| Sales & Commissions | $20,000 | $20,000 | $20,000 | $20,000 | -100%    |
| Rentals / Civic Center | $14,000 | $14,000 | $2,420 | $11,580 | -53%     |
| Rentals / Bookstore | $250,000 | $250,000 | $144,000 | $250,144 | -100%    |
| Interest on Deposits | $675,000 | $675,000 | $237,295 | $437,705 | -65%     |
| Extended Learning Center | $9,877,620 | $9,877,620 | $4,110,260 | $5,767,360 | -58%     |
| Course Materials Fees | $110,900 | $110,900 | $42,092 | $68,808 | -62%     |
| Student Records | $174,700 | $174,700 | $22,320 | $152,380 | -87%     |
| Non Resident Tuition | $7,500,000 | $7,500,000 | $3,914,003 | $3,585,997 | -48%     |
| Other Student Fees and Charges | $48,200 | $48,200 | $7,422 | $40,778 | -85%     |
| Total Local Revenue | $38,877,678 | $38,877,678 | $10,167,848 | $28,709,830 | -74%     |

| OTHER REVENUE | $1,394,000 | $1,394,000 | $1,758 | $2,392,242 | -100%    |
| TOTAL REVENUE | $116,018,306 | $116,018,306 | $25,883,805 | $80,134,494 | -78%     |

| Expenditures |                |                   |               |               |          |            |
| Academic Salaries | $27,608,681 | $27,608,681 | $3,860,923 | $23,767,334 | -86%     |
| Non Teaching Certificated | $8,322,100 | $8,322,100 | $1,402,939 | $7,029,161 | -83%     |
| Instruction Adjunct/Overload/Hrly | $19,625,787 | $19,625,787 | $1,657,947 | $17,967,840 | -92%     |
| Non Teaching Stipends | $67,897 | $67,897 | $35,630 | $105,657 | -75%     |
| TOTAL ACADEMIC SALARIES | $55,828,465 | $55,828,465 | $6,957,438 | $48,871,027 | -88%     |
| Classified Salaries | $1,906,170 | $1,906,170 | $3,035,540 | $1,632,630 | -84%     |
| Classified Monthly | $14,888,391 | $14,888,391 | $2,388,332 | $12,500,059 | -84%     |
| Hourly/Overtime/Students | $2,632,594 | $2,632,594 | $760,869 | $2,377,120 | -76%     |
| Other | $1,609,475 | $1,609,475 | $1,104,098 | $1,104,098 | -100%    |
| TOTAL CLASSIFIED SALARIES | $21,046,630 | $21,046,630 | $3,452,741 | $17,593,889 | -84%     |
| Employment Benefits | $9,647,830 | $9,647,830 | $1,866,708 | $7,650,022 | -88%     |
| Health & Welfare | $10,536,081 | $10,536,081 | $1,001,331 | $9,534,750 | -85%     |
| Other | $4,033,691 | $4,033,691 | $1,569,942 | $2,463,148 | -61%     |
| TOTAL EMPLOYEE BENEFITS | $24,218,202 | $24,218,202 | $4,355,880 | $19,862,322 | -82%     |
| Supplies | $1,990,040 | $1,990,040 | $261,706 | $1,728,334 | -87%     |
| Services | $10,289,855 | $10,289,855 | $1,565,868 | $8,723,987 | -85%     |
| Capital Outlay | $2,392,889 | $2,392,889 | $103,365 | $2,289,524 | -96%     |
| Other/Other | $252,225 | $252,225 | $106,198 | $146,027 | -58%     |

| Operating Surplus (Deficit) | $3,060,608 | $3,060,608 | $9,060,608 | $9,060,608 | -85%     |
With the dramatic decline in California’s economic strength has come reduced financial resources from the State. This has manifested itself in many ways; however the area of largest impact to the District has been in the number of Full-time Equivalent Students (FTES) for which the State pays. With reduced revenues comes a requirement to reduce expenditures by an equal amount. There have been no cuts to benefits, no layoffs, no furloughs, and no cuts of “Step and Column” raises for any full-time employee. The majority of the reduction in expenditures was based on the Supplemental Early Retirement Plan. There are no unallocated savings that were derived from the SERP. In fact, the SERP does not fully cover all required cost reductions necessitated by the steep drop in revenue.

SUPPLEMENTAL EARLY RETIREMENT PLAN—TIER I

Initial Pro-forma Cost Analysis

<table>
<thead>
<tr>
<th>SERP Tier I Savings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Reduction (43 Faculty retirees)</td>
<td>$4,165,531</td>
</tr>
<tr>
<td>Health &amp; Welfare Benefits Reduction (43 Faculty retirees)</td>
<td>$575,774</td>
</tr>
<tr>
<td>Taxes/PERS/STRS Reduction (43 Faculty retirees)</td>
<td>$519,025</td>
</tr>
<tr>
<td>Salary Reduction (14 Executive/Manager retirees)</td>
<td>$1,906,158</td>
</tr>
<tr>
<td>Health &amp; Welfare Benefits Reduction (14 Executive/Manager retirees)</td>
<td>$196,142</td>
</tr>
<tr>
<td>Taxes/PERS/STRS Reduction (14 Executive/Manager retirees)</td>
<td>$279,426</td>
</tr>
<tr>
<td>Salary Reduction (31 Classified Retirees)</td>
<td>$1,950,924</td>
</tr>
<tr>
<td>Health &amp; Welfare Benefits Reduction (31 Classified Retirees)</td>
<td>$388,666</td>
</tr>
<tr>
<td>Taxes/PERS/STRS Reduction (31 Classified Retirees)</td>
<td>$416,132</td>
</tr>
<tr>
<td><strong>TOTAL SERP Tier I Savings</strong></td>
<td><strong>$10,407,777</strong></td>
</tr>
</tbody>
</table>

OUT-OF-POCKET PERSONNEL COST INCREASES

<table>
<thead>
<tr>
<th>OUT-OF-POCKET PERSONNEL COST INCREASES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary/Benefits for New Faculty (22)</td>
<td>$2,393,546</td>
</tr>
<tr>
<td>Salary/Benefits for New Executives/managers (5)</td>
<td>$970,452</td>
</tr>
<tr>
<td>Salary/Benefits for New Classified Workers (2)</td>
<td>$113,404</td>
</tr>
<tr>
<td>SERP Annuity Payment (year 1 of 5)</td>
<td>$1,217,921</td>
</tr>
<tr>
<td>Faculty Professional Development</td>
<td>$250,000</td>
</tr>
<tr>
<td>Part-time Office Hours Costs</td>
<td>$275,318</td>
</tr>
<tr>
<td>Employee Health &amp; Welfare Benefits Cost Increase (Estimate)</td>
<td>$450,000</td>
</tr>
<tr>
<td>Step &amp; Column Raises (Estimate)</td>
<td>$385,000</td>
</tr>
<tr>
<td><strong>TOTAL OUT-OF-POCKET PERSONNEL COST INCREASES</strong></td>
<td><strong>$6,055,641</strong></td>
</tr>
<tr>
<td><strong>TOTAL NET SERP TIER-I SAVINGS</strong></td>
<td><strong>$4,352,136</strong></td>
</tr>
</tbody>
</table>

OVERALL BUDGET DEVELOPMENT

<table>
<thead>
<tr>
<th>OVERALL BUDGET DEVELOPMENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Federal Revenue</strong></td>
<td><strong>$305,618</strong></td>
</tr>
<tr>
<td><strong>State Revenue</strong></td>
<td><strong>83,437,658</strong></td>
</tr>
<tr>
<td><strong>Expected Mid-Year Cut</strong></td>
<td><strong>$2,000,000</strong></td>
</tr>
<tr>
<td><strong>Local Revenue</strong></td>
<td><strong>35,941,544</strong></td>
</tr>
<tr>
<td><strong>Other Revenue</strong></td>
<td><strong>10,000</strong></td>
</tr>
<tr>
<td><strong>SASI</strong></td>
<td><strong>1,000,000</strong></td>
</tr>
<tr>
<td><strong>TOTAL AVAILABLE REVENUE RESOURCES</strong></td>
<td><strong>$329,650,820</strong></td>
</tr>
<tr>
<td><strong>TOTAL NET SERP TIER-I SAVINGS</strong></td>
<td><strong>$4,352,136</strong></td>
</tr>
<tr>
<td><strong>Expenditure Reductions from all Other Sources</strong></td>
<td><strong>$2,324,378</strong></td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURE REDUCTIONS</strong></td>
<td><strong>$6,676,514</strong></td>
</tr>
</tbody>
</table>

Richard P. van Pelt, Ph.D.
Vice President, Administrative Services
RESOLUTION No. 484
PASADENA AREA COMMUNITY COLLEGE DISTRICT
ADOPTION OF PARS SUPPLEMENTARY RETIREMENT PLAN TIER III

WHEREAS, it is determined to be in the best fiscal interest of the District and its employees to extend the date for election of the retirement incentive offer to eligible employees who wish to voluntarily exercise their option to separate from District service:

WHEREAS, there is no cash option available to employees in lieu of this retirement incentive offer;

WHEREAS, Public Agency Retirement Services (PARS) has made available to the District a Supplementary Retirement Plan Tier III, a retirement incentive program supplementing STRS/PERS, and qualifying under the relevant sections of Section 403(b) of the Internal Revenue Code;

WHEREAS, the District, pursuant to applicable policy and/or a collective bargaining agreement, desires to adopt the Supplementary Retirement Plan Tier III and to fund the incentive through nonelective employer, post-employment contributions to the PARS designated 403(b) provider.

THEREFORE, BE IT RESOLVED THAT:

1. The Governing Board of Trustees of the District hereby adopts the PARS Supplementary Retirement Plan Tier III, as part of the District Retirement Program, effective July 1, 2012; and
2. The Board of Trustees of the District hereby appoints the Vice President for Administrative Services, or his/her successor or his/her designee as the District's Plan Administrator; and
3. The District's PARS Plan Administrator is hereby authorized to execute the contracts, custodial agreement facilitating the payment of contributions to the 403(b) arrangement, and other legal documents related to a trust or the plan on behalf of the District and to take whatever additional actions are necessary to maintain the District's participation in the plan and to maintain the compliance of any relevant regulations issued.

Passed and adopted this 2nd day of November, 2011.

AYES: __________
NOES: __________
ABSENTIONS: __________
ABSENT: __________

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

William E. Thomson, Jr., President, Board of Trustees, and Mark W. Rocha, Secretary, Board of Trustees of the Pasadena Area Community College District of Los Angeles County, California, hereby certify that the above foregoing resolution was duly and regularly adopted by said District at a regular meeting thereof held on November 2, 2011, and passed by a __________ vote of said Board.

IN WITNESS WHEREOF we have hereunto set our hands and seal this __________, 2011.

