NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, March 7, 2012

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

MEETING NO. 5
REGULAR BUSINESS MEETING

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

Enclosed is the Agenda for Meeting No. 5, 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.
BOARD OF TRUSTEES  
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
REGULAR BUSINESS MEETING NO. 5  
Wednesday, March 7, 2012  
6:00 P.M. Closed Session  
7:00 P.M. Open Session  
Pasadena City College  
Creveling Lounge  
1570 East Colorado Boulevard, Pasadena, California 91106

AGENDA

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

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

II. CLOSED SESSION  
Government Code §54957.6  
Collective Bargaining (PCCFA; CSEA 777; ISSU, POA)  
Designated Negotiator: Ms. Gail S. Cooper, General Counsel  

Government Code §54957.6  
Negotiation with Unrepresented Employees (Confidentials, 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. 4, Regular Business Meeting, February 22, 2012

C. ANNOUNCEMENTS AND RECOGNITIONS

1) BOARD OF TRUSTEES  
   a. Chief Phillip Sanchez, Pasadena Police Department  
   b. Bylaw and Policy Review Committee  
   c. Legislative Advocacy Committee

2) SUPERINTENDENT-PRESIDENT/EXECUTIVE COMMITTEE  
   a. PCC Website Updates: www.pasadena.edu  
   b. Campus Closure, April 16-22  
   c. "Spring Forward" Special Session  
   d. Graduation Fund

3) SHARED GOVERNANCE REPRESENTATIVES

D. ANNUAL REPORT FROM KPCC, 89.3FM: MR. BILL DAVIS, EXECUTIVE DIRECTOR
E. PUBLIC COMMENT ON NON-AGENDA ITEMS
The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda.

F. APPROVAL OF CONSENT ITEMS (see page 4, attached)

REPORTS

G. COLLEGE PLANNING AND PRIORITIES COMMITTEE: REALIGNMENT PROGRESS REPORT

ACTION ITEMS

H. RESOLUTION IN SUPPORT OF COMMUNITY COLLEGE SYSTEM BUDGET PRIORITIES AND THE GOVERNOR’S NOVEMBER BALLOT INITIATIVE: DISCUSSION WITH POSSIBLE ACTION

I. BUDGET AND RESOURCE ALLOCATION COMMITTEE RECOMMENDATIONS: DISCUSSION WITH POSSIBLE ACTION

J. ENROLLMENT MANAGEMENT PLAN, 2012-2013: DISCUSSION WITH POSSIBLE ACTION

K. MID-TERM REPORT FOR ACCREDITATION: DISCUSSION WITH POSSIBLE ACTION

L. AUTHORIZATION TO ENTER INTO AGREEMENT WITH UTC POWER FOR ENERGY SUPPLY AND SERVICES: DISCUSSION WITH POSSIBLE ACTION

COLLECTIVE BARGAINING

M. NEGOTIATIONS FOR 2012-2015 FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE FACULTY ASSOCIATION: DISCUSSION WITH POSSIBLE ACTION.

To receive and set Public Hearing regarding District proposal for: 1) Cost of Living Raises; 2) Trimester Academic Calendar, 2012-2013; 3) Assignment Flexibility for Faculty; 4) Compressed semester schedule and conversion to “Carnegie Hour” format for class hour scheduling.

N. RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL PROPOSAL FOR NEGOTIATIONS FOR 2012-2013 FROM THE PASADENA CITY COLLEGE FACULTY ASSOCIATION TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT: DISCUSSION WITH POSSIBLE ACTION

O. FUTURE BOARD MEETING DATES

Wednesday, March 21, 2012
Study Session – Proposed Topic: Master Facilities and Sustainability Plan
6:00 p.m.

Wednesday, April 4, 2012
Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)

Wednesday, April 18, 2012 – Campus Closed

Wednesday, May 2, 2012
Regular Business Meeting and Joint Meeting with Associated Students – 7:00 p.m. (Closed Session at 6:00 p.m.)
P. FUTURE AGENDA ITEMS

Future topics for study sessions
- Master Facilities and Sustainability Plan (March 21)
- Revenue Enhancement
- Information and Instructional Technology Plan
- Educational Master Plan and Student Success
- Communications, Marketing, Public Relations and Branding

IV. ADJOURNMENT
CONSENT ITEMS

15-S Approval of Student Travel – PCC Cross Cultural Center, Mountain Center, CA – April 27-29, 2012
16-S Approval of Student Travel – PCC DANA Club, Springdale, UT – April 27-29, 2012
84-I Approve Compensation for Academic Personnel, Environmental STEM Grant

101-B Reporting and Approval of Revolving Fund Reimbursement
102-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation
103-B Approve Budget Augmentation
104-B Approve Purchasing Transactions
105-B Approve Information Technology Purchasing Transactions
106-B Approve/Amend Contracts
107-B Approve Extension Instructors
108-B Approve Change Orders, Science Village Modular Classrooms and Labs
109-B Ratify Professional Conference Attendance

54-P Employment of Hourly Credit Faculty, Spring 2012
55-P Employment, Changes and Separation of Classified Employees
56-P Employment, Change of Status, Leave of Absence and Separation of Academic Employees
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 4 on Wednesday, February 22, 2012, in Creveling Lounge, Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

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

ROLL CALL

Trustees Present
Mr. Geoffrey L. Baum, President (arrived at 8:14 p.m.)
Mr. John Martin, Vice President
Dr. Anthony Fellow, Clerk
Ms. Berlinda Brown
Dr. Jeanette Mann
Mr. William Thomson
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
Mr. Dwayne Cable, Vice President, Information Technology
Ms. Bobbi Abram, Executive Director, Foundation
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 Mr. Simon Fraser.

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

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

II. CLOSED SESSION

Government Code §54957 Conference with General Counsel regarding anticipated litigation (One matter)
III. OPEN SESSION

Mr. Martin reconvened Open Session at 7:16 p.m. Mr. Martin recessed the meeting at 7:18 p.m.

The meeting was reconvened by Mr. Martin at 7:25 p.m.

Mr. Martin reported that one action was taken by the Board in Closed Session. Ms. Cooper reported that the action taken was to release the Dean of the Community Education Center.

A. PLEDGE OF ALLEGIANCE

Dr. Fellow led the Pledge of Allegiance.

B. APPROVAL OF MINUTES

Meeting No. 3, Regular Business Meeting, February 1, 2012

MOTION: ON MOTION OF Dr. Fellow and seconded by Dr. Mann, the Board voted by a unanimous vote of the six members present to approve the Minutes of Meeting No. 3, Regular Business Meeting, held on February 1, 2012.

Advisory Vote: Aye

C. ANNOUNCEMENTS AND RECOGNITIONS

a. BOARD OF TRUSTEES

Ms. Berlinda Brown, Trustee
- Attended the President’s Latino Advisory Committee outreach meeting at Villa Parke on February 9. This was the first community meeting of PLAC.
- Attended the President’s African American Advisory Committee meeting at Jackie Robinson Center on February 16.

Dr. Jeanette Mann, Trustee
- Reported that the Legislative Advocacy Committee met on Monday evening and will generally be meeting on the Monday preceding the board meetings.
- Attended the Association of Community College Trustees (ACCT) National Legislative Summit in Washington, D.C. on February 13-16 with Linda Wah, Bill Thomson and Alex Soto. Attended scheduled meetings with representatives of Senators Boxer and Feinstein. Met with Congressman Schiff and Baca and Congresswoman Judy Chu. Also met with Dr. Martha Kanter, Under Secretary of Department of Education, Joan Oates, Assistant
Secretary of Labor and Secretary of Labor, Hilda Solis, who joined the meeting. At all meetings the Student Success Task Force was discussed.

**Dr. Anthony Fellow, Trustee**
- Attended the retirement party for Dr. Jacobs, a good farewell for an outstanding educator and a grand lady.

**Ms. Linda Wah, Trustee**
- Met with Department of Education while in Washington D.C. at the ACCT conference. She and Mr. Miller have a conference call set up to discuss grant opportunities. President Obama's budget letter was released the day the ACCT conference in Washington D.C. began, with six points focused on community colleges with opportunities for consortiums and partnerships.
- Announced that the ACCT awards are coming up (nominations are due June 22); last year one of the faculty was given an award for the Pacific coast region.
- Announced that the Feminists Club, the National Women's Political Caucus and the Pasadena Commission on Status of Women will be honoring women's history month in March with an event on March 20 and the showing of the film "Misrepresentation".

**Mr. William Thomson, Trustee**
- Distributed an article from yesterday's *Wall Street Journal* -- thought-provoking article about why one would go to college and why one would choose a particular college that made the point that the income received after graduation should not be the top reason for selecting a given college.

**Mr. Alexander Soto, Student Trustee**
- Attended ACCT meeting in Washington D.C. with the trustees where they were advocating for grant opportunities for the college as well as more money in financial aid for the students. Representative Baca will be putting forward a bill, similar to the Dream Act, the difference being no requirement for students to join the military to get financial aid and go to college.
- Along with Ashley Jackson, met with Mr. Miller and Dr. Bell to discuss what has occurred as of late with class sections and to discuss what to do for affected students.