________________________
William E. Thomson, Jr.
President, Board of Trustees
Pasadena Area Community College District

________________________
Mark W. Rocha
Secretary, Board of Trustees
Pasadena Area Community College District
INTRODUCTION

PCC Extension (Extended Learning) supports and promotes lifelong learning by providing educational experiences through an array of courses, programs, and workshops designed to enrich learning, build careers, and transform lives. Fee classes open to the public began in the fall of 1981 under the name "Community Service." Three decades later, four sessions are offered annually with classes taught in traditional classroom settings and online. Classes are held both on and off campus. Over time, the program has broadened to include courses for enrichment and enjoyment; test preparation; career, vocational, and job search; fitness; investment; and personal growth. College credit is not earned nor grades assigned.

PCC Extension is a self-supporting entity of the college, and is not funded by taxpayer dollars. It is governed by California Education Code, Chapter 2, Article 7, Section 78300, and by Pasadena Area Community College District Bylaw 3800. Under California Education Code statute, “Governing bodies may charge students enrolled in community service classes a fee not to exceed the cost of maintaining community service classes…” This definition as it currently reads, impacts the college’s ability to generate meaningful revenue through PCC Extension.

PCC Extension supports the Educational Master Plan and its Signature Goal, “Dedication to Lifelong Learning.”

HIGHLIGHTS

- 8600+ students registered for classes in FY 2010-2011
- 90% of students registering are 18+ years, representing district voters
- 85% of students registering are from the PACCD
- 60% of students are repeat customers
- 20% of students consistently register for multiple classes in any given session
- Students taking online classes have both national and international presence
- Students learn about PCC Extension from the catalog, department website, search engines, Facebook, campus marquee, campus website, press releases, and flyers
PROGRAM STRUCTURE

Instructors
Course proposals are submitted by prospective instructors.
- Course proposal application information is in the catalog and on the website
- Fifteen to 20 new proposals are considered for program inclusion each session
- Potential instructors must demonstrate a skill, talent and/or expertise in their field
- Many instructors teach for community colleges within California; some teach nationally
- References are checked; interviews are conducted
- Instructors are independent contractors; contracts are valid only for one session
- IRS guidelines for independent contractors are monitored
- Many instructors have long-term relationships with PCC Extension
- Selected courses depend upon program fit, complement to current offerings, uniqueness, relevance, value, community interest, and synergy with the college

Courses
Courses are designed to meet the needs and address the interests of the community. Selecting new courses, revamping existing courses, and discontinuing courses is an ongoing process. Course categories include:
- Arts, Humanities, Writing
- Foreign languages
- Computer subjects, Finance
- Environment, Home, Health, Retirement
Successful introductory courses may initiate a continuation or next-level course.

Special offerings include:
- Travel
- Summer Swim
- Programs culminating in Certificates of Completion
- Courses addressing career and retraining
- Professional licensing test preparation

Course set-up:
- Enrollment requirements are determined by fees, costs, and course lengths
- Course fees are calculated to exceed minimum expenses including instructor compensation, off-site requirements, overhead, and advertising

Lifelong learning offers tangible benefits, including:
- Personal enjoyment
- Stress reduction
- Career exploration
- Job search techniques
- Technical skills training

2
Distance Education/Online Courses:
Two types of online or e-learning platforms provided by Ed2Go, UGotClass, and Gatlin Education Services are available through PCC Extension.

- **Short courses:**
  - Format used by Ed2Go and UGotClass
  - Self-paced, usually two lessons per week
  - Discussion area for instructor assistance, input, feedback
  - Courses range from business and computers to test preparation and enrichment
  - Excellent for gaining introductory skills and exploring career fields
  - Textbooks are not included in course fees

- **Blended Learning courses:**
  - Format used by Gatlin Education Services
  - High quality, competency-based learning
  - Appeal to adult learners and career changers
  - Instructor interaction
  - Fees include textbooks and CD-ROMS/materials

Partnerships
PCC Extension partners with PCC academic departments and with third party program providers. Partnerships include:

- English; Health Sciences; Kinesiology; Performing and Communication Arts
- Community Education Center (CEC)
- Boston Reed College (now Ascend Learning)
- Good Times Travel
- Institute of Reading Development (IRD)

Contracts
PCC Extension engages in ongoing contract negotiations. Contracts include:

- Instructors
- Off-campus sites
- Off-campus site facilitators
- Camps, groups, schools
- Third party program providers

Program Assessment
Assessment is an integral component of operating successfully. Students communicate their opinions of instructors and of courses in a variety of ways including:

- Formal class evaluations
- Facebook, Twitter, Blog, E-mail
- Phone, letters, FAX
Program assessment affects the following:

- Modify, change, add, delete courses
- Freshen long-time courses: titles, write-ups, benefits
- Catalog/website placement and course/program featured offerings
- Continuation and next-level courses

Sample of student evaluation comments:

"Great class taught by a great instructor."
"I loved the instructor's positive attitude. She is very organized and well informed."
"Excellent overview, I feel that I can go home and do this."

DATA AND FINANCIALS

Lifelong Learning programs are dependent upon discretionary income, "amount of family budget left to spend after paying taxes and buying necessities." Course enrollment numbers are impacted positively or adversely by occurrences within the economy.

FY 2010-2011 student registrations represented the following areas:

- 41.5% Pasadena
- 8.9% Altadena
- 7.4% Arcadia
- 7.1% South Pasadena
- 6.0% Greater Los Angeles
- 16.1% San Gabriel, San Marino, Sierra Madre, Temple City, La Canada Flintridge
- 13.0% Other

FY 2010-2011
- Revenue: $675,250
- Expense: $659,389

FY 2011-2012
- September revenue: 10.1% increase over last year
- October revenue as of 10/26: 20.6% increase over last year

SUMMARY

Program Impact

- Gateway for community members to become familiar with the college
- Supports, enhances, and maintains community goodwill toward the college
- Plays a critical role in garnering community and taxpayer support
- Recognized by Augusoft, Inc. (leading registration program provider) as consistently having one of the lowest incidences of course cancellation nationally
- Director: Board Member and Past President, Association of Community and Continuing Education (ACCE)
Director: Senior Council Member, Learning Resources Network (LERN), international
Catalog design nominated: Annual LERN International Award (announced December)

Opportunities
- Promote PCC Extension through the redesign of the catalog and website
- Expand partnerships with academic divisions
- Expand courses taught through third party program providers
- Expand distance education/online course/program offerings
- Expand partnership opportunities with the Community Education Center
- Expand courses taught with the option of Continuing Education Units (CEU)
- Develop partnership opportunities with Contract Education/Workforce Development
- Develop partnership opportunities with other community college Extension Programs
- Create a Testing Center (certification exams for professionals; exams for students away from their college of record; exams for PCC students outside of class)

Challenges
- Limited flexibility given the wording in the California Education Code regarding Community Service classes
- Disparate configuration within PCC as pertains to Community Service Classes, Continuing Education (non-credit), and Contract Education (synergy between these three areas would strengthen effectiveness and revenue potential)
- Open access versus fee for credit (concern voiced pertaining to AB 515 that offering credit classes for a fee, available to those who could afford the additional cost, would create a “two-tiered fees for credited classes” system)
- Soft economy, 11.9% California unemployment rate for September

Looking Forward
- GDP rose at a 2.5% annual pace during the third quarter 2011
- AB 515, withdrawn earlier this year, addressed fee for credit classes
- CA Community College SSTF: Recommendation 4.1 references amending statute (Education Code 78300) and Title 5, “to explicitly allow colleges to enroll community service students in otherwise state-supported credit classes…” thereby, “students having the course in their education plan would pay the credit enrollment fee, while students not having the course in their education plan would pay a fee covering the full cost of tuition”
CONSENT ITEM TITLE:
Ratification of Student Travel -
Associated Students Executive Board
San Jose, CA          October 21-23, 2011

Board Meeting Date:       November 2, 2011

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

GROUP: Associated Students Executive Board
NUMBER: 14 (12 Students and 2 Advisors)
DATE(S): October 21-23, 2011
TIME(S): Various
DESTINATION(S): San Jose Double Tree
               San Jose, CA
EVENT: California Community College Student Affairs Association
       Leadership Conference
TRANSPORTATION: District vehicles
ADVISOR(S): Student Affairs Staff
NOT TO EXCEED: $9,332.00
EMP Codes: E1, F3

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2011-2012 Associated Students Annual Budget and 2011-2012 Lobby Fee Fund Annual Budget. Cost categories and amounts include: Registration fees, lodging, meals, transportation, and supplies.

BACKGROUND: This activity involves travel to an annual statewide conference focusing on leadership development. The conference will host various workshops that tie into this year's theme of "Student Empowerment: Connection-Reflection-Action." Featured workshops include advanced parliamentary procedures, a social mixer for students, and a resolution workshop to prepare students for the State Student Senate General Assembly, which will be held the following weekend. Agenda items start at 8:00 a.m. and go until 10:00 p.m.

Submitted by:
Assistant Dean, Student Affairs

Recommended for Approval:
Vice President, Student and Learning Services

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

CONSENT ITEM TITLE:
Approval of Student Travel -
Office of Student Affairs and PCC Students –
Leadership Retreat
Running Springs, CA November 4-6, 2011

Board Meeting Date: November 2, 2011

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 student travel:

GROUP: Office of Student Affairs and PCC Students
NUMBER: 50 (45 Students, 5 Advisors)
DATE(S): November 4-6, 2011
TIME(S): Various
DESTINATION: Pali Mountain Camp
Running Springs, CA
EVENT: Annual Student Leadership Retreat
TRANSPORTATION: District-arranged vehicles
ADVISOR(S): Office of Students Affairs Staff
NOT TO EXCEED: $12,800.00
EMP CODES: A1, E1, J1, K3

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2011-2012 Student Service Fund Board of Directors and 2011-2012 Associated Students Executive Board Annual Budget. Cost categories and amounts include: Lodging, transportation, ropes course, and materials.

BACKGROUND: The purpose of the annual Leadership Retreat is to promote the social and leadership development of participating students. Students participate in workshops addressing group dynamics, leadership development, ethics, diversity, and personal communication and goal setting. These activities will enhance the leadership and communication skills of the participating students and support the Student Learning Outcomes (SLOs) of the Office of Student Affairs. The activities further support the Institutional Learning Outcomes (ILOs): Social Responsibility - Respect for Diversity and Teamwork; and Personal Development - Ethics and Values.

Submitted by:

Assistant Dean, Student Affairs

Recommended for Approval:

Vice President, Student and Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
CONSENT ITEM TITLE:
Approval of Student Travel —
PCC Veterans Club
Las Vegas, NV December 8-11, 2011

Board Meeting Date: November 2, 2011

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 student travel:

GROUP: PCC Veterans Club
NUMBER: 13 (12 Students and 1 Advisor)
DATE(S): December 8-11, 2011
TIME(S): Various
DESTINATION(S): Rio Hotel
Las Vegas, NV
EVENT: Student Veterans of America National Conference
TRANSPORTATION: District vehicles
ADVISOR(S): Social Sciences Staff
NOT TO EXCEED: $3,350.00
EMP: B1, D4, E5

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2011-2012 Student Services Fund Board of Directors. Cost categories and amounts include: Transportation, meals, lodging, and registration.