**b. SUPERINTENDENT/PRESIDENT**
- Introduced his wife, Nancy, and thanked all spouses and partners for their support.
- Announced that the college won the Bellwether Award at the Community College Futures Assembly - introduced Brock Klein, Professor Jay Cho and Math Jam students.
- Thanked Mel Cohen, President of the Pasadena City College Foundation and Shirley Burt, member of the Foundation Board, for coming to the board meeting.
- Reported that through the Foundation’s generosity, a grant was given to the first Beijing, China group of Study Abroad students.
- Introduced Dr. Bell who has taken the lead in organizing a program for Black History Month. Dr. Bell noted that for the last home baseball game on February 28 at 3pm at Jackie Robinson Memorial Field, all of the players will be wearing the authentic jersey that Jackie Robinson wore when he was a student at PCC, which will carry the number 42. As a special tribute to Jackie Robinson, this will be the tradition going forward. Jackie Robinson’s niece will be attending the game and the event will be covered by local media.
c. SHARED GOVERNANCE REPRESENTATIVES

Mr. Simon Fraser, Associated Students

- Reported that three SASI (Student Access and Success Initiative) projects were approved - starting projects from TLC, distance education and disabled student services. Involved in planning and priorities process. Welcome Week is scheduled this week and is providing a booth in the quad to help students look up classes. Club Week will be held next week, with 68 clubs represented. March in March scheduled for March 5th – sign ups are available and any student can go -- limited to the first 90 students.
- Reported that AS is concerned in regards to the cut in the spring 2012 sections and the fact that sections were cut close to a semester beginning as the cut sections were already enrolled in and paid for by students. Students have lost eligibility for financial aid and key courses needed for educational goals. The ASPCC is doing its very best to help and inform displaced students including a scholarship program for affected students for which applications are now available. Today at the ASPCC meeting the AS passed a resolution, which has been distributed, which calls on the administration to take immediate steps to compensate affected students and place these students in classes that help further their educational goals and to remind the administration of PCC’s core educational mission.
- Announced that a Town Hall is scheduled in Creveling on Monday, February 27 to hear from the students about how the AS should be responding moving forward.

Ms. Denise Albright, Classified Senate

- Announced Classified Senate hopes to be holding a general meeting in June on a Friday.
- Reported that work is being done on scholarships for students as well as classified employees.

Mr. Edward Martinez, Academic Senate

- Announced that first meeting of Academic Senate for spring semester is Monday, February 27 at 3pm. Faculty continues to be engaged in realignment discussion. Recognizing dire situation of the State and the college’s budget, senate leaders will propose two symbolic saving measures to the Senate Board – to send one funded delegate to spring’s state plenary session, and to cancel the end of year Senate breakfast with money for that event to be redirected to scholarship fund.
- Announced he has voluntarily reduced his own release time as Senate President in order to provide more coverage in counseling office.
- Reported that Senate is working on new policy on professional development. Enrollment Management Committee is considering revisions to the enrollment management policy. Faculty hiring and part-time faculty hiring policies are being updated and revised.

Mr. David Douglass, Management Association

- Reported that Management Association is now meeting monthly.
- Reported that there is a management training this Friday put on by Human Resources; working on Management Association handbook revise; diversity policy statement about to come from the Management Association.
- No managers have any release time for shared governance activities.

Mr. Dwayne Cable, Vice President, Information Technology

- Included a report in the Board’s binders in regards to the Business Process Improvement initiative.
D. PUBLIC COMMENT ON NON-AGENDA ITEMS
There was public comment from Miriam Vasquez, Bijan Bahmani, Chris Fennessy, Jason Carman, Kevin Clinton and Vlad Viski.

Trustee Baum arrived at 8:14 p.m.

E. APPROVAL OF CONSENT ITEMS
Consent Items 75-I, 80-I, 81-I and 83-I were withdrawn.

MOTION: ON MOTION OF Mr. Martin and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to approve Consent Items 73-I through 74-I; 76-I through 79-I; 82-I; Consent Items 95-B through 100-B; and Consent Items 49-P through 52-P.
Advisory Vote: Aye

Mr. Baum recessed the meeting at 8:29 p.m.

The meeting was reconvened by Mr. Baum at 8:39 p.m.

D. PUBLIC COMMENT ON NON-AGENDA ITEMS
There was public comment from Kellie Engel.

F. 2011 DISTRICT EMPLOYEE SALARY, EARNINGS AND BENEFITS REPORT
Ms. Cooper presented the 2011 District employee salary, earnings and benefits report.

G. REVIEW 2010-2011 PASADENA CITY COLLEGE FOUNDATION ANNUAL FINANCIAL AUDIT
Heidi White, CPA, Vavrinek, Trine, Day & Co., LLP presented the 2010-2011 Pasadena City College Foundation annual financial audit. The Board received the audit.

H. REVIEW 2010-2011 MEASURE P GENERAL OBLIGATION BOND FINANCIAL AND PERFORMANCE AUDITS
Heidi White, CPA, Vavrinek, Trine, Day & Co., LLP presented the 2010-2011 Measure P General Obligation Bond financial and performance audits. The Board received the audit.

I. REPORTS
There was public comment from Samantha Lozano, Quichi Patlam, Mirtha Lopez, Sally Pickett, Kem Turner, Juan Flores, Bijan Bahmani, Nagham Wehbe, Susan Brown, Norman Abbey, Eduardo Cairo, Adrian Frias, Anthony Nassih, Jennifer Piskel, Jose Alvarenga, Miriam Vasquez, Matt Sprott, Jessica Schmalz, Elizabeth Aguilar, Roshan Akula and Jane Hallinger.

a) BUDGET RESOURCE AND ALLOCATION COMMITTEE: FY 2011-12 ADJUSTMENTS; DEVELOPMENT OF FY2012-13
   -- Dr. van Pelt

b) ENROLLMENT MANAGEMENT COMMITTEE: SPRING 2011 CLASS SCHEDULE ADJUSTMENTS; FY2012-13 CLASS SCHEDULE
   -- Mr. Miller and Dr. Bell

There was public comment from Stacy McCorkle.
c) COLLEGE PLANNING AND PRIORITIES COMMITTEE: REALIGNMENT PROGRESS REPORT
   No report, due to time constraints.

d) ADMINISTRATIVE INFORMATION SYSTEM PROJECT UPDATE
   No report, due to time constraints.

J. FUTURE BOARD MEETING DATES

   Wednesday, March 7, 2012
   Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)

   Wednesday, March 21, 2012
   Study Session – Proposed Topic: Master Facilities and Sustainability Plan 6:00 p.m.

   Wednesday, April 4, 2012
   Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)

   Tuesday, April 17, 2012
   Joint meeting with Pasadena Unified School District – 6:00 p.m.

K. FUTURE AGENDA ITEMS

   Future topics for study sessions
   • Master Facilities and Sustainability Plan (March 21)
   • Revenue Enhancement
   • Information and Instructional Technology Plan
   • Educational Master Plan and Student Success
   • Communications, Marketing, Public Relations and Branding

IV. ADJOURNMENT
   Mr. Baum adjourned Meeting No. 4 at 11:28 p.m.
MOTIONS CARRIED AT MEETING NO. 4 – February 22, 2012

1. Approval of the Minutes of Meeting No. 3, Regular Business Meeting, held on February 1, 2012.

2. Approval of Consent Items 73-I through 74-I; 76-I through 79-I; 82-I; Consent Items 95-B through 100-B; and Consent Items 49-P through 52-P.

Submitted by:

Mark W. Rocha, Secretary
Board of Trustees
AGENDA

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

II. CLOSED SESSION

   Government Code §54957     Conference with General Counsel regarding anticipated litigation (One matter)

   Government Code §54956.95   Public Liability Insurance (One matter)

   Government Code §54957     Employee Discipline, Dismissal, Release (Two matters)

   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. 3, Regular Business Meeting, February 1, 2012

   C. ANNOUNCEMENTS AND RECOGNITIONS
      a. BOARD OF TRUSTEES
      b. SUPERINTENDENT/PRESIDENT
         i) Presentation of Bellwether Award
      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. 2011 DISTRICT EMPLOYEE SALARY, EARNINGS AND BENEFITS REPORT

G. REVIEW 2010-2011 PASADENA CITY COLLEGE FOUNDATION ANNUAL FINANCIAL AUDIT

H. REVIEW 2010-2011 MEASURE P GENERAL OBLIGATION BOND FINANCIAL AND PERFORMANCE AUDITS

I. REPORTS
   a) BUDGET RESOURCE AND ALLOCATION COMMITTEE: FY 2011-12 ADJUSTMENTS; DEVELOPMENT OF FY2012-13
   b) ENROLLMENT MANAGEMENT COMMITTEE: SPRING 2011 CLASS SCHEDULE ADJUSTMENTS; FY2012-13 CLASS SCHEDULE
   c) COLLEGE PLANNING AND PRIORITIES COMMITTEE: REALIGNMENT PROGRESS REPORT
   d) ADMINISTRATIVE INFORMATION SYSTEM PROJECT UPDATE

J. FUTURE BOARD MEETING DATES

   Wednesday, March 7, 2012
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K. FUTURE AGENDA ITEMS

   Future topics for study sessions
   - Master Facilities and Sustainability Plan (March 21)
   - Revenue Enhancement
   - Information and Instructional Technology Plan
   - Educational Master Plan and Student Success
   - Communications, Marketing, Public Relations and Branding