BACKGROUND: This activity involves travel to the Student Veterans of America National Conference. This program is designed to help participating veterans build a supportive community with other war veterans, facilitate discussions on higher education benefits, achieve their academic goals, opportunities working with the Veterans Administration, gain meaningful employment and networking.

Submitted by:
Assistant Dean, Student Affairs

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Recommended for Approval:
Vice President, Student and Learning Services

Superintendent/President
CONSENT ITEM TITLE:  
Approve Compensation for Faculty to Train Student Tutors in Learning and Resource Centers on Campus

Board Meeting Date: November 2, 2011

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 compensation for 4 faculty members at $750.00 per assignment, $3,000.00 total compensation, for the period of November 3, 2011 to December 9, 2011, and 3 faculty members at $100.00 per assignment, $300.00 total compensation, from November 3-4, 2011. EMP: E.5

<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lauren Arenson</td>
<td>$750.00</td>
<td>Train student tutors in Social Sciences Learning Center</td>
</tr>
<tr>
<td>Paulette Koubek</td>
<td>$750.00</td>
<td>Train student tutors in ESL Center</td>
</tr>
<tr>
<td>Evangelina Quintanar</td>
<td>$750.00</td>
<td>Train student tutors in Health Sciences, Nursing Division</td>
</tr>
<tr>
<td>Yoshi Yamato</td>
<td>$750.00</td>
<td>Train student tutors in Math Resources Center</td>
</tr>
<tr>
<td>Ricardo Castillo</td>
<td>$100.00</td>
<td>Presentations in Learning Assistance Center on Tutoring Students with Learning Disabilities</td>
</tr>
<tr>
<td>Melissa Michelson</td>
<td>$100.00</td>
<td>Presentations in Learning Assistance Center on Cross Cultural Communication</td>
</tr>
<tr>
<td>A. C. Panella</td>
<td>$100.00</td>
<td>Presentations in Learning Assistance Center on Communication Skills</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Funds for this assignment will come from cost center 01-1420-2700-2900.

BACKGROUND: This assignment shall be determined by College need.
**CONSENT ITEM TITLE:**
Approve Compensation for Unclassified Personnel, Psychological Services

**Board Meeting Date:** November 2, 2011

**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 compensation for 4 unclassified personnel members in Psychological Services at $3,500.00 per assignment, $14,000.00 total compensation, for the period of November 3, 2011 to June 30, 2012. *EMP: A.1, E.1*

<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miriam E. Barillas</td>
<td>$3,500.00</td>
<td>Psychological counseling of students and consultation with staff under the direct supervision of Dr. Beyer.</td>
</tr>
<tr>
<td>Yuning Cheng</td>
<td>$3,500.00</td>
<td>Psychological counseling of students and consultation with staff under the direct supervision of Dr. Beyer.</td>
</tr>
<tr>
<td>Catherine L. Gray</td>
<td>$3,500.00</td>
<td>Psychological counseling of students and consultation with staff under the direct supervision of Dr. Beyer.</td>
</tr>
<tr>
<td>Sandra Hawa</td>
<td>$3,500.00</td>
<td>Psychological counseling of students and consultation with staff under the direct supervision of Dr. Beyer.</td>
</tr>
</tbody>
</table>

**FISCAL IMPLICATIONS:** Funds for this assignment will be evenly split between cost centers 01-2310-2600-0000 and 03-2310-2601-0000.

**BACKGROUND:** This assignment shall be determined by College need.

Submitted by:
Office of Student and Learning Services

Recommended for Approval:
Vice President, Student & Learning 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 student travel:

GROUP: PCC Model United Nations Club
NUMBER: 14 (13 Students and 1 Advisor)
DATE(S): November 18-20, 2011
DESTINATION(S): The Crown Plaza
                Seattle, WA
EVENT: Northwest Model United Nations
TRANSPORTATION: Air and shuttle
ADVISOR(S): Social Science Staff
NOT TO EXCEED: $3,755.48
EMP: B1, E5

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2011-2012 Student Service Fund Board of Directors. Cost categories and amounts include: Transportation, meals, lodging and registration.

BACKGROUND: This activity involves travel to the annual Model United Nations Conference. Students will have the opportunity to debate on various important issues that affect the world today, such as international issues and global problems.
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the persons on the attached list to be employed as Coaches, approved for the College year 2011-2012, 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. This compensation has been requested by the Vice President, Instruction.
<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>COACHES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ball-Powell, Beverly</td>
<td>6,000.00</td>
<td>Assistant Head Women’s Basketball Coach, 11/3/11 to 06/30/12  EMP: A1; A2</td>
</tr>
<tr>
<td>Bonafede, Jonathan</td>
<td>3,000.00</td>
<td>Assistant Water Polo Coach, 2011-2012, 10/06/11 to 06/30/12  EMP: A1; A2</td>
</tr>
<tr>
<td>Davis, Sean</td>
<td>2,500.00</td>
<td>Special Teams Coordinator, Football, 2011-2012, 09/08/11 to 06/30/12  EMP: A1; A2</td>
</tr>
<tr>
<td>Garcia, Jesus</td>
<td>2,500.00</td>
<td>Defensive Line Coach, Football, 2011-2012, 09/08/11 to 06/30/12  EMP: A1; A2</td>
</tr>
<tr>
<td>Gutierrez, Miguel</td>
<td>1,000.00</td>
<td>Defensive Line Football Coach, 2011-2012, 09/08/11 to 06/30/12  EMP: A1; A2</td>
</tr>
<tr>
<td>Lucero, Tjaden</td>
<td>2,500.00</td>
<td>Assistant Men’s Coach, Basketball, 2011-2012, 10/06/11 to 03/31/12  EMP: A1; A2</td>
</tr>
<tr>
<td>Mailo, Faaesea</td>
<td>2,000.00</td>
<td>Offensive Line Football Coach, 2011-2012, 10/06/11 to 06/30/12  EMP: A1; A2</td>
</tr>
<tr>
<td>Manuel, Rudeaflores</td>
<td>1,000.00</td>
<td>Special Teams Coach Football 2011, 10/06/11 to 06/30/12  EMP: A1; A2</td>
</tr>
<tr>
<td>Mendoza, Emiliano</td>
<td>3,000.00</td>
<td>Assistant Head Coach, Volleyball, 2011-2012, 09/08/11 to 06/30/12  EMP: A1; A2</td>
</tr>
<tr>
<td>Meraz, Mario</td>
<td>2,500.00</td>
<td>Offensive Line Coach, Football, 2011-2012, 09/08/11 to 06/30/12  EMP: A1; A2</td>
</tr>
<tr>
<td>Peters, La Monte</td>
<td>1,750.00</td>
<td>Halfback/Fullback Coach, Football, 2011-2012, 09/08/11 to 06/30/12  EMP: A1; A2</td>
</tr>
<tr>
<td>Vargas, Pedro</td>
<td>2,000.00</td>
<td>Defensive Backs Coach, Football, 2011-2012, 09/08/11 to 06/30/12  EMP: A1; A2</td>
</tr>
<tr>
<td>Wade, Larry</td>
<td>1,500.00</td>
<td>Assistant Head Coach, Men and Women Cross Country, 2011-2012, 10/06/11 to 06/30/12  EMP: A1/A2</td>
</tr>
<tr>
<td>Williams, Damon</td>
<td>1,750.00</td>
<td>Inside Receivers Coach, Football, 2011-2012, 09/08/11 to 06/30/12  EMP: A1, A2</td>
</tr>
<tr>
<td>Williams, Matthew</td>
<td>4,500.00</td>
<td>Defensive Line Coach, Football, 2011-2012, 09/08/11 to 06/30/12  EMP: A1; A2</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 Career and Technical Education activities listed below:

Approve:

September 25, 2011 to January 31, 2012 – Meetings, seminars, workshops, job shadowing, internships, worksite visits, field trips, and guest speakers (8 total) to train teachers and students in curricula and workplace skills. Topics will include biotechnology, environmental technology, and related fields in science, technology, and engineering. Expenses are not-to-exceed $10,800 to provide for technicians, presenters, supplies, refreshments, printing fees, A/V and custodial fees, transportation, admission fees, and other related expenses for approximately 50 participants. Cost Center: 03-5210-5126-0000 (CTE 142 – Workforce Innovation Project). EMP: B2.

January 2, 2012 to December 31, 2012 – Meetings, workshops, worksite visits, field trips, guest speakers and associated workshop expenses to complete career pathways and business/industry/education partnership grant work plans. Expenses are not-to-exceed $45,000 to provide for technicians, presenters, supplies, refreshments, and regional travel costs for worksite visits/field trips. Up to five meetings/workshops or field trips per month for 12 months. Cost Centers: 03-5210-5130-0910 (CTE 140 – Community Collaborative Core Grant and 03-5210-5125-0910 (CTE Collaborative Supplemental). EMP: B2.1

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

BACKGROUND: These activities are intended to promote Career and Technical Education programs.
CONSENT ITEM TITLE:
Amendment to Consent Item 16-I
Approve Compensation for Classified Personnel
CIRM GRANT-Bridges to Stem Cell Research

Board Meeting Date: November 2, 2011

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the persons on the list to be employed in a special project as listed, approved for the College year 2011-2012, 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. This compensation has been requested by the Division Dean, Natural Sciences.

Submitted by:

Division Dean, Natural Sciences

Recommended for Approval:

Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chang, Ching-Yu</td>
<td>30,000</td>
<td>Bridges to Stem Cell Research – CIRM Internships students. 09/01/11 – 08/31/12. EMP: SSAA 1 &amp; 4; SG 3-6; D3; D4</td>
</tr>
<tr>
<td>Lundin, Amber</td>
<td>30,000</td>
<td>Bridges to Stem Cell Research – CIRM students. 09/01/11 – 08/31/12. EMP: SSAA 1 &amp; 4; SG 3-6; D3; D4</td>
</tr>
<tr>
<td>Mark, Katrina</td>
<td>30,000</td>
<td>Bridges to Stem Cell Research – CIRM students. 09/01/11 – 08/31/12. EMP: SSAA 1 &amp; 4; SG 3-6; D3; D4</td>
</tr>
<tr>
<td>Mak, Katrina</td>
<td>30,000</td>
<td>Bridges to Stem Cell Research – CIRM students. 09/01/11 – 08/31/12. EMP: SSAA 1 &amp; 4; SG 3-6; D3; D4</td>
</tr>
<tr>
<td>Sierra, Rosa</td>
<td>30,000</td>
<td>Bridges to Stem Cell Research – CIRM students. 09/01/11 – 08/31/12. EMP: SSAA 1 &amp; 4; SG 3-6; D3; D4</td>
</tr>
<tr>
<td>Starbird, Mark</td>
<td>30,000</td>
<td>Bridges to Stem Cell Research – CIRM students. 09/01/11 – 08/31/12. EMP: SSAA 1 &amp; 4; SG 3-6; D3; D4</td>
</tr>
<tr>
<td>Torres, Julia</td>
<td>30,000</td>
<td>Bridges to Stem Cell Research – CIRM students. 09/01/11 – 08/31/12. EMP: SSAA 1 &amp; 4; SG 3-6; D3; D4</td>
</tr>
<tr>
<td>Yu, Collin</td>
<td>30,000</td>
<td>Bridges to Stem Cell Research – 3rd year Internship CIRM students. 09/01/11 – 08/31/12. EMP: SSAA 1 &amp; 4; SG 3-6; D3; D4</td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve/Ratify Compensation for Academic Personnel

Page 1 of 2

Board Meeting Date: November 2, 2011

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 compensation for new faculty as listed who participated in the 3-Day Innovative Teaching for Social Justice Professional Development workshops for the College year 2011-2012, 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. This compensation has been requested by the Vice President, Instruction.