IV. ADJOURNMENT
CONSENT ITEMS

73-I Approval of Instructional Trip for PEACT 93A-C, March 2-3, 2012
74-I Approval of Instructional Trip for Geology 30J and 30L, June 18-July 1, 2012
withdrawn 75-I
76-I Approve/Ratify Compensation for Academic Personnel – Basic Skills Initiative
77-I Approve Compensation for Academic Personnel – Environmental STEM Grant
78-I Approve/Ratify Compensation for Academic Personnel – English-SASI California Community Colleges’ Success Network
79-I Approve Compensation for Athletic Coaches – Kinesiology, Health and Athletics Division
withdrawn 80-I
withdrawn 81-I
82-I Approval of Instructional Trip for Biology 1A, April 15-18, 2012
withdrawn 83-I
95-B Approve Purchasing Transactions
96-B Approve Information Technology Purchasing Transactions
97-B Approve Change Orders, Measure P Project, Center for the Arts
98-B Ratify/Amend Contracts
99-B Reporting and Approval of Revolving Fund Reimbursement
100-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation

49-P Employment of Hourly Credit Faculty, Spring 2012
50-P Employment, Change of Status, Leave of Absence, and Separation of Academic Employees
51-P Amend Consent Item 43-P, January 18, 2012 – Sabbatical Leaves, 2012-2013
52-P Employment, Change, Leave and Separation of Classified Employees
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Division Alignment Project Update

Board of Trustees Meeting

March 7, 2012
Division Alignment Project Update

- Task Team #1
  - School and Department Structure – Survey existing California community colleges and other state’s models; review research; develop recommendations
  - Task – Recommend an academic alignment structure that best supports the Educational Master Plan’s goal of increasing the number of AA/AS degrees, Transfer, CTE Certificates, and gainful employment opportunities conferred upon students.
Division Alignment Project Update

• Task Team #2 –

➢ Faculty Chairs – Define; research existing models; research duties e.g.: course/faculty schedules, SLOs and assessment, assist colleagues with program reviews, colleague evaluations, student advisement; research support needed as to time on task, compensation, technology, reporting line, etc.

➢ Task – Develop a recommendation on whether to proceed with the implementation of a Faculty Chair system, the continuance of the existing Division structure, a combination of the two, or some other structure and how these changes could occur.
Division Alignment Project Update

- The Task Teams of the Planning & Priorities Committee met multiple times over the course of the Winter session.

- Each Task Team has performed significant research and is now ready to share the information with the other Task Team.

- The Task Team Chairs have scheduled a March 19th "Share Out" meeting wherein both Task Teams would attend and deliver presentations on the different research questions they have pursued. The Planning & Priority Committee Members and the Executive Team will be invited to observe these presentations and discussions in a "fish bowl" model, where they are asked to observe only and hold any questions until the end of the session.
Division Alignment Project Update

- The meeting will be video recorded for distribution to the campus community. At the conclusion of this meeting, the Task Teams will formulate their next steps which may include new research questions and/or a plan to move towards recommendations in a time sensitive manner.

- The two Task Team Chairs, Professor Matthew Jordan and Dr. Lynn Wright, will be meeting in the very near future with Dr. Rocha, President Martinez, and myself to provide us insight into the progress and direction of the Task Teams.
Task Teams and P&P members convene for a day retreat to produce recommendations.

Date TBD

Integrate & Make Recommendations

1 Task Team that may now form new Working Groups if necessary.

Task Teams Merge

Working Groups report on their research findings to both Task Teams.
P&P Members are invited to sit and listen; fishbowl model; may ask questions at the very end.

Week of 03/05?

Share Out Meeting

2nd Town Hall

Date TBD

Integrate & Make Recommendations

Task Teams and P&P members convene for a day retreat to produce recommendations.
RESOLUTION NO. 486
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

RESOLUTION IN SUPPORT OF COMMUNITY COLLEGE SYSTEM
BUDGET PRIORITIES AND THE GOVERNOR’S NOVEMBER BALLOT
INITIATIVE

WHEREAS, community colleges have taken extensive cuts to funding over recent years, while trying to educate the largest high school graduating classes in California history and need funding to provide the programs and services necessary to increase the number of successful degree and certificate holders;

WHEREAS, community colleges have been forced to turn away as many as 130,000 potential students in a single year due to the need to reduce course sections, generally from 5 – to 15 percent annually per district;

WHEREAS, community colleges have carried an estimated 252,000 students over the last five years (2007-08 to 2011-12) for whom they have not received any apportionment, categorical, or student support funding;

WHEREAS, community colleges are operating with $996 million (23%) less in total programmatic support in 2011-12 than in 2007-08, including cuts to both apportionment and categorical funding;

WHEREAS, community colleges have operated on per-student funding which has been reduced from $5,659 in 2007-08 to $5,115 in 2011-12, a loss of 9.6% over this five-year period, while the unfunded cost-of-living (2008-09 to 2011-12) has increased by a compounded 20.5%;

WHEREAS, the changes to the Cal Grant B and Cal Grant Community College Transfer Entitlement programs which would require a higher grade point average under the governor’s proposal, would eliminate an estimated 30% of Cal grant entitlement recipients; and the governor’s proposed caps on grants for those transferring to independent, nonprofit institutions would primarily affect community college students who are disproportionately African-Americans and Latinos, with an average parental income of $19,184, and who receive the grants to buy books and assist with necessary living expenses;

WHEREAS, the Legislature has increased fees from $600 annually in 2008-09 to $1,380 for the 2012 -13 school year, while the majority of community college students
have incomes so low that they are eligible for the Board of Governors' (BOG) Fee Waiver;

WHEREAS, the California community colleges are essential for providing higher education opportunity for over two million Californians annually;

WHEREAS, California community colleges are essential for providing students with the skills to be economically successful in the California economy,

WHEREAS, without the “Temporary Taxes to Fund Education” Initiative, community colleges and other segments of education in California are likely to have funding curtailed for years;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Pasadena Area Community College District supports the passage of the Governor’s initiative, which has the official title “Temporary Taxes to Fund Education. Guaranteed Local Public Safety Funding,” which is proposed to be placed on the November 2012 ballot, and will limit the cuts which would otherwise be made to community college and K-12, while providing budget stability from the temporary increases in sales and personal income taxes for four years.

BE IT FURTHER RESOLVED, that the Board of Trustees of the Pasadena Area Community College District:

- Opposes the reduction of general fund moneys for assumed redevelopment revenues until increased revenue from the wind-down of redevelopment materializes and other deficits are addressed;
- Supports development of an alternative to the proposed deferral buy-down that would include a positive trigger with some funds for debt buy-down as well as funds for access focused on job training, student success, and veterans’ issues;
- Opposes the apportionment and categorical language in the budget bill which provides increased flexibility to the Chancellor’s Office and Board of Governors;
- Opposes cuts to the Cal Grants that disproportionately impact community college students, both before and after transfer.
- Opposes cuts to the CalWORKs and child care programs that will limit educational opportunity in community colleges for parents transitioning from welfare-to-work.
- Opposes any re-characterization of general obligation bond debt from non-Proposition 98 to Proposition 98, and will work to support other solutions that mitigate non-Proposition 98 general fund cuts.
ADOPTED this 7th day of March, 2012

Aye:  
No:  
Abstain:  
Absent:  

________________________________________
Geoffrey L. Baum  
President, Board of Trustees  
Pasadena Area Community College District

________________________________________
Mark W. Rocha  
Secretary to the Board of Trustees  
Pasadena Area Community College District
PASADENA AREA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES BYLAWS

Title: Resolutions By the Board/Board Action on Legislative Issues

Legal Authority: Education Code, Section 7054

Bylaw No. 1420
Page 1 of 1

1. Resolution Consideration
   a. The Board will consider for adoption resolutions which meet any one of the following criteria:
      (1) It is required because of the federal or state law or regulation.
      (2) It is required to meet the provisions of a tax, election, appointment, financial, or legal requirement imposed by a government agency.
      (3) It is desirable for the Board to take an official position and record on any matter which is considered to be necessary to promote and/or protect the best interest of the college.
      (4) It is desirable for the Board to honor any person or entity who has made a significant contribution to the College.

2. Board Action on Legislative Issues
   a. The Board will take positions only on issues directly affecting the Pasadena Area Community College District (Education Code, Section 72632).

3. Resolution Records
   a. All legal resolutions, (Items (1), (2) and (3) above) when acted upon by the Board shall be recorded so as to show how each Board member voted. Action on other resolutions shall be recorded by the respective totals of ayes, noes and abstentions except that any member may request that the record show how each Board member voted.

Approved by the Board of Trustees: August 17, 1994; Revised August 6, 2008
**OVERARCHING**
- Impact of state budget on PCC student access will be minimized
- Impact of state budget on full-time PCC employees will be minimized

**EDUCATIONAL MASTER PLAN**
- Transfers to 4-Year Institutions will be increased
- Associate Degrees awarded by PCC will be increased
- Associate STEM degrees awarded will be increased
- Certificates awarded will be increased
- Basic Skills sequence completion rates will be improved
- Student Success, Equity and Access will be enhanced
- Professional Development will be encouraged
- Technology will be upgraded
- Pathways (K-12, 2-year, 4-year) and Community Connections will be developed
- Student Support Services will be enhanced
- Institutional Effectiveness will be enhanced
- Enrollment will be managed
- Environmental sustainability will be stressed
- Revenue will be enhanced
- Financially-sustainable life-long learning opportunities will be developed
- The curriculum will be responsive to market needs
- Facilities and other resources will be optimized

**FINANCIAL**
- Ongoing expenditures are paid with ongoing revenue (No subsidies to Fund 01 from other Funds)
- Nonrecurring expenditures should be paid with nonrecurring revenue
- Budget will $18.7M cash flow ending balance to accommodate state's apportionment deferrals
- District will meet fiscal responsibility for all joint powers obligations/insurances
- District will seek increase in federal, state, and foundation grants
- District will seek increase in Foundation annual giving and mini-grants
- District will continue to fund the Administrative Information System (AIS) as possible

**COMPENSATION**
- There will not be a Cost of Living Adjustment (COLA)
- District may cover Step, Column, and Longevity costs
- District may cover health and welfare benefit costs as in the past
- Total Compensation Model will be used to guide compensation costs
- Benefit Plan changes will be reviewed

**HUMAN RESOURCES**
- Early retirement will not be used for additional savings, due to necessity to replace positions
- Job sharing options will be developed
- Possible voluntary furlough program options will be developed
- Involuntary furlough program will be developed
- Reduce/eliminate use of temporary and non-Work-Study student workers
- Possible voluntary reduction of hours program options will be developed
| Overtime will be minimized                  |
| Reduction/elimination of non-contractual release time and stipends |
| Faculty will be encouraged to reduce overload to preserve jobs of adjunct colleagues |
| A hiring “frost” will continue |

**INSTRUCTION**

| Low-enrolled class sections will be cancelled prior to start of semester |
| Enrollment Management Committee will recommend enrollment and section counts |
| Lottery revenue will be budgeted at the rate recommended by School Services of California |
| District will provide grant matches to maximum possible extent |
| Fee-based extension course offerings will be increased |
| Contract education/corporate training options will be developed to enhance revenue |

**MISCELLANEOUS**

| Increase cost effectiveness by restructuring to collapse admin and service depts as vacancies occur |
| Increase cost effectiveness by using college-wide class scheduling/room assignments (25Live) |
| Cost effectiveness increased by eliminating paper schedules |
| Cost effectiveness increased by establishing "dollar-based budgeting formats" |
| Consulting fees will be minimized |
| District will increase use of branded licensing revenue (e.g., Lancerwear, credit cards, banking) |
| Civic Center rate schedules will be analyzed for potential BoT revision approval |

| BoT* APPROVED BY PACCD BOARD OF TRUSTEES | INCORPORATED INTO BUDGET |
| ✅ OFFERED TO BARGAINING UNITS BY PACCD BOARD | UNDERWAY |
| ✅ ADOPTED BY AD HOC BUDGET ADVISORY COMMITTEE | AWAITING ACTION |
MISSION STATEMENT

The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

CORE VALUES

_A Passion for Learning_

We recognize that each one of us will always be a member of the community of learners.

_A Commitment to Integrity_

We recognize that ethical behavior is a personal, institutional and societal responsibility.

_An Appreciation for Diversity_

We recognize that a diverse community of learners enriches our educational environment.

_A Respect for Collegiality_

We recognize that it takes the talents, skills and efforts of the entire campus community, as well as the participation of the broader community, to support our students in their pursuit of learning.

_A Recognition of Our Heritage of Excellence_

We recognize that we draw upon the college's rich tradition of excellence and innovation in upholding the highest standard of quality for the services we provide to our students and community.
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Report Preparation

In January of 2009, Pasadena City College completed and submitted a Self-Study Report to the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC). The Site Visit Evaluation Team visited the campus in March of 2009. After a thorough review of the college's Self-Study report and interviews with campus constituents, five recommendations were put forth. In June of 2009 the college was notified by the commission that the college was being placed on warning status and was required to submit a Follow-up report by March, 2012 followed by a site visit from the initial site visit team chair. In response to the sanction the college developed 5 task teams to address each of the recommendations. Campus leaders and experts on each recommendation were asked to serve on the task teams and develop and implement a plan for remediation.

After the April 2010 site visit the college was continued on warning status and directed to complete a second Follow-up report due in October 2010 to be accompanied by a third site visit. The initial task teams were expanded and the college proceeded to more thoroughly and comprehensively to address each of the recommendations. In November of 2010 the site visit team returned and in January of 2011 the college was removed from warning and awarded full accreditation status. For each Follow-Up report, 1 and 2, the college asked and received broad participation from campus leaders and shared governance representatives. The colleges' Board of Trustees was also asked to participate on the recommendation task teams and were provided formal progress reports on each teams' activities. Furthermore, each of the Improvement Plan items were assigned to the appropriate office of the college for implementation after the initial self-study was completed. For the Midterm report each designated office was asked to submit a progress report to the Accreditation Midterm Report Steering committee on current and future activities for each Improvement Plan item. That information was incorporated in the Improvement Plan Grid included in this report.

The final Midterm report was submitted to the college's Board of Trustees on March 8, 2012 for review.
Certification Page

The Pasadena City College 2012 Midterm Accreditation report was prepared with broad participation by faculty, staff, and management across the college. The report was offered for review to our shared governance representatives and is a reflection of the nature and substance of the institution and our continued progress towards continuous improvement. This report has been certified by the following leaders of shared governance at Pasadena City College.

Date: March 8, 2012

Signed:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Mark W. Rocha</td>
<td>Superintendent/President</td>
</tr>
<tr>
<td>Mr. Geoffrey Baum</td>
<td>President, Board of Trustees</td>
</tr>
<tr>
<td>Mr. J. Edward Martinez</td>
<td>President, Academic Senate</td>
</tr>
<tr>
<td>Mr. Gary Potts</td>
<td>President, Classified Senate</td>
</tr>
<tr>
<td>Ms. Ashley Jackson</td>
<td>President, Associated Students</td>
</tr>
<tr>
<td>Dr. David Douglass</td>
<td>President, Management Association</td>
</tr>
</tbody>
</table>
Recommendation #1

The team recommends that the college develop a systematic assessment of evaluation mechanisms, i.e., program review and planning processes, to determine their effectiveness in improving student learning programs and services and administrative functions. Specifically, the college needs to implement a consistent data set for program review and process improvement. (IB.6, IB.7)

To address the college’s response to this recommendation it will be divided into two parts:

1a. The team recommends that the college develop a systematic assessment of evaluation mechanisms, i.e., program review and planning processes, to determine their effectiveness in improving student learning programs and services and administrative functions.

After an evaluation of the current program review structure by a shared governance group, it was recommended that a revision to the structure was necessary to ensure that the planning and program review processes were used to improve student learning and institutional effectiveness.

The instructional program review process was revised to support the main functions of the college: Basic Skills, AA/AS degrees, Certificates, Transfer/Disciplines, and General Education. Because these categories are not exclusive, the revision allowed for greater dialogue and participation across the campus.

Additionally Student and Learning Services (SLS) also developed a program review structure to encourage dialogue and improvement across and between their services, functions, offices and departments. The respective offices in SLS developed a program review process that followed the student through their experience with the college: Enrollment Services, Student Support Services, Learning Assistance, Engagement, and Goal Achievement. Within each of these processes multiple offices, departments, and people interact with students. The SLS staff wanted to capture and evaluate those processes in a holistic program review to ensure students were the central focus of the review process (Appendix 1-SLS Program Review)

The college chose to implement the revised planning and program review process using the TaskStream Accountability Management System (AMS) software. The software was acquired in June 2010, customized in July 2010, and implemented in August 2010. Rigorous group and one-on-one instruction occurred at start-up and continues today in support of faculty, staff, managers, and administrators. All areas of the college are using the AMS planning structure and program review framework. The adaptability of the TaskStream software allows the college to continually make revisions to the planning and program review structure as the college systematically assesses each of these evaluation mechanisms.

The planning process is assessed using a TaskStream AMS internal survey mechanism (Appendix 1-Planning Survey). When a plan is completed and submitted, the author automatically receives a survey asking her or him to review the planning process in regards to understanding, functionality, and needed changes (Appendix 1- TaskStream Planning Survey). The survey is analyzed by the Office of Institutional
Effectiveness (OIE). Any remediation or changes that need to occur to the planning process (including software adjustments, technology, and training) are discussed with the Academic Senate, College Administration, and College Council and then implemented by the OIE. Additionally, six questions are included in the college’s Campus Climate survey that evaluate the efficacy of the college’s planning and program review processes and the link to resource allocation (Appendix 1—Campus Climate Survey Questions). The OIE provides analysis for the Campus Climate survey to the college’s Executive committee and the Institutional Effectiveness Committee (IEC).

The college established the Institutional Effectiveness Committee (IEC), under the auspices of the Academic Senate and college President, to provide a systematic assessment of evaluation mechanisms, particularly program review, to determine effectiveness in improving student learning programs, services, and administrative functions (Appendix 1—IEC Policy and Procedures). The IEC provides a forum for college representatives to participate in the coordination and evaluation of evidence-based institutional program review, see Chart 1. The IEC evaluates program reviews in the context of the college’s mission and Educational Master Plan and makes recommendations that support student learning and success (Program Review Home). Additionally, the IEC has the authority to direct that a program review be revised or revisited if members decide that the review did not meet college requirements. IEC members can make recommendations for program improvement to the college’s Curriculum and Instruction Committee, and address resource allocation considerations to the College Council Budget and Resource Advisory Committee (BRAC), as well as the College’s Superintendent/President (IEC Home).