Submitted by:

Recommended for Approval:

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Vice President, Instruction

Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>PROFESSIONAL DEVELOPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdelkerim, Richard</td>
<td>300.00</td>
<td>New Faculty Professional Development Workshop, August 23, 2011 to August 25, 2011. EMP: B1,B2.1</td>
</tr>
<tr>
<td>Ashcroft, Jared</td>
<td>300.00</td>
<td>New Faculty Professional Development Workshop, August 23, 2011 to August 25, 2011. EMP: B1,B2.1</td>
</tr>
<tr>
<td>Castillo, Ricardo</td>
<td>300.00</td>
<td>New Faculty Professional Development Workshop, August 23, 2011 to August 25, 2011. EMP: B1,B2.1</td>
</tr>
<tr>
<td>Castro, Peter</td>
<td>300.00</td>
<td>New Faculty Professional Development Workshop, August 23, 2011 to August 25, 2011. EMP: B1,B2.1</td>
</tr>
<tr>
<td>Courter, Rebecca</td>
<td>300.00</td>
<td>New Faculty Professional Development Workshop, August 23, 2011 to August 25, 2011. EMP: B1,B2.1</td>
</tr>
<tr>
<td>Gallagher, Ashley</td>
<td>300.00</td>
<td>New Faculty Professional Development Workshop, August 23, 2011 to August 25, 2011. EMP: B1,B2.1</td>
</tr>
<tr>
<td>Gates, Steven</td>
<td>300.00</td>
<td>New Faculty Professional Development Workshop, August 23, 2011 to August 25, 2011. EMP: B1,B2.1</td>
</tr>
<tr>
<td>Harman, Melissa</td>
<td>300.00</td>
<td>New Faculty Professional Development Workshop, August 23, 2011 to August 25, 2011. EMP: B1,B2.1</td>
</tr>
<tr>
<td>Lee, Michelle</td>
<td>150.00</td>
<td>New Faculty Professional Development Workshop, August 23, 2011 to August 25, 2011. EMP: B1,B2.1</td>
</tr>
<tr>
<td>Lopez, Diana</td>
<td>300.00</td>
<td>New Faculty Professional Development Workshop, August 23, 2011 to August 25, 2011. EMP: B1,B2.1</td>
</tr>
<tr>
<td>Lopez, Gena</td>
<td>200.00</td>
<td>New Faculty Professional Development Workshop, August 23, 2011 to August 25, 2011. EMP: B1,B2.1</td>
</tr>
<tr>
<td>Ly, Pearl</td>
<td>300.00</td>
<td>New Faculty Professional Development Workshop, August 23, 2011 to August 25, 2011. EMP: B1,B2.1</td>
</tr>
<tr>
<td>Matthews, Zachary</td>
<td>300.00</td>
<td>New Faculty Professional Development Workshop, August 23, 2011 to August 25, 2011. EMP: B1,B2.1</td>
</tr>
<tr>
<td>Medina, Cecilia</td>
<td>300.00</td>
<td>New Faculty Professional Development Workshop, August 23, 2011 to August 25, 2011. EMP: B1,B2.1</td>
</tr>
<tr>
<td>Pilgreen, Lindsey</td>
<td>300.00</td>
<td>New Faculty Professional Development Workshop, August 23, 2011 to August 25, 2011. EMP: B1,B2.1</td>
</tr>
<tr>
<td>Randall, Robert</td>
<td>300.00</td>
<td>New Faculty Professional Development Workshop, August 23, 2011 to August 25, 2011. EMP: B1,B2.1</td>
</tr>
<tr>
<td>Rigon, Silvia</td>
<td>200.00</td>
<td>New Faculty Professional Development Workshop, August 23, 2011 to August 25, 2011. EMP: B1,B2.1</td>
</tr>
<tr>
<td>Riojas, Tomas</td>
<td>300.00</td>
<td>New Faculty Professional Development Workshop, August 23, 2011 to August 25, 2011. EMP: B1,B2.1</td>
</tr>
<tr>
<td>Samtani, Shellie</td>
<td>300.00</td>
<td>New Faculty Professional Development Workshop, August 23, 2011 to August 25, 2011. EMP: B1,B2.1</td>
</tr>
<tr>
<td>Underwood, Shane</td>
<td>300.00</td>
<td>New Faculty Professional Development Workshop, August 23, 2011 to August 25, 2011. EMP: B1,B2.1</td>
</tr>
</tbody>
</table>
PASSANDEA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve/Ratify Payment for Academic Personnel
Professional Learning Community

Board Meeting Date: November 2, 2011

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 on the attached list to be employed in a special project, approved for the College year 2011-2012, unless otherwise indicated, or any portion thereof, as stated in the contract. This project will involve Planning, implementing, and facilitating the Professional Learning Community for the non-credit ESL. 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. This compensation has been requested by the Vice President, Instruction

Submitted by:

Recommended for Approval:

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signatures]

Vice President, Instruction

Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>PAYMENT</th>
<th>PROFESSIONAL DEVELOPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monn, Rachel</td>
<td>$3,000</td>
<td>Professional Learning Community, Building collaborative culture in preparation for the move from open to managed enrollment. 11/03/11 – 06/30/12. EMP: A2.1, C1.2, E1.1, E5, I4, J1, K3, L2</td>
</tr>
<tr>
<td>Monn, Rachel</td>
<td>$1,000</td>
<td>Develop curriculum to support a change from open to managed enrollment and consultant to ESL Coordinator as a reviewer and editor for proposed courses. 11/03/11 – 06/30/12. EMP: A2.1, C1.2, E1.1, E5, I4, J1, K3, L2</td>
</tr>
</tbody>
</table>
Consent Item No. 39-I

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Distance Education Workshops for Fall 2011 and Spring 2012

Board Meeting Date: November 2, 2011

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Workshops on Effective Online Teaching Practices for faculty and administrators facilitated by @One, a Chancellor’s Office funded program that provides Distance Education training for Faculty and Administrators. The Fall 2011 Workshop will be for Academic Senate Curriculum & Instruction Committee Training. This on-campus workshop will train Curriculum and Instruction Committee faculty on Federal, State and Accreditation requirements for Distance Education courses. The goal is to ensure standards are understood and met as Distance Education courses are reviewed for Curriculum and Instruction approval. The Spring 2012 Workshop will be for Deans and Administrators training. This on-campus workshop will train Deans on Federal, State and Accreditation requirements for Distance Education courses. The goal is to ensure Deans learn best practices for planning, offering and assessing online courses and programs. Expenses are not to exceed $5000 for technicians, presenters, supplies and refreshments. Cost Center: 01-5210-4212-0000 (Distance Education – Workshops).


FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The Workshops are determined by College need. These Workshops have been requested by the Vice President, Educational Services.

Submitted by: [Signature]
Vice President, Educational Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
[Signature]
Superintendent/President
CONSENT ITEM TITLE:
Approve/Ratify/Amend Contracts

Board Meeting Date: November 2, 2011

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/amend the contracts listed on the attached pages.

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

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

Submitted by:
Office for Administrative Services

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
## REVIEW OF TRANSACTIONS AND CONTRACTS

### PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NO COST TO DISTRICT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Approve</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-98035-2</td>
<td>Teen Futures</td>
<td>No cost to District</td>
<td>To provide placement of federal work study students. EMP: A2 11/03/11 until terminated</td>
<td>Office of Scholarships and Financial Aid</td>
<td>N/A</td>
</tr>
<tr>
<td>B-98040-2</td>
<td>The Boys &amp; Girls Club of the Foothills</td>
<td>No cost to District</td>
<td>To provide placement of federal work study students. EMP: A2 11/03/11 until terminated</td>
<td>Office of Scholarships and Financial Aid</td>
<td>N/A</td>
</tr>
<tr>
<td>B-98041-2</td>
<td>California Institute of Technology</td>
<td>No cost to District</td>
<td>To provide placement of federal work study students. EMP: A2 11/03/11 until terminated</td>
<td>Office of Scholarships and Financial Aid</td>
<td>N/A</td>
</tr>
<tr>
<td>B-98042-2</td>
<td>City of Pasadena – Foothill Workforce Investment Board</td>
<td>No cost to District</td>
<td>To provide for paid internships at CEC/Foster Care Education. EMP: A2 11/03/11 until terminated</td>
<td>CEC: Foster Care Education</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>DISTRICT TO RECEIVE REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-98036-2</td>
<td>Zydeco Casting Studios</td>
<td>District to receive revenue</td>
<td>To provide space for Extended Learning classes. EMP: I4 1/07/12 until terminated</td>
<td>Extended Learning</td>
<td>N/A</td>
</tr>
<tr>
<td>B-98037-2</td>
<td>Casa Del Rey Restaurant</td>
<td>District to receive revenue</td>
<td>To provide space for Extended Learning classes. EMP: I4 1/07/12 until terminated</td>
<td>Extended Learning</td>
<td>N/A</td>
</tr>
<tr>
<td>B-98038-2</td>
<td>County of Los Angeles</td>
<td>District to receive revenue</td>
<td>To provide medical assistant educational program services for the Department of Health. District to receive $231,041 per year. EMP: I4 12/01/11 until terminated</td>
<td>Educational Services: Contract Education</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Consent Item No. 53-B  
November 2, 2011
## REVIEW OF TRANSACTIONS AND CONTRACTS

**PASADENA AREA COMMUNITY COLLEGE DISTRICT**

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FUND 01 UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ratify</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-98027-2</td>
<td>Dr. Gerda Govine</td>
<td>$80.00 per hour</td>
<td>To provide one-on-one training courses in the areas of sensitivity/sexual harassment and anger management. EMP: B 10/17/11 thru 6/30/12</td>
<td>Human Resources</td>
<td>01-5120</td>
</tr>
<tr>
<td><strong>FUND 03 RESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Approve</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-98039-2</td>
<td>Oak Crest Institute of Science</td>
<td>$2,000.00 per month</td>
<td>To provide services to manage the Science Technology Engineering and Math (STEM) activities for Career and Technical Education Community Collaborative projects for an amount not to exceed $12,000.00. EMP: B2.1, B2.2 1B 1/02/12 thru 6/30/12</td>
<td>Career and Technical Education</td>
<td>03-5120</td>
</tr>
<tr>
<td><strong>Amend</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-97975-1</td>
<td>WestEd</td>
<td>N/A</td>
<td>To amend agreement to extend the term from 9/30/11 to 1/31/12, as requested by the Chancellor's Office. EMP: I</td>
<td>Statewide Matriculation Project</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Consent Item No. 53-B
November 2, 2011
# REVIEW OF TRANSACTIONS AND CONTRACTS

**PASADENA AREA COMMUNITY COLLEGE DISTRICT**

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FUND 41 CAPITAL OUTLAY FUND</strong> Amend</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-97910-1</td>
<td>Business Savvy Solutions, Inc.</td>
<td>$55,000.00</td>
<td>To increase amount of agreement for additional engineering consulting services for integration and augmentation of campus information technology for an amount not to exceed $255,000.00, and extend term from 9/15/11 to 3/15/12. EMP: C</td>
<td>C/O Technology Upgrade 7116-0000</td>
<td>41-5120</td>
</tr>
<tr>
<td><strong>FUND 42 BUILDING FUND</strong> Amend</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-96911-7</td>
<td>HMC Architects</td>
<td>$91,103.00</td>
<td>To increase amount of agreement for additional architectural/engineering services for upgraded and new elevators and scope changes for an amount not to exceed $214,213.00. EMP: L</td>
<td>M/P Elevator Upgrade 7411-4000</td>
<td>42-6252</td>
</tr>
<tr>
<td>C-3000-2</td>
<td>EMCOR Mesa Energy Systems</td>
<td>$47,435.00</td>
<td>To increase amount of agreement for additional services for chiller plant upgrade to add structural reinforcement for an amount not to exceed $3,776,450.00. EMP: L</td>
<td>M/P Arts Building 7404-0000</td>
<td>42-6250</td>
</tr>
</tbody>
</table>

Consent Item No. 53-B
November 2, 2011
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Ratify Staff Development Activities

Board Meeting Date: November 2, 2011

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, ratify the Staff Development activities listed below:

Ratify

July 1, 2011 – June 30, 2012 – Human Resources Professional Development and Diversity Workshops at PCC and various off-campus sites. Anticipated expenses not to exceed $36,000.00 for speakers, approved travel related expenses, supplies, materials, videotaping, technical support and refreshments for approximately 400 participants. Cost Center: 01-5210-5502-0000, Staff Diversity

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

BACKGROUND: Staff Development activities are designed to enhance excellence and enable the staff to meet the needs of a changing student population. Training sessions, retreats and workshops are held on various topics.

Submitted by:
Office for Administrative Services

Recommended for Approval:

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: 
Deny Application for Late Filing of Claim  
Angelena Grooms

Board Meeting Date: November 2, 2011

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, deny the Application for Late Filing of Claim submitted by Angelena Grooms.

FISCAL IMPLICATIONS: Ms. Groom's late claim application demands $7,500.00. The District is self-insured and a member of the joint powers authority, Statewide Association of Community Colleges (SWACC).

BACKGROUND: The California Government Code clearly outlines the procedure for filing a timely claim for damages against a public entity. Ms. Grooms failed to comply with Government Code guidelines, but is requesting that the Board of Trustees accept her claim which was filed after the six (6) month deadline.

Submitted by:
Office for Administrative Services

Recommended for Approval:
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
CONSENT ITEM TITLE:  Approve Purchasing Transactions

Board Meeting Date:  November 2, 2011

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 P12-01108 through P12-01397.  EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2011-2012 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 over $500.

Submitted by:
Office for Administrative Services

Recommends for Approval:
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P12-01109</td>
<td>CALIF. OFFICE SYSTEMS, INC.</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>OFFICE SVS</td>
<td>1,077.62</td>
</tr>
<tr>
<td>P12-01115</td>
<td>LIGATURE: THE</td>
<td>PRINTING SERVICES</td>
<td>PUBLIC RELATIONS</td>
<td>3,480.00</td>
</tr>
<tr>
<td>P12-01124</td>
<td>* DESERT INDUSTRIAL SUPPLY</td>
<td>PLUMBING SUP.</td>
<td>FACILITIES</td>
<td>1,093.62</td>
</tr>
<tr>
<td>P12-01127</td>
<td>SOUTH COAST AIR QUALITY MANAGEMENT</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>6,410.20</td>
</tr>
<tr>
<td>P12-01133</td>
<td>* GREEN: DONNA M. &amp; ASSOC., LLC</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>PUBLIC RELATIONS</td>
<td>2,500.00</td>
</tr>
<tr>
<td>P12-01138</td>
<td>MEDIA WORKS PRO GROUP</td>
<td>AUDIO/VISUAL SUP. &amp; EQUIP.</td>
<td>COMP. SVS</td>
<td>673.16</td>
</tr>
<tr>
<td>P12-01140</td>
<td>JOHNSTONE SUPPLY</td>
<td>AIR CONDITIONING SYS/SERVICE</td>
<td>FACILITIES</td>
<td>1,121.16</td>
</tr>
<tr>
<td>P12-01145</td>
<td>TOTAL IMAGING SOLUTIONS, LLC.</td>
<td>REPAIRS</td>
<td>COMMUNITY EDUCATION CENTER</td>
<td>1,198.85</td>
</tr>
<tr>
<td>P12-01148</td>
<td>RIO GRANDE</td>
<td>ART SUPPLIES</td>
<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
<td>9,106.78</td>
</tr>
<tr>
<td>P12-01150</td>
<td>ECWEST</td>
<td>FURNITURE–OFFICE</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>891.21</td>
</tr>
<tr>
<td>P12-01168</td>
<td>XEROX CORPORATION</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>PERFORMING AND COMM ARTS</td>
<td>1,927.88</td>
</tr>
<tr>
<td>P12-01170</td>
<td>AMERICAN ASSOC. OF COMM. COLLEGE</td>
<td>MEMBERSHIP FEES</td>
<td>BOARD OF TRUSTEES</td>
<td>15,040.00</td>
</tr>
<tr>
<td>P12-01173</td>
<td>AMAZON.COM</td>
<td>TOOLS</td>
<td>FACILITIES</td>
<td>531.24</td>
</tr>
<tr>
<td>P12-01184</td>
<td>AT&amp;T</td>
<td>UTILITY SERVICES</td>
<td>ADMISSIONS &amp; RECORDS</td>
<td>561.08</td>
</tr>
<tr>
<td>P12-01186</td>
<td>&gt; STAPLES</td>
<td>LIBRARY SUP. &amp; EQUIP.</td>
<td>LIBRARY</td>
<td>3,727.93</td>
</tr>
<tr>
<td>P12-01188</td>
<td>* OFFICE DEPOT</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>LIBRARY</td>
<td>753.01</td>
</tr>
<tr>
<td>P12-01189</td>
<td>TOPANGA LUMBER AND HARDWARE CO.</td>
<td>LUMBER</td>
<td>PERFORMING AND COMM ARTS</td>
<td>3,757.39</td>
</tr>
<tr>
<td>P12-01195</td>
<td>PROCTOR &amp; GAMBLE</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>HEALTH SCI</td>
<td>1,688.00</td>
</tr>
<tr>
<td>P12-01196</td>
<td>CCLC/COA PUBLICATIONS</td>
<td>SUBSCRIPTIONS</td>
<td>LIBRARY</td>
<td>8,127.00</td>
</tr>
<tr>
<td>P12-01200</td>
<td>MONTGOMERY HARDWARE COMPANY</td>
<td>LOCKS &amp; KEYS</td>
<td>FACILITIES</td>
<td>553.55</td>
</tr>
<tr>
<td>P12-01202</td>
<td>&gt; STAPLES</td>
<td>FURNITURE–OFFICE</td>
<td>ACADEMIC SUPPORT</td>
<td>4,517.59</td>
</tr>
<tr>
<td>P12-01210</td>
<td>A &amp; A BUILDING MATERIALS</td>
<td>BUILDING MATERIALS</td>
<td>ENGG/TECH</td>
<td>574.81</td>
</tr>
<tr>
<td>P12-01211</td>
<td>RESOURCE BUILDING MATERIALS</td>
<td>BUILDING MATERIALS</td>
<td>ENGG/TECH</td>
<td>1,079.95</td>
</tr>
<tr>
<td>P12-01216</td>
<td>* CODE 3 LIFE SUPPORT EDUCATION</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>POLICE</td>
<td>1,150.00</td>
</tr>
<tr>
<td>P12-01219</td>
<td>OCE USA, INC.</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>SOC SCI</td>
<td>5,160.88</td>
</tr>
<tr>
<td>P12-01222</td>
<td>LANDRYS SPORTING GOODS</td>
<td>ATHLETIC EQUIP.</td>
<td>KINESIOLOGY</td>
<td>2,838.16</td>
</tr>
<tr>
<td>P12-01223</td>
<td>TOMARK SPORTS, INC.</td>
<td>ATHLETIC EQUIP.</td>
<td>KINESIOLOGY</td>
<td>799.08</td>
</tr>
<tr>
<td>P12-01224</td>
<td>ALERT SERVICES</td>
<td>ATHLETIC EQUIP.</td>
<td>KINESIOLOGY</td>
<td>1,041.60</td>
</tr>
<tr>
<td>P12-01227</td>
<td>INNOVATIVE MECHANICAL SERVICES</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>1,960.00</td>
</tr>
<tr>
<td>P12-01228</td>
<td>ABCO ELECTRIC MOTORS</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>2,600.00</td>
</tr>
<tr>
<td>P12-01229</td>
<td>SMITHS PAINTS &amp; EVR-GARD</td>
<td>PAINT AND SUP.</td>
<td>FACILITIES</td>
<td>638.58</td>
</tr>
<tr>
<td>P12-01234</td>
<td>JOBELEPHANT.COM INC.</td>
<td>ADVERTISING</td>
<td>HUMAN RESOURCES</td>
<td>1,023.62</td>
</tr>
<tr>
<td>P12-01235</td>
<td>JOBELEPHANT.COM INC.</td>
<td>ADVERTISING</td>
<td>HUMAN RESOURCES</td>
<td>2,296.41</td>
</tr>
<tr>
<td>P12-01239</td>
<td>&gt; STAPLES</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>HUMAN RESOURCES</td>
<td>1,094.97</td>
</tr>
<tr>
<td>P12-01240</td>
<td>ADIMIXTURES</td>
<td>BUILDING MATERIALS</td>
<td>ENGG/TECH</td>
<td>598.13</td>
</tr>
<tr>
<td>P12-01243</td>
<td>JOBELEPHANT.COM INC.</td>
<td>ADVERTISING</td>
<td>HUMAN RESOURCES</td>
<td>1,471.03</td>
</tr>
<tr>
<td>P12-01247</td>
<td>SWANER HARDWOODS</td>
<td>BUILDING MATERIALS</td>
<td>ENGG/TECH</td>
<td>4,507.69</td>
</tr>
<tr>
<td>P12-01251</td>
<td>&gt; STAPLES</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>COUNSELING</td>
<td>1,412.96</td>
</tr>
<tr>
<td>P12-01254</td>
<td>CART MASTERS</td>
<td>VEHICLES/TRUCKS PURCHASE/LEASE</td>
<td>COMP. SVS</td>
<td>8,444.38</td>
</tr>
<tr>
<td>P12-01261</td>
<td>PROQUEST INFORMATION AND LEARNING</td>
<td>SUBSCRIPTIONS</td>
<td>LIBRARY</td>
<td>8,199.00</td>
</tr>
<tr>
<td>P12-01263</td>
<td>PECK ROAD FORD TRUCK SALES, INC.</td>
<td>REPAIRS</td>
<td>POLICE</td>
<td>5,000.00</td>
</tr>
<tr>
<td>P12-01268</td>
<td>EDDY SEWING MACHINE</td>
<td>REPAIRS</td>
<td>COMMUNITY EDUCATION CENTER</td>
<td>2,000.00</td>
</tr>
<tr>
<td>P12-01271</td>
<td>JOHNSTONE SUPPLY</td>
<td>APPLIANCES</td>
<td>FACILITIES</td>
<td>841.31</td>
</tr>
<tr>
<td>P12-01272</td>
<td>JOHNSTONE SUPPLY</td>
<td>AIR CONDITIONING SYS/SERVICE</td>
<td>FACILITIES</td>
<td>568.49</td>
</tr>
<tr>
<td>P12-01274</td>
<td>CDW GOVERNMENT, INC.</td>
<td>COMPUTER EQUIP.</td>
<td>SOC SCI</td>
<td>1,284.46</td>
</tr>
</tbody>
</table>