Follow-Up Report #2 was submitted to the Commission in October, 2010 is included in Appendix 1.
Chart 1: College's Systematic Assessment of Evaluation Mechanisms

Institutional Effectiveness Committee Model
9/8/2010

AA/AS Degrees
Career Technical Education
General Education
Basic Skills
Transfers

Resource Allocation

Operational Planning

Unit Planning

Strategic Planning

Institutional Effectiveness Committee

Evidence/Data

Student Support Services
Student & Learning Services
Instruction
Administrative Functions

Program Reviews

College Mission

College-Wide Goals

Educational Master Plan
Recommendation #1 Continued

1b. Specifically, the college needs to implement a consistent data set for program review and process improvement.

Consistent data sets were identified through a consultative process during the 2009-2010 academic year. The data sets were developed using Chancellor’s Office referential files, internal data sources, and the analysis of surveys administered by the college over the last five years. As each data set was finalized it was uploaded into the appropriate program review or planning areas within the AMS. The data sets are updated annually by the Office of Institutional Effectiveness. As part of the AMS training, faculty, staff, managers, and administrators were familiarized with the data sets and their usage for program review and for planning. Additionally, as reviewers and planners identify additional data requirements, the data is uploaded into the AMS.

The following consistent data sets are provided for the Accountability Management Planning (AMP) process (Appendix 1- English Planning Data Sets):

- Demographics by Division and department
- Success and Retention by Demographics
- Success, Retention, Enrollment, FTES, FTEF, FTES/FTEF by Division, Department and Course
- Success and Retention by class size
- Campus Climate Survey Results
- Fall Student Survey Results

The following consistent data sets are provided for the Program Review process (Appendix 1- Dental Assisting and English Basic Skills Program Review Data Sets):

- Demographics by program
- Success and Retention by program
- Degrees and Certificates awarded by program
- Transfer and job placement information by program
- Success, Retention, Enrollment, FTES, FTEF, FTES/FTEF by program
- Success and Retention by instructional format by program
- Success, Retention, and Progression for Basic skills students within a program
- Fall Student Survey results
- Campus Climate survey results
- Customer satisfaction surveys
- Community College Survey of Student Engagement (CCSSE) results
Recommendation #2

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

The college’s SLO activities have been on-going for the past several years. General Education Outcomes (GEOs) have been developed and approved by the Academic Senate. Through the college’s Fall Student Survey, a random sample of students across the campus has been asked to self-assess on the college’s GEOs for the past five years. PCC Research Finding #28 (Appendix 2) compares and analyzes five years of results from the PCC Fall Student Survey with the college’s GEOs and the results from two administrations of the Community College Survey of Student Engagement (CCSSE). The findings will be used as part of the spring 2012 review of the college General Education curriculum.

The college acknowledges that authentic SLO assessment is at the heart of teaching and learning, so in the Fall of 2011 the college hired a fulltime Faculty Assessment Coordinator in the Office of Institutional Effectiveness. This position replaced the Student Learning Outcomes and Assessment Resource Center (SLOARC). SLOARC had focused primarily on the development of SLOs across the campus but the college acknowledged the limited scope of this assignment and recognized the need for a fulltime Faculty Assessment Coordinator (Appendix 2 – Faculty Assessment Coordinator Position Description) to lead all learning outcomes assessment activities. In addition, PCC’s Faculty Assessment Coordinator was recently accepted into WASC’s Assessment Leadership Academy. The college will provide full financial support for this faculty member to develop expertise and leadership skills in assessment in this year-long in-depth academy experience. The college strongly asserts that assessment is a key component in ensuring student learning and therefore acknowledges the need to provide ongoing support to all faculty assessment activities. Continuing to fund the Faculty Assessment Coordinator position and funding professional development for this position are two of the ways that we are providing this ongoing support.

For the past several years, academic disciplines have regularly assessed the SLOs for their course offerings (Appendix 2-SLO Assessment Activity Reports). Faculty can report their assessment activities in the eLumen software or provide evidence of their assessment activities to their Division Dean. Program SLOs have been developed for degrees, certificates, majors, and areas of emphasis under the guidance of the college’s Curriculum and Instruction Committee. Assessments of these outcomes have been ongoing since Fall 2009. When the college recently revised the program review process, outcomes assessment results were required to be reported as part of the program review process. Additionally, the college is in the process of instituting an Annual Assessment Report in which each discipline and instructional program at the college will report on its...
assessment activity. The Institutional Effectiveness Committee will review this report and provide feedback.

SLO assessment is embedded in program review, program planning, and resource allocation. The results of assessment found in the program review (soon to be found in the Annual Assessment Reports) directly feed into the recommendations identified in program reviews. The program review recommendations (based on SLO assessment) are incorporated into the Unit plans of each department as Improvement Action Items. Unit Deans and Vice-Presidents prioritize planning requests based on assessment results. Finally, the Budget Resource and Allocation Committee (BRAC) prioritize resource allocation requests based on the results of assessment.

General Education Outcomes (GEOs) have been developed and approved by the Academic Senate. Under the direction of the Faculty Assessment Coordinator and the Student Learning Committee (SLC) composed of one faculty member from each General Education Area, the campus has begun a regular assessment cycle of its GEOs. The first complete cycle is scheduled for Spring-Fall 2012 and will focus on GEO #1, Communication. Faculty members from each General Education Area have been called together to determine which core class in their area will be assessed (in terms of Communication) in Spring 2012. Each Division will conduct an assessment of that core class and gather the data for Division and campus-wide discussion. In Fall 2012, a campus Faculty Development day has been scheduled with the purpose of presenting data from the Spring 2012 assessment project of GEO #1. During this meeting, faculty, staff, and administration will “close the loop” by engaging the campus in a dialogue about the findings and what they reveal about the state of student learning on campus. A committee under the direction of the Vice President of Human Resources and the chair of the Academic Senate Professional Development Committee will plan and coordinate this event.

Learning from that experience, the cycle will continue in 2013. Results of the Fall 2012 discussion will be used as part of campus planning, budgeting, and rethinking of course and program SLOs and campus GEOs. All of the college’s GEOs will be assessed on a regular cycle. After each assessment cycle, the results will be discussed and used to revise any courses, programs or GEOs as necessary to ensure a continuous cycle of improvement.
Recommendation #3

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

Follow-up Report #1 (Appendix 3) provides a detailed overview of the work completed as of March 2010. Since that time, the Academic Senate Distance Education Committee completed all policy and procedure recommendations, which were developed into a formal Distance Education Policy approved by the Academic Senate, and thereafter by the Board of Trustees on Nov. 11, 2011. The Academic Senate, Distance Education Committee, Curriculum & Instruction Committee and Deans received policy training, and continue to receive updates on the distance education programs, best practices, policies and procedures.

The Distance Education Policy is widely available to the PCC community on the Pasadena City College web site. The Policy outlines specific procedures that ensure the quality and integrity of distance education offerings:

- Distance Education Definitions
- Faculty Technology Literacy and Online Pedagogical Readiness
- C&I Course Approval and Review Process for Distance Education
- Distance Education Faculty Working Conditions
- Course Quality and Regular Effective Contact
- Distance Education Student Surveys
- Institutional Support for Distance Education
- Copyright and Intellectual Property Rights

The Pasadena City College Distance Education Handbook is designed to provide additional information to faculty and managers about the Distance Education Policy. The manual is organized as an online document, so as to furnish information in a navigable format that can easily allow for supplementation and revision as policies and procedures develop and change. The handbook has been developed based on the recommendations of the PCC Academic Senate Distance Education Committee & Task Force.

The goals of the Handbook are to:

- Articulate the mission and goals of the Distance Education Department, especially as they pertain to the Pasadena City College Educational Master Plan.
- Provide technical and pedagogical support and resources for faculty teaching online and hybrid courses.
- Furnish information about training and mentoring for online and hybrid course delivery methods.
- Inform faculty about the mandatory policies and procedures that relate to distance education courses.
- Define best practices in distance education and how those should be incorporated into course design and delivery.
- Offer comprehensive resources for ongoing faculty development.
The handbook is available on the Distance Education Faculty Resources web site, which offers technical, pedagogical and procedural guidance for faculty and administrators.

In light of significant growth and planned expansion of distance education offerings, the College prepared and submitted a Substantive Change Proposal to Offer at Least 50% of Course Units for Programs through Distance Education on Feb. 8, 2012. The proposal outlines the purpose of the change, the College’s planning and evaluation processes, needs and resource assessment processes, and the anticipated effects and intended benefits of the distance education program. The proposal articulates the College’s expanding and continuing commitment to distance education in the areas of student support services, staffing, professional development, equipment, facilities and fiscal resources.
Recommendation #4

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

The Pasadena City College Management Association developed a Code of Ethics (Appendix 9: Policy 2500 Management Code of Ethics which was approved by the majority of the Management Association’s members at a meeting on June 28, 2010. Policy 2500 was approved by the Board of Trustees on September 15, 2010.

The Pasadena City College Classified Senate and the following college bargaining units: ISSU, CSEA, POA, and Confidentials agreed to a Classified Code of Ethics on August 18, 2010. Policy 2520 was approved by the Board of Trustees on September 15, 2010.