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

> Indicates local branch utilized outside of District as required by Vendor.
**Consent Item No. 56-8**  
November 2, 2011

**PURCHASE ORDERS OVER $500**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P12-01275</td>
<td>MEDIA WORKS PRO GROUP</td>
<td>AUDIOVISUAL SUP. &amp; EQUIP.</td>
<td>LIBRARY</td>
<td>1,003.76</td>
</tr>
<tr>
<td>P12-01276</td>
<td>SOUTH COAST AIR QUALITY MANAGEMENT</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>1,935.54</td>
</tr>
<tr>
<td>P12-01280</td>
<td>* OFFICE DEPOT</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>LIBRARY</td>
<td>525.92</td>
</tr>
<tr>
<td>P12-01283</td>
<td>UNITED INTERIORS</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
<td>4,454.29</td>
</tr>
<tr>
<td>P12-01290</td>
<td>MILESTONE PRODUCTS</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>PUBLIC RELATIONS</td>
<td>777.56</td>
</tr>
<tr>
<td>P12-01293</td>
<td>DEMCO, INC.</td>
<td>LIBRARY SUP. &amp; EQUIP.</td>
<td>LIBRARY</td>
<td>642.81</td>
</tr>
<tr>
<td>P12-01294</td>
<td>KLINGER EDUCATIONAL PRODUCTS</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>NATURAL SCIENCE</td>
<td>577.50</td>
</tr>
<tr>
<td>P12-01300</td>
<td>* WRAPADS CREATIVE INC.</td>
<td>SOFTWARE-WORD PROCESSING</td>
<td>POLICE</td>
<td>1,220.00</td>
</tr>
<tr>
<td>P12-01301</td>
<td>COMPETITIVE EDGE SOFTWARE, INC.</td>
<td>AIR CONDITIONING SYS/SERVICE</td>
<td>FACILITIES</td>
<td>1,390.91</td>
</tr>
<tr>
<td>P12-01305</td>
<td>SIMPLE TRUTHS, LLC</td>
<td>BOOKS</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>994.00</td>
</tr>
<tr>
<td>P12-01306</td>
<td>CONNEY SAFETY PRODUCTS</td>
<td>SAFETY &amp; FIRE SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>817.93</td>
</tr>
<tr>
<td>P12-01312</td>
<td>SCHEIN- HENRY, INC.</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>HEALTH SCI</td>
<td>1,052.97</td>
</tr>
<tr>
<td>P12-01314</td>
<td>&gt; STAPLES</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>LAC</td>
<td>546.21</td>
</tr>
<tr>
<td>P12-01316</td>
<td>YAEH. TOM</td>
<td>REPAIRS</td>
<td>PERFORMING AND COMM ARTS</td>
<td>2,000.00</td>
</tr>
<tr>
<td>P12-01337</td>
<td>ARS DENTAL CORPORATIONS</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>HEALTH SCI</td>
<td>530.70</td>
</tr>
<tr>
<td>P12-01343</td>
<td>JOBELEPHANT.COM INC.</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>HUMAN RESOURCES</td>
<td>721.00</td>
</tr>
<tr>
<td>P12-01344</td>
<td>JOBELEPHANT.COM INC.</td>
<td>ADVERTISING</td>
<td>HUMAN RESOURCES</td>
<td>721.00</td>
</tr>
<tr>
<td>P12-01348</td>
<td>PREMIER LIGHTING &amp; PRODUCTION</td>
<td>LIGHTING</td>
<td>STAGING SERVICES</td>
<td>3,000.00</td>
</tr>
<tr>
<td>P12-01349</td>
<td>MCMASTER-CARR SUPPLY CO.</td>
<td>TOOLS</td>
<td>FACILITIES</td>
<td>1,062.05</td>
</tr>
<tr>
<td>P12-01351</td>
<td>RENAISSANCE AGENCIES, INC.</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>INTERNATIONAL STUDENTS</td>
<td>500,036.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P12-01354</td>
<td>OJ INSULATION, L.P.</td>
<td>BUILDING MATERIALS</td>
<td>ENG/TECH</td>
<td>2,682.86</td>
</tr>
<tr>
<td>P12-01356</td>
<td>AAROVARK CLAY</td>
<td>ART SUPPLIES</td>
<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
<td>739.72</td>
</tr>
<tr>
<td>P12-01357</td>
<td>TIGER DIRECT</td>
<td>COMPUTER EQUIP.</td>
<td>EXTERNAL RELATIONS OFFICE</td>
<td>761.17</td>
</tr>
<tr>
<td>P12-01360</td>
<td>SCOTTY'S &amp; SONS</td>
<td>BUILDING MATERIALS</td>
<td>ENG/TECH</td>
<td>1,120.23</td>
</tr>
<tr>
<td>P12-01362</td>
<td>THERMO FISHER SCIENTIFIC</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>NATURAL SCIENCE</td>
<td>2,200.88</td>
</tr>
<tr>
<td>P12-01364</td>
<td>CLEAN SOURCE</td>
<td>JANITORIAL/CUSTODIAL SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>856.42</td>
</tr>
<tr>
<td>P12-01365</td>
<td>WAXIE SANITARY SUPPLY</td>
<td>JANITORIAL/CUSTODIAL SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>3,748.70</td>
</tr>
<tr>
<td>P12-01366</td>
<td>SEESMART, INC.</td>
<td>LIGHTING</td>
<td>FACILITIES</td>
<td>4,772.75</td>
</tr>
<tr>
<td>P12-01370</td>
<td>SIGMA-ALDRICH, INC.</td>
<td>CHEMICALS</td>
<td>NATURAL SCIENCE</td>
<td>6,203.10</td>
</tr>
<tr>
<td>P12-01377</td>
<td>HARLAND TECHNOLOGY SERVICES</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>1,571.00</td>
</tr>
<tr>
<td>P12-01379</td>
<td>MONTEREY PENINSULA COMM. COLLEGE</td>
<td>MEMBERSHIP FEES</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>40,000.00</td>
</tr>
</tbody>
</table>

California Community Colleges Software Consortium membership dues

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P12-01388</td>
<td>JOHNSON LIFT/HYSTER</td>
<td>REPAIRS</td>
<td>FACILITIES</td>
<td>852.00</td>
</tr>
<tr>
<td>P12-01392</td>
<td>* INTELECOM</td>
<td>SUBSCRIPTIONS</td>
<td>LIBRARY</td>
<td>1,500.00</td>
</tr>
<tr>
<td>P12-01397</td>
<td>AMERICAN ASSOC HISPANICS</td>
<td>MEMBERSHIP FEES</td>
<td>PRESIDENT'S OFFICE</td>
<td>1,500.00</td>
</tr>
</tbody>
</table>

**FUND 03 RESTRICTED GENERAL FUND (INCLUDING GRANTS)**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P12-0128</td>
<td>ALLDATA CORP.</td>
<td>SOFTWARE</td>
<td>CAREER AND TECHNICAL EDU</td>
<td>1,060.31</td>
</tr>
<tr>
<td>P12-0139</td>
<td>SCMS, INC.</td>
<td>SOFTWARE</td>
<td>PERFORMING AND COMM ARTS</td>
<td>28,540.00</td>
</tr>
<tr>
<td>P12-0142</td>
<td>DOOLEY ENTERPRISES, INC.</td>
<td>SAFETY &amp; FIRE SUP. &amp; EQUIP.</td>
<td>ENG/TECH</td>
<td>4,089.00</td>
</tr>
<tr>
<td>P12-0151</td>
<td>SPILO BEAUTY SUPPLIES</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>COMMUNITY EDUCATION CENTER</td>
<td>849.88</td>
</tr>
<tr>
<td>P12-0152</td>
<td>BURMAX COMPANY</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>COMMUNITY EDUCATION CENTER</td>
<td>4,614.41</td>
</tr>
<tr>
<td>P12-0154</td>
<td>MCLOGAN SUPPLY</td>
<td>ART SUPPLIES</td>
<td>CAREER AND TECHNICAL EDU</td>
<td>3,908.22</td>
</tr>
<tr>
<td>P12-0157</td>
<td>MALYS/SALON CENTRIC</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>COMMUNITY EDUCATION CENTER</td>
<td>4,759.39</td>
</tr>
</tbody>
</table>

* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P12-01158</td>
<td>SALLY BEAUTY SUPPLY</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>COMMUNITY EDUCATION CENTER</td>
<td>1,189.83</td>
</tr>
<tr>
<td>P12-01160</td>
<td>BEAUTY SYSTEMS GROUP</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>COMMUNITY EDUCATION CENTER</td>
<td>1,446.98</td>
</tr>
<tr>
<td>P12-01161</td>
<td>SEBASTIAN PRODUCTS</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>COMMUNITY EDUCATION CENTER</td>
<td>1,027.52</td>
</tr>
<tr>
<td>P12-01163</td>
<td>PEACOCKS MARCHING WORLD</td>
<td>MUSIC SUP. &amp; INSTRUMENTS</td>
<td>PERFORMING AND COMM ARTS</td>
<td>980.27</td>
</tr>
<tr>
<td>P12-01164</td>
<td>DRAMA PRODUCTION DEPT.</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>PERFORMING AND COMM ARTS</td>
<td>9,000.00</td>
</tr>
<tr>
<td>P12-01167</td>
<td>SCANTRON</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>COMMUNITY EDUCATION CENTER</td>
<td>1,587.75</td>
</tr>
<tr>
<td>P12-01172</td>
<td>SIGMANET</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>CAREER AND TECHNICAL EDU</td>
<td>4,790.00</td>
</tr>
<tr>
<td>P12-01178</td>
<td>SCHEIN-HENRY, INC.</td>
<td>INDUSTRIAL ARTS SUP. &amp; EQUIP.</td>
<td>CAREER AND TECHNICAL EDU</td>
<td>1,155.73</td>
</tr>
<tr>
<td>P12-01179</td>
<td>TUK INDUSTRIES</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>COMMUNITY EDUCATION CENTER</td>
<td>570.56</td>
</tr>
<tr>
<td>P12-01193</td>
<td>MOORE MEDICAL</td>
<td>NURSING SUPPLIES</td>
<td>HLTH PCC</td>
<td>2,595.31</td>
</tr>
<tr>
<td>P12-01198</td>
<td>ATI, LLC</td>
<td>INSTRUCTIONAL/EDUCATIONAL MATL.</td>
<td>CAREER AND TECHNICAL EDU</td>
<td>2,304.00</td>
</tr>
<tr>
<td>P12-01205</td>
<td>MURAD, INC.</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>COMMUNITY EDUCATION CENTER</td>
<td>733.14</td>
</tr>
<tr>
<td>P12-01212</td>
<td>* PCC BOOKSTORE</td>
<td>BOOKS</td>
<td>TITLE V</td>
<td>2,000.00</td>
</tr>
<tr>
<td>P12-01213</td>
<td>* PCC BOOKSTORE</td>
<td>BOOKS</td>
<td>TITLE V</td>
<td>3,000.00</td>
</tr>
<tr>
<td>P12-01241</td>
<td>AUL PIPE, TUBING, &amp; STEEL, INC.</td>
<td>INDUSTRIAL ARTS SUP. &amp; EQUIP.</td>
<td>ENG/TECH</td>
<td>1,087.07</td>
</tr>
<tr>
<td>P12-01250</td>
<td>&gt; STAPLES</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>COMMUNITY EDUCATION CENTER</td>
<td>551.59</td>
</tr>
<tr>
<td>P12-01262</td>
<td>BIO-RAO LABORATORIES</td>
<td>INSTRUCTIONAL/EDUCATIONAL MATL.</td>
<td>NATURAL SCIENCE</td>
<td>992.45</td>
</tr>
<tr>
<td>P12-01266</td>
<td>MALYS/SALON CENTRIC</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>COMMUNITY EDUCATION CENTER</td>
<td>929.81</td>
</tr>
<tr>
<td>P12-01270</td>
<td>BAKER &amp; TAYLOR CO.</td>
<td>BOOKS</td>
<td>LIBRARY</td>
<td>1,649.67</td>
</tr>
<tr>
<td>P12-01277</td>
<td>WEST PUBLISHING CO.</td>
<td>BOOKS</td>
<td>LIBRARY</td>
<td>1,823.85</td>
</tr>
<tr>
<td>P12-01282</td>
<td>MONOTYPE IMAGING, INC.</td>
<td>SOFTWARE</td>
<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
<td>1,450.00</td>
</tr>
<tr>
<td>P12-01282</td>
<td>YBP LIBRARY SERVICES</td>
<td>BOOKS</td>
<td>LIBRARY</td>
<td>606.34</td>
</tr>
<tr>
<td>P12-01309</td>
<td>SO. CA. BIOTECHNOLOGY CENTER</td>
<td>INSTRUCTIONAL/EDUCATIONAL MATL.</td>
<td>NATURAL SCIENCE</td>
<td>2,500.00</td>
</tr>
<tr>
<td>P12-01320</td>
<td>CAMPANILE FOUNDATION</td>
<td>ADVERTISING</td>
<td>NATURAL SCIENCE</td>
<td>2,500.00</td>
</tr>
<tr>
<td>P12-01324</td>
<td>TIGER DIRECT</td>
<td>COMPUTER EQUIP.</td>
<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
<td>512.05</td>
</tr>
<tr>
<td>P12-01381</td>
<td>&gt; STAPLES</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>POLICE</td>
<td>650.48</td>
</tr>
<tr>
<td>P12-01383</td>
<td>INSIGHT MEDIA</td>
<td>INSTRUCTIONAL/EDUCATIONAL MATL.</td>
<td>ENG/TECH</td>
<td>800.40</td>
</tr>
<tr>
<td>P12-01394</td>
<td>MILLIPORE CORPORATION</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>NATURAL SCIENCE</td>
<td>1,087.58</td>
</tr>
</tbody>
</table>

**FUND 41 CAPITAL OUTLAY FUND**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P12-01122</td>
<td>ACOUSTICAL MATERIAL SERVICES</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
<td>3,674.62</td>
</tr>
<tr>
<td>P12-01123</td>
<td>&gt; GRAINGER, INC.: W.W.</td>
<td>SAFETY &amp; FIRE SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>707.15</td>
</tr>
<tr>
<td>P12-01174</td>
<td>ACOUSTICAL MATERIAL SERVICES</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
<td>1,103.32</td>
</tr>
<tr>
<td>P12-01183</td>
<td>APPLE COMPUTER, INC.</td>
<td>COMPUTER EQUIP.</td>
<td>FACILITIES</td>
<td>529.46</td>
</tr>
<tr>
<td>P12-01201</td>
<td>DELI, INC.</td>
<td>COMPUTER EQUIP.</td>
<td>COMP. SVS</td>
<td>3,586.21</td>
</tr>
<tr>
<td>P12-01206</td>
<td>ADVANCED SYSTEM GROUP</td>
<td>COMPUTER EQUIP.</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>67,986.68</td>
</tr>
<tr>
<td>P12-01211</td>
<td>* CONSOLIDATED ELEC. DIST. (CED)</td>
<td>ELECTRICAL SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>2,017.49</td>
</tr>
<tr>
<td>P12-01264</td>
<td>INTERFACE SERVICES</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>14,813.93</td>
</tr>
<tr>
<td>P12-01273</td>
<td>COMVIEW</td>
<td>AUDIO/VISUAL SUP. &amp; EQUIP.</td>
<td>STAGING SERVICES</td>
<td>77,713.49</td>
</tr>
<tr>
<td>P12-01307</td>
<td>COMVIEW</td>
<td>AUDIO/VISUAL SUP. &amp; EQUIP.</td>
<td>STAGING SERVICES</td>
<td>1,857.34</td>
</tr>
<tr>
<td>P12-01332</td>
<td>MCMASTER-CARR SUPPLY CO.</td>
<td>SAFETY &amp; FIRE SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>1,250.17</td>
</tr>
<tr>
<td>P12-01333</td>
<td>* ORVAC ELECTRONICS</td>
<td>ELECTRICAL SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>972.31</td>
</tr>
<tr>
<td>P12-01334</td>
<td>DEPT. OF GENERAL SERVICES CMAS UNIT</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>14,200.00</td>
</tr>
</tbody>
</table>

* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P12-01121</td>
<td>McMahon Steel Company, Inc</td>
<td>Service Fees/Professional Sv</td>
<td>Facilities</td>
<td>5,500.00</td>
</tr>
<tr>
<td>P12-01335</td>
<td>Dept. of General Services CMAS Unit</td>
<td>Service Fees/Professional Sv</td>
<td>Facilities</td>
<td>1,100.00</td>
</tr>
<tr>
<td>P12-01308</td>
<td>Keenan &amp; Associates</td>
<td>Service Fees/Professional Sv</td>
<td>General Counsel</td>
<td>605.04</td>
</tr>
</tbody>
</table>

**Total** 1,015,605.63

* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Change</th>
<th>New Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>P08-02069</td>
<td>ANDERSON BUSINESS TECHNOLOGY</td>
<td>INCREASE PO PER THE DEPT. FACILITIES</td>
<td>514.23</td>
<td>9,708.27</td>
<td>9,294.00</td>
</tr>
<tr>
<td>P12-00077</td>
<td>JOHNSTONE SUPPLY</td>
<td>INCREASE PO PER THE DEPT. FACILITIES</td>
<td>2,000.00</td>
<td>3,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>P12-00080</td>
<td>LESLIE'S POOL SUPPLIES, INC.</td>
<td>INCREASE PO PER THE DEPT. FACILITIES</td>
<td>800.00</td>
<td>1,000.00</td>
<td>1,294.00</td>
</tr>
<tr>
<td>P12-00724</td>
<td>INTERIOR SERVICES</td>
<td>INCREASE PO PER THE DEPT. FACILITIES</td>
<td>539.00</td>
<td>1,294.00</td>
<td></td>
</tr>
<tr>
<td>P12-00278</td>
<td>GLORY U.S.A., INC.</td>
<td>INCREASE PO PER THE DEPT. POLICE</td>
<td>1,000.00</td>
<td>1,500.00</td>
<td></td>
</tr>
<tr>
<td>P12-00944</td>
<td>NATIONAL BUSINESS FURNITURE</td>
<td>DECREASE PO PER THE DEPT. (CEC)</td>
<td>-1,466.43</td>
<td>5,455.42</td>
<td></td>
</tr>
<tr>
<td>P12-01189</td>
<td>TOPANGA LUMBER AND HARDWARE</td>
<td>INCREASE PO PER THE DEPT. PERFORMING &amp; COMM ARTS</td>
<td>592.50</td>
<td>3,757.39</td>
<td></td>
</tr>
<tr>
<td>P12-01206</td>
<td>ADVANCED SYSTEM GROUP</td>
<td>DECREASE PO PER THE DEPT. INFORMATION TECH SVS</td>
<td>-978.54</td>
<td>67,986.68</td>
<td></td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Professional Conference Attendance

Board Meeting Date: November 2, 2011

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.