Both policies and procedures are available on the Pasadena City College website PCC Policies and Procedures.
Recommendation #5

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

Pasadena City College Policy 2000 Shared Governance outlines the governance groups that require a formal process of evaluation (Appendix 5). Those groups are:

- Academic Senate
- Associated Students
- Classified Senate
- Management Association
- Board of Trustees

A task team convened in Fall 2009 to map out strategies to address the recommendation. The team concluded that the following items were to be accomplished in conjunction with the College Council (CC):

- Each shared governance group will perform annual self-assessments
- A revised Campus Climate Survey will provide enhanced feedback on the role and effectiveness of shared governance
- The Institutional Effectiveness Committee and College Council will review the findings from the Campus Climate survey and make recommendations to the college President to improve shared governance
- Forums and discussion groups led by the college President and others will be held to discuss matters of mutual concern and importance based on the data and develop action plans leading to improvement

The Academic Senate, Classified Senate, and Management Association are formally evaluated in two ways: 1) a self-evaluation conducted annually and 2) the Campus Climate survey implemented every three years. The college's Campus Climate survey has undergone significant revisions with guidance from the Academic Senate, Classified Senate, and Management Association (Appendix 5) to provide a formal assessment mechanism of each shared governance group that will lead to improvement. The annual self-evaluation is used to guide the work of each governance group throughout the year. The results of the Campus Climate survey will be evaluated by the Institutional Effectiveness Committee (IEC). The IEC will make recommendations to the College Council on needed changes or accommodations in the shared governance process.

The Fall Student survey was modified, with input from the executive board of the Associated Students of PCC (ASPCC), to include eight questions to evaluate their effectiveness in serving the student body. The results are analyzed by OIE and a report is submitted to the Associated Students Board. The Board then takes action to improve student satisfaction based on the survey results.
The corrective action can be taken directly by the Associated Students or in association with the college administration. (Appendix 5)

The PCC Board of Trustees in accordance with Bylaw 1490, Board Self Assessment, conducts an annual self-assessment. “The goal of the assessment is to provide for improvement in the Board’s operations and, where possible, the assessment will be made on objective measures”. The Board continues its annual self-assessment process and responds as needed to the concerns of its community constituents.

Additionally, in spring 2010 the Board of Trustees administered a survey to a random sample of faculty, staff and administrators to gather input on Board processes and effectiveness for campus constituents. The results of the survey are being used by the Board to improve communication with campus constituents and develop their annual goals.

As the college works to improve, shared governance will continue to be critical to success. Professional development will play a key role in implementing formal processes for the regular evaluation of each component of the governance and decision-making structures. AB1725, the role of shared governance in the operation of a healthy and productive college leading to the highest levels of teaching and learning, and the use of data and evidence to exact healthy and necessary change will be among the featured professional development topics. The goal is to improve communication, promote inclusiveness, and engage the entire college community to achieve the primary goal of student success.

The College Council concluded a self-assessment process which reviewed the manner in which it’s consultative and recommendation process occurred. This activity led to a clearer understanding of the role of the College Council in support of the college President and the Board of Trustees. Led by the President of the Academic Senate, the President of the Associated Students, the President of the Classified Senate, the Chair of the Management Association, and the Vice President, Educational Services and exhaustive assessment of College Council activities occurred. This resulted in the development of a college policy development process chart, known as the college’s version of “how a bill becomes a law” (Chart 2) clearly and succinctly describes the college’s consultation and college policy development process.

The leadership team consolidated 35 to 40 college-wide committees, subcommittees, task forces, advisory boards, and ad-hoc groups into nine College Council Standing Committees that report to the full College Council. Those nine standing committees are:

- Budget and Resource Allocation (BRAC)
- Calendar
- Enrollment Management
- Facilities
- Health and Safety
- Planning and Priorities
- Professional Development
- Sustainability
Technology and Academic Computing

The leadership team drafted a charge, purposed membership, and suggested terms for each Standing Committee (Appendix 5). These recommendations were presented to the College Council whereupon each proposed Standing Committee was discussed, modified as needed, voted on and approved. Furthermore, the college has significantly expanded the role of the College Councils’ Budget and Resource Allocation Committee (BRAC), empowering it to work in close collaboration with the Council’s Enrollment Management, and Planning and Priorities standing committees. Each of the Council’s standing committees has established as their touchstone the colleges’ Educational Master Plan (EMP) and the California Board of Governors Student Success Task Force recommendations (SSTF).

The college’s consultative process is now streamlined, more effective, and enjoys improved functionality. Through the college’s campus Climate Survey, annual self-assessments by each shared governance group and other evaluation mechanisms requested by the Standing Committees the college has implemented a formal process for the regular evaluation of all of our governance and decision-making processes that lead to continuous improvement.
Chart 2: College Council Participatory Governance Model

College Council
Strengthening Participatory Governance
APPROVED April 27, 2011

SHARED GOVERNANCE GROUPS, COLLEGE PRESIDENT, OR EXECUTIVE COMMITTEE
Sponsors new policy, change in policy or other issue.

PRESENTATION
New Policy, modified policy, or other issue is presented and explained to CCC by sponsor.

PRELIMINARY HEARING
- Nature of the proposal is outlined.
- Council directs as appropriate: e.g., CAPM, Classified Staff, Management, committee, etc.
- An action timeline is set, including a date for a full hearing, etc.
- Council agrees not to move issue forward.

CONSULTATIVE PROCESS
Council representatives seek input from constituents.

FULL HEARING
Reports from constituent groups
Discussion
Recommendation to:
- Direct to CAPM
- Recommend to President
- Kill the issue

COLLEGE PRESIDENT

BOARD OF TRUSTEES

MEASURE FAILS

CAPM
Council on Academic and Professional Matters

COLLEGE POLICY
Self-Identified Improvement Plans

2009 Accreditation Self-Study
### Description of the Improvement Plan

<table>
<thead>
<tr>
<th>Description of the Improvement Plan</th>
<th>Current Status</th>
<th>Timeline Projection</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The Office of Human Resources will include the planning process as topic in future training and new employee orientations.</td>
<td><strong>In Progress:</strong> Comprehensive Faculty Orientations were conducted starting in the 2011-2012 school year as part of mentoring program for new faculty. There currently is not a comprehensive orientation program for management and classified staff. For these two groups individual orientations focus around typical subjects like benefits, contracts, payroll, and are conducted individually by human resources. Since the arrival of the new Vice-President for Human Resources in August 2011, a Pasadena City College Comprehensive Professional Development Program is currently being reviewed via the college’s shared governance process. The PIRAS Group (Consultants) were hired to assist the VP for Human Resources in developing a campus-wide program infrastructure that is to support the Project 90 Educational Master Plan. The first session with PCC members was on September 19, 2011 and the second conducted on December 2, 2011.</td>
<td><strong>Timeline to Completion:</strong> The VP for Human Resources strategic plan regarding future training is to have an adopted comprehensive professional development program, via the shared governance process, infrastructure by April 1, 2012. This infrastructure will ensure, at the minimum, the inclusion of the planning process of the district and all constituent groups as it relates to training and new employee orientation; coordination of all training throughout the district; calendar planning and publicizing of all training for all employees and the public to see; appropriate budgeting is acquired and strategically distributed, and clear outcomes of all training are established to ensure the training supports the Educational Master Plan. This infrastructure that will oversee the campus comprehensive professional development program will also consist of an Oversight Committee. The oversight committee will consist of the VP for HR whom will serve as the chair with at least one member from each constituent group. This committee will review, coordinate, provide funding for the training, and calendar training needs submitted by constituent professional development sub-committees. The oversight committee will consist of the VP for HR whom will serve as the chair with at least one member from each constituent group.</td>
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| 2. The Office of Instruction will develop an action plan to improve the success and retention rates of online and distance education classes. | **In Progress:** Improvement of Distance Education is a priority on the 2011-12 Board Agenda. To support improvement in online teaching and learning, the College has invested in further increasing human, administrative, financial and physical resources for the distance education program. Since 2010, the following has occurred:  
• The formation of a Distance Education | **On Going Activities:** The College plans to improve on-line course success and retention rates to equal or better than the College’s on-campus courses for students by 2014. To support this plan, it will:  
• Gather and analyzed data to inform program improvement goals through faculty and student surveys.  
• Offer student peer tutoring/workshops on how to succeed an online course. |
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| Department with a new Director position to oversee quality in the College’s Distance Education program. | • Two additional full time employees to support the development of effective courses, one faculty instructional designer and one technical specialist.  
• An upgrade to Blackboard Learn 9.1 to update the online learning environment to current standards, including Blackboard Learn Mobile so students can access courses anytime/anywhere.  
• A link to student services in every course shell, including Library and DSP&S.  
• The availability of 24/7 technical support for faculty, staff and students through Blackboard Student Services.  
• Required training for all faculty new to teaching in an online environment (currently outsourced to @One).  
• The passing of a College-wide Distance Education Policy by the Board of Trustees – laying the foundation for quality standards for online teaching and learning.  
• The gathering and analyzing of data to inform program improvement goals through faculty and student surveys. | • Offer students a credit online college student success course.  
• Expand online student support services including assessment, advising, counseling, financial aid, proctoring, DSP&S and tutoring.  
• Implement a Master Course program that guides discipline faculty cohorts in the development of innovative, cohesive and effective online courses.  
• Participate in collaborative projects with high school and four year universities to expand online pathways.  
• Encourage faculty participation in nationwide, statewide, and local associations and conferences to support professional growth and learning in distance education.  
• Expand human, administrative, financial and physical resources that directly support online excellence and innovation in teaching and learning. |