FUND 01 UNRESTRICTED GENERAL FUND

APPROVE:

ATTENDEE: Debra Cantarero
LOCATION: California Community College League Conference, San Jose, California
DATES: October 17 – 19, 2011*
PURPOSE: To fulfill duties as California Community Colleges Classified Senate (4CS) representative and participate in the CCLC conference.
CHARGES: $1,722.00
COST CENTER: 01-5210-4302-0000
RECOMMENDED BY: Dr. Ben Lastimado
EMP: B.1, B2.1
*10/16, & 20, 2011 additional travel dates

FUND 03 RESTRICTED GENERAL FUND

APPROVE:

ATTENDEE: Jason Norris
LOCATION: Advanced Engineering Technology Conference/Performance Racing Industry Trade Show, Orlando, Florida
DATES: November 28 – December 3, 2011*
PURPOSE: To fulfill automotive certification annual training requirements.
CHARGES: $1,945.00
COST CENTER: 03-5210-5105-0000
RECOMMENDED BY: Dr. Jacqueline Jacobs
EMP: D4, D4.1
*11/27, & 12/4, 2011 additional travel dates

Submitted by:
Office for Administrative Services
Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the cost centers 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 has been recommended by the College President.
CONSENT ITEM TITLE: Award Bid 875: Re-Roof L Building

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, award Bid 875, Re-Roof L Building and issue contract number C-3100-4 to 4 Seasons Roofing, Inc. for an amount not-to-exceed Two Hundred Twenty-Two Thousand Twenty-Six Dollars ($222,026.00).

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2011-2012 District Budget under the following cost centers shown:

- 43-6210-7203-0000 (S/M Roof Repair C, R, U, L Buildings)
- 43-6210-7239-0000 (S/M Replace Roofs)

BACKGROUND: At its meeting of April 6, 2011 (Consent Item 109-B), the Board of Trustees approved soliciting offers for re-roofing the L Building. This project was estimated at $250,000.00. Bid 875 was advertised, and five (5) contractors attended the mandatory job walk. Five (5) bids were received and opened on July 22, 2011. They are:

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>TOTAL BID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waterproofing Experts, Inc. Burbank, CA</td>
<td>$210,600.00</td>
</tr>
<tr>
<td>4 Seasons Roofing, Inc. Montebello, CA</td>
<td>$222,026.00</td>
</tr>
<tr>
<td>Best Contracting, Inc. Gardena, CA</td>
<td>$227,150.00</td>
</tr>
<tr>
<td>FC &amp; Sons Roofing, Inc. Bell Gardens, CA</td>
<td>$237,907.00</td>
</tr>
<tr>
<td>C.I. Services, Inc. Mission Viejo, CA</td>
<td>$279,471.00</td>
</tr>
</tbody>
</table>

A recommendation is made to award to the second lowest bidder, 4 Seasons Roofing, Inc., who was found to be responsible and responsive. The apparent lowest bidder, Waterproofing Experts, Inc., was found to be non-responsive due to not having ever installed the Weather Weld Roofing System as specified in the bid documents. It is in the District’s best interest to award this contract to the second lowest bidder.

Submitted by:
Office for Administrative Services

Recommended for Approval:
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES
Superintendent/President
CONSENT ITEM TITLE: Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: November 2, 2011

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the reimbursement of the Pasadena Area Community College District Revolving Cash Fund in the amount of $4,839.08. EMP: L

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>09-23-11</td>
<td>19196373</td>
<td>$1,000.73</td>
</tr>
<tr>
<td>09-30-11</td>
<td>19220941</td>
<td>$637.41</td>
</tr>
<tr>
<td>10-07-11</td>
<td>19241928</td>
<td>$2,099.54</td>
</tr>
<tr>
<td>10-19-11</td>
<td>19268583</td>
<td>$1,101.40</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$4,839.08</td>
</tr>
</tbody>
</table>

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

Submitted by:

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
# REVOLVING FUND REIMBURSEMENT
## NOVEMBER 2011 EXPENSE SUMMARY

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/23/2011</td>
<td>19196373</td>
<td>$1,000.73</td>
<td>Supplies</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Miscellaneous expenses</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Dry cleaning</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Activity fee refund</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enrollment refunds</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ASB refunds</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Health fee refunds</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Parking fee refunds</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Processing fee</td>
</tr>
<tr>
<td>9/30/2011</td>
<td>19220941</td>
<td>$637.41</td>
<td>Supplies</td>
</tr>
<tr>
<td>10/7/2011</td>
<td>19241928</td>
<td>$2,099.54</td>
<td>Supplies</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Portal extension</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Postage</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Processing fee</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Library</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enrollment refunds</td>
</tr>
<tr>
<td>10/19/2011</td>
<td>19268583</td>
<td>$1,101.40</td>
<td>Supplies</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Postage</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Printing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chat extension</td>
</tr>
</tbody>
</table>

**Grand Total:** $4,839.08
CONSENT ITEM TITLE: Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation

Board Meeting Date: November 2, 2011

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 $57,905.95. EMP: L

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBERS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>09-26-11</td>
<td>19198621</td>
<td>$28,942.32</td>
</tr>
<tr>
<td>09-27-11</td>
<td>19203030</td>
<td>28,963.63</td>
</tr>
<tr>
<td></td>
<td></td>
<td>==========</td>
</tr>
<tr>
<td>Medical</td>
<td></td>
<td>$39,552.59</td>
</tr>
<tr>
<td>Legal</td>
<td></td>
<td>11,075.08</td>
</tr>
<tr>
<td>Benefit Payments</td>
<td></td>
<td>7,278.28</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$57,905.95</td>
</tr>
<tr>
<td></td>
<td></td>
<td>==========</td>
</tr>
</tbody>
</table>

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:

Supervisor, Accounting/Fiscal Services

Recommended for Approval:

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:
Approve Budget Augmentation

Board Meeting Date: November 2, 2011

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 2011-12 Adopted Budget for the grants and programs listed below:

FISCAL IMPLICATIONS:

Extended Opportunity Program and Services (EOPS): EMP: E1.4
2011-2012 Adopted Budget: Increase 2011-2012 Revised Budget
$ 652,467 $ 34,340 $ 686,807

Adult Basic Education (ABE): EMP: A1
2011-2012 Adopted Budget Increase 2011-2012 Revised Budget
$ 213,449 $ 92,251 $ 305,700

Child Development Center (CDC): EMP: E1.1
2011-2012 Adopted Budget Increase 2011-2012 Revised Budget
$ 39,024 $ 84,417 $ 123,441

BACKGROUND: Recently, we learned that certain grant funding from the State was increased. As a result, the District is updating its budget both on the revenue and expense sides. These increases are based on the most recent information available from the Chancellor's Office and California Department of Education.

Submitted by:

Jorge A. Acosta
Supervisor, Accounting/Fiscal Services

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Charles L. Kayser
Superintendent/President
CONSENT ITEM TITLE:
Receive and Reject Claim
Daniel Cortez

Board Meeting Date: November 2, 2011

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, receive and reject the Claim for Damages as alleged by Daniel Cortez.

FISCAL IMPLICATIONS: Mr. Cortez's claim is in excess of $10,000.00. The District is self-insured and a member of the joint powers authority, Statewide Association of Community Colleges (SWACC).

BACKGROUND: Mr. Cortez alleges being struck by a District electric cart driven by an employee on the main campus.

Submitted by:
Office for Administrative Services

Recommended for Approval:
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
CONSENT ITEM TITLE:
Employment of Hourly Credit and Noncredit Faculty, Fall 2011

Board Meeting Date: November 2, 2011

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 employment of the persons listed below for 2011-2012. The length of time of the employment and the assignment shall be determined by the needs of the College. All employment was in accordance with Pasadena City College Hiring Policies and Procedures and applicable California Government Codes. EMP: A3.1

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bevan, Elizabeth</td>
<td>Adjunct Faculty—Credit</td>
<td>A</td>
<td>3</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Fernandez, Rhodora</td>
<td>Adjunct Faculty—Credit</td>
<td>A</td>
<td>1</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Tran, Nhu</td>
<td>Adjunct Faculty—Credit</td>
<td>A</td>
<td>1</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Toapanta, Galo</td>
<td>Adjunct Faculty—Noncredit</td>
<td>N</td>
<td>7</td>
<td>Community Education Center</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: Each assignment shall be determined by needs of the Division.

Submitted by:

Office of Human Resources

Recommended for Approval:

Vice President, 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 Academic Employees

Board Meeting Date: November 2, 2011

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 employment and changes pertaining to academic employees. All employment was in accordance with Pasadena City College Hiring Policies and Procedures and applicable California government codes. EMP: A2, A3.1, F2

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DIVISION</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adney, Mary</td>
<td>B-14</td>
<td>100% - 11 months</td>
<td>10/01/11 - 06/30/12</td>
</tr>
<tr>
<td>Project Coordinator, Health Sciences</td>
<td></td>
<td>California Partnership for Standards-Based Personal Care Training and Certification Grant Funded</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DIVISION</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wright, Lynn</td>
<td>E-17</td>
<td>100% - 10 months</td>
<td>10/01/11 - 06/30/12</td>
</tr>
<tr>
<td>From: Instructor, English</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To: Basic Skills Initiative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statewide Project Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Los Angeles Community</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College District Funded</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: Routine personnel transactions.

Submitted by:

Office of Human Resources

Recommended for Approval:

Vice President, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

Board Meeting Date: November 2, 2011

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 employment and changes pertaining to classified employees. All employment was in accordance with Pasadena City College Hiring policies and procedures and applicable California Government Codes. EMP: E2, E4

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT OR DIVISION</th>
<th>RANGE &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMPLOYMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Davis, Anna</td>
<td>36A</td>
<td>100% - 12 mo.</td>
<td>11/03/11</td>
</tr>
<tr>
<td>Intermediate Clerk II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Division</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing: Jill Keller</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hsin, Anson</td>
<td>40A</td>
<td>100% - 12 mo.</td>
<td>11/03/11</td>
</tr>
<tr>
<td>Department Laboratory Technician III</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing: Sonya Valentine</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **CHANGES**                                   |              |                  |               |
| Brickert, Peggy                               | 40F*         | 100% - 12 mo.    | 11/07/11      |
| Secretary II                                 |              |                  |               |
| From: Career and Technology                  |              |                  |               |
| To: English Division                          |              |                  |               |
| Replacing: Denise Albright                    |              |                  |               |
| Transfer under Article 15 – ISSU Contract    |              |                  |               |

* Includes 7 year service increment

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: Routine personnel transactions.

Submitted by:
Office of Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Vice President, Human Resources

Superintendent/President
Consent Item 33-P
November 2, 2011
Page 2 of 2

CHANGES (cont.)

Bargsten, Melissa
From: Senior Clerk
To: Interim, Administrative Assistant I
General Counsel

Mc Grath, Jo Ellyn
From: Administrative Assistant I
External Relations
To: Interim, Administrative Assistant I
Information Technology

Perez, Yuri
Human Resources Technician II/Confidential
Human Resources

SEPARATIONS

Dzhanunts, Aida
Learning Assistant II
Learning Assistance Center

Young, Bradley
Supervisor, College Safety
Police and Safety Services

** 15 years of service
*** 10 years of service
* Receive additional $500.00 per month for performing various duties as the Administrative Assistant I/Confidential