3. The offices of Administrative Services, Instruction, and Student and Learning Services will expand the use of **In Progress**: Beginning in 2008, Administrative Services and Student Learning Services (SLS) developed Support Service Outcomes (SSOs). At that time, SLS reviewed current evaluation and assessment practices to incorporate SSO

**Timeline for Completion**: The other four sub-groups of Student Learning Services, all other Instructional programs (including AA majors and our General Education program), and Administrative Services are required as part of the redesigned Program Review process to report on how they have used
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<td>SLO/SSO assessment results for institutional improvement.</td>
<td>assessment into them. Administrative Services, Instructional programs, and Student Learning Services will report on how they have used SLO/SSO assessment results for institutional improvement as part of our redesigned Program Review process. Enrollment Services (one of the five sub-groups of Student Learning Services) will complete their comprehensive program review in spring 2012. All other Admin Services and SLS programs have been placed on a review cycle and will coordinate their review teams accordingly. All CTE instructional programs have performed a comprehensive program review during the last three semesters and have submitted them to the Institutional Effectiveness Committee (IEC) for evaluation.</td>
<td>SLO/SSO assessment results for institutional improvement. Additionally each instructional division is required to submit an assessment report update annually that outlines assessment activities and how the results are being used for improvement. The Faculty Assessment Coordinator is working with the Instructional Deans on the content of their assessment report. A full assessment report will be presented to the Board of Trustees annually.</td>
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<td>4. The offices of Administrative Services, Instruction, and Student and Learning Services should explore the possibility of institutionalizing funding of SLOARC.</td>
<td>In Progress: In the first few years of SLO development, SLOARC was funded through an internal grant process. In 2011, SLOARC funding was reinvested in the creation of a 100% release time Faculty Assessment Coordinator position that was assigned to the Office of Institutional Effectiveness. Additionally, funds were allocated to support faculty attendance at Assessment Conferences.</td>
<td>Timeline for Completion: Despite the current fiscal crisis throughout the California Community College system the college will continue to support a Full Time Faculty Assessment Coordinator to lead all learning outcomes assessment and analysis across the campus. The college has recognized the need for this position and by embedding the position in the Office of Institutional Effectiveness has established direct links to the Institutional Effectiveness Committee and the colleges research and planning functions.</td>
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<td>5. The office of Human Resources in conjunction with the Office of Instruction will provide more professional development</td>
<td>In Progress: Professional learning opportunities for faculty have greatly increased in number and diversity thanks to new direction and leadership in both the pre-existing committees (the Academic Senate’s Faculty Development Committee and the Faculty Diversity Committee) as well as the addition of PCC’s Student Access and Success Initiative (SASI)</td>
<td>Timeline to Completion: A new Comprehensive Professional Development Plan—with its own director, budget, coordinating committee, and organizational chart will be operationalized beginning Fall 2012. This will include a re-instatement of a Flex Day and Flex credits for faculty, and numerous activities designed to promote active learning and other effective classroom practices. These activities will be offered throughout</td>
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<td>opportunities on innovative and diverse pedagogical approaches to use in the classroom.</td>
<td>and a new federal Title V grant focusing on improving the success of under-represented and under-prepared students. In addition to the numerous campus-wide workshops and speaker series now being offered, a committee has been convened to develop a Comprehensive Professional Development Plan for the entire college. A proposal including outcomes, resource needs, and an event schedule will be completed and presented to the BOT by June 2012.</td>
<td>the academic year. Participation will be documented and effectiveness measured.</td>
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<td>6. The offices of Administrative Services, Instruction, and Student and Learning Services will incorporate the reporting of SLO and SSO assessment and achievement as part of the program review process.</td>
<td><strong>In Progress:</strong> A revised program review process was instituted in Fall 2010. The rubric for program reviews included a section on SLO/SSO assessment. Of the programs that have completed their reviews, some have been commended for the SLO/SSO assessment they reported, while others have been advised of the need for improvement in this area.</td>
<td><strong>On Going Activities:</strong> As more programs complete the program review process and the Institutional Effectiveness Committee responds to the reviews, the IEC will identify programs that need support in improving their SLO/SSO assessment and achievement. Under the auspices of the IEC, this assessment will become a normal part of the program review process across campus.</td>
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<td>7. SLOARC will take a leadership role in helping the college transition from SLO/SSO creation to institutionalizing SLO/SSO assessment and using the results to improve the institution.</td>
<td><strong>In Progress:</strong> The Faculty Assessment Coordinator in consultation with the Institutional Effectiveness Committee is in the final planning stages of implementing an Annual Assessment Report to be completed by all disciplines that will cover every course offered at the college. In addition, SLOARC is partnering with the Student Learning Committee (a sub-Committee of Curriculum &amp; Instruction), to begin the assessment of the General Education Outcomes in Spring 2012.</td>
<td><strong>Timeline to Completion:</strong> The Annual Assessment Report will be implemented in the 2012-13 academic year. The Faculty Assessment Coordinator has requested the allocation of funds for grants to be awarded for outstanding assessment documented in the Annual Assessment Report. A college-wide assessment of our GEO #1 (Communication) will begin with data collection in Spring 2012. Data analysis and recommendations for improvement will occur in the Fall of 2012 with college-wide participation.</td>
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<td>8. The Office of Instruction in</td>
<td><strong>In Progress:</strong> PCC's certificates and degrees have long been awarded on the basis of the completion</td>
<td><strong>Timeline to Completion:</strong> By 2014, the Curriculum and Instruction Committee will receive the recommendations of the</td>
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Conjunction with the Academic Senate will develop mechanisms for awarding degrees and certificates based on programmatic learning outcomes.

Further progress has been made on this standard: The Curriculum and Instruction (C&I) Committee has approved a number of new AA degrees since 2009 and realigned the Certificates of Achievement with AS degree requirements. In addition, PCC has instituted seven curriculum transfer majors AA-T and AS-T degrees, with nine pending approval by the California Community Colleges Chancellor's office.

The Institutional Effectiveness Committee (IEC) has been institutionalized in policy and practice at PCC. IEC has begun a review process of all certificate and degree programs and is working with the Curriculum and Instruction Committee to insure that programmatic learning outcomes are being assessed and those results are incorporated into degree and certificate requirements.

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<td>Conjunction with the Academic Senate will develop mechanisms for awarding degrees and certificates based on programmatic learning outcomes.</td>
<td>Of units and specific course credit—as specified in Title 5 regulations. Competency in reading, writing, and math are determined by passing English 1A and Math 131. Further progress has been made on this standard: The Curriculum and Instruction (C&amp;I) Committee has approved a number of new AA degrees since 2009 and realigned the Certificates of Achievement with AS degree requirements. In addition, PCC has instituted seven curriculum transfer majors AA-T and AS-T degrees, with nine pending approval by the California Community Colleges Chancellor’s office. The Institutional Effectiveness Committee (IEC) has been institutionalized in policy and practice at PCC. IEC has begun a review process of all certificate and degree programs and is working with the Curriculum and Instruction Committee to insure that programmatic learning outcomes are being assessed and those results are incorporated into degree and certificate requirements.</td>
<td>IEC and other appropriate campus sources. C&amp;I will recommend a process for “ awarding degrees and certificates based on programmatic learning outcomes” to the Board of Trustees.</td>
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9. The Office of Student and Learning Services (SLS) in conjunction with the Office of Institutional Planning and Research (IPRO) will develop a plan to ensure consistent and systematic evaluations are conducted annually. In progress: Individual Departments within SLS conduct an annual student satisfaction survey. In 2007 and 2009, the college administered the CCSSE which contains specific items related to SLS. The CCSSE will be administered again in Spring 20122 and a longitudinal report on SLS will be prepared by IPRO for SLS managers. Additionally, individual SLS departments use survey items from the Fall Student Survey which is administered annually to.

Timeline to Completion: The SLS Dean in conjunction with IPRO has developed a comprehensive survey to be administered to students who attend counseling or academic advising sessions. The survey is complete and we are working on an appropriate mechanism for delivering the survey. This will be coordinated by the end of the Spring 2012 term.
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<td>are conducted of counseling and academic advising programs to improve services to students.</td>
<td><strong>In Progress:</strong> Administrative Services and Student and Learning Services (SLS) have developed SLOs/SSOs for 90% of their programs. SLS is taking the lead in defining and expanding campus assessment activities. All of our learning support programs will be reporting on their SLO/SSO assessment in their upcoming program reviews.</td>
<td><strong>Ongoing Activities:</strong> By 2014, SLS will ask those learning support programs that fall outside of our program review process to report on their SLO/SSO assessment in the Annual Assessment Report. Those include programs like our Writing Center, ESL Lab, etc.</td>
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<td>10. The Offices of Administrative Services, Instruction, and Student and Learning Services will expand assessment of SLOs and SSOs to all learning support programs.</td>
<td><strong>In Progress:</strong> Steady progress has been made on this improvement plan. Currently, Faculty members may reflect on the incorporation of SLOs in their courses and programs on the self-evaluation component of the faculty evaluation forms. The process of incorporating SLOs and SLOs assessment into the main structure of the Faculty evaluation process is a working condition item that will be negotiated in the opening negotiations with the Faculty Association.</td>
<td><strong>Timeline for Completion:</strong> The Academic Senate is considering recommending developing standards or rubrics for the faculty performance indicators or standards of “satisfactory to outstanding”, “improvement needed”, and “unsatisfactory” to assist faculty members to evaluate their own participation in SLO activities.</td>
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<td>13. The Offices of Instruction and Student and Learning Services in conjunction with the Faculty Association will complete the incorporation of SLOs, as appropriate, into the evaluation process.</td>
<td><strong>Complete:</strong> The Management Association and Classified Senate developed separate Ethics policies that were approved by the Board of Trustees on September 10, 2010 Polices 2500 and 2520</td>
<td><strong>Ongoing Activities:</strong> Ethics “check-in” by each shared governance group (Faculty, Management, and Classified) has been incorporated into the monthly agenda of the PCC College Council.</td>
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<td>14. The Management Association and the Classified Senate in conjunction with the Office of Human Resources will develop codes of ethics for college management and classified personnel.</td>
<td><strong>Ongoing Activities:</strong> By 2014, SLS will ask those learning support programs that fall outside of our program review process to report on their SLO/SSO assessment in the Annual Assessment Report. Those include programs like our Writing Center, ESL Lab, etc.</td>
<td><strong>Timeline for Completion:</strong> The Academic Senate is considering recommending developing standards or rubrics for the faculty performance indicators or standards of “satisfactory to outstanding”, “improvement needed”, and “unsatisfactory” to assist faculty members to evaluate their own participation in SLO activities.</td>
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<td>15. The Office of Human Resources will conduct an organizational assessment of faculty members, classified employees, and management necessary to accomplish institutional goals.</td>
<td><strong>In Progress:</strong> The College Council has created a Planning and Priorities Standing Committee tasked with evaluating the college’s structure and staffing needs to fulfill the Educational Master Plan. Its current task is to assess and analyze the college’s current instructional division organizational structure and to make recommendations for restructuring. Two task teams, with representation from all college stakeholder groups, have convened to study the situation and report findings and suggested recommendations to the Planning and Priorities Committee in Spring 2012. The Planning and Priorities Committee will take the Task Teams’ findings to College Council who in turn will make a recommendation the college’s Superintendent/President and the Board of Trustees.</td>
<td><strong>Timeline for Completion:</strong> Within a year, the college will have an organizational structure that is responsive to all college stakeholder needs, with a particular focus on effectively serving the needs of our 21st century student population to ensure their college success</td>
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<td>16. The Office of Human Resources in conjunction with the Management Association will update the management handbook.</td>
<td><strong>In Progress:</strong> Some areas of the Management Association Handbook were updated in regards to the Management Salary Schedule during the 2009-2010 academic year. The Management Association is a “meet and confer” group as identified in California Government Code 3543.4. The PCC Board of Trustees authorized the hiring of two new executive positions that would be involved in updating the management handbook. The Vice-President for Human Resources and General Counsel are the new positions that are responsible for the “meet and confer process.” The individuals in these two positions arrived on or about August 15, 2011 and are establishing timelines regarding</td>
<td><strong>Timeline for Completion:</strong> Conversations between the Management Association President, General Counsel, and the VP for Human Resources have already started regarding “meet and confer.” Furthermore, committees of association members including the association president will convene in the next six months update the entire handbook. A project timeline with clear outcomes will be established. The target is to have an updated management association handbook no later than August 1, 2012.</td>
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<td>17. The Office of Human Resources should assess the status of its diversity programs and include all diversity stakeholder groups when implementing diversity initiatives.</td>
<td><strong>In Progress:</strong> Pasadena City College has demonstrated a re-commitment to diversity with its new Faculty Diversity Committee coordinator. In addition, the new VP of Human Resources has collaborated with the Faculty Diversity Coordinator to establish the college’s first campus-wide, all-stakeholder group Diversity Committee and convened its first meeting to define the role and scope of the committee and to identify ways to update our hiring procedures to ensure more diversity in PCC hiring.</td>
<td><strong>Timeline for Completion:</strong> All stakeholders will be represented at regular campus-wide Diversity Committee meetings to identify and be responsive to diversity needs on campus, and numerous opportunities to participate in a variety of well-publicized diversity initiatives will be offered throughout each school year. This is not an improvement item that will ever be completely finished. It will be ongoing as the college continues to define itself in the future.</td>
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<td>18. The Office of Human Resources should include as a goal in its unit plan the completion of a process for determining adequate staffing levels and employee skill set needs.</td>
<td><strong>In Progress:</strong> The Pasadena City College Board of Trustees adopted in December, 2010 a new Educational Master Plan – Project 90 and Beyond. The 12 Mission Critical Priorities and six (6) Signature Goals identified in the Educational Master Plan are “starting points” for establishing an ongoing process to determine adequate staffing levels and required employee skill set needs. The college is also undergoing an instructional division organizational change study to provide a more efficient and effective service-delivery structure. This organizational change will further provide clear information regarding staff levels and skill sets. The new Vice-President for Human Resources came on board on August 15, 2011. His assessment of the Educational Master Plan, and the anticipated realignment will lead to the establishment of the Human Resources Advisory Committee (HRAC). This committee is to provide information and advise the VP for Human Resources regarding</td>
<td><strong>Timeline to Completion:</strong> It is anticipated that by December of 2012, there will be new and improved processes to ensure adequate staffing level and skill set needs are identified early and remedied within a reasonable period. Skill set and staffing levels are partially governed by the college’s policy and procedures, shared governance process per California Assembly Bill 1725, and collective bargaining agreements. The Human Resources Advisory Committee is to assist and advise the VP for Human Resources in the navigation of these governance areas.</td>
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<td>staffing levels and training and development. The reclassification (position review) process is also being re-evaluated to ensure the proper skill sets are identified and will be negotiated with all labor unions to expedite the process on acquiring the skill sets needed. As the result of the realignment project, the Instructional Support Service Unit labor organization and the Board of Trustees agreed to a “reengineering of the ISSU workforce” to ensure staffing levels and skills sets from this work group will accommodate the realignment. A re-engineering task force is in place that consists of management and ISSU representatives. This task force has created objectives and timelines to complete the re-engineering project. The VP for Human Resources and the ISSU union president are co-chairs of this task force.</td>
<td><strong>In Progress</strong>: Campus Police has been proactive in identifying troubled students and working with other departments and agencies to deal with them. As part of this process, a working group has been established in the Psych Services, Student Health Center, Student Affairs, and Campus Police to proactively deal with problems. Campus Police works with other law enforcement agencies to share information.</td>
<td><strong>Timeline to Completion</strong>: Exterior cameras are being installed around the campus to help respond to situations more quickly, and to provide additional security on campus. The first phases of the system are scheduled to go live this academic year, 2011-12. A highly sophisticated emergency operations center has been built and is activated as needed.</td>
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<td>The Office of Administrative Services will improve indoor security and coordinate ongoing security projects with other colleges and networks.</td>
<td><strong>In Progress</strong>: The current FMP is wrapping up with the completion of the last major project, the new Center for The Arts. The new FMP, called FMP100, is underway, with a shared-governance steering committee having been formed and has retained master plan architects.</td>
<td><strong>Timeline to Completion</strong>: The goal of the Facilities Planning Committee is to have a FMP substantially completed by the end of the 2011-12 academic year.</td>
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<td>21. The Office of Administrative Services will use the findings of the Strata Information Group (SIG) and PlanNet Consulting studies to design an organizational structure for technology support.</td>
<td><strong>In Progress:</strong> During the Fall of 2010, the College realigned the Management Information Systems and Computing Services departments into the new division of Information Technology Services (ITS). This division is led by the Vice President of Informational Technology Services and was moved out of Administrative Services. During the Spring 2011, the College underwent a national search process for the selection of the Vice President for Information Technology Services (VPITS). The new Vice President, Dwayne Cable, was hired and began work in August 2011. VP Cable reviewed the previous findings of SIG and PlanNet and re-contracted with SIG in Fall 2011 to revisit the original Business Process Analysis (BPA) that SIG had developed and update the findings to prepare the college to open for vendor bids on a new Administrative Information System (AIS). A series of workshops were held during the fall 2011 term and into winter and spring 2012.</td>
<td><strong>Timeline to Completion:</strong> The College is undergoing a review of the comprehensive process improvement effort. A Business Analyst has been hired to facilitate the mapping of processes. This will be completed by the end of Spring 2012. Additionally the Campus Technology Committee has been reorganized into two groups: Learning Technology Advisory Group and the Administrative Technology Advisory Group. Membership overlap will occur on both groups but each will be tasked with specific and focused responsibilities to support the organizational technology structure of the college. The VPITS will chair both groups to ensure effective communication and transparency. The Request for Proposals (RFP) went out in January 2012. Three vendors have been selected for vendor demonstrations that will occur during the Spring 2012 term. Finally selection will be approved by the Board of Trustees in June 2012.</td>
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<td><strong>Completed:</strong> Based on feedback from the 2006 survey, a revised campus technology survey was administered in an online format in 2009. Students, faculty and staff all received the survey by an email invitation to participate.</td>
<td><strong>Ongoing Activities:</strong> Research Finding #29 summarized the results from the Student Campus Technology survey and were distributed campus wide in paper and digital format. Based on the information gathered in the survey Student and Learning Services have increased their web presence, now offer online counseling and academic advising access and have established online tutoring resources.</td>
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<td>22. The Institutional Planning and Research Office will distribute an updated campus technology survey to all segments of the college community to evaluate current needs.</td>
<td><strong>In Progress:</strong> In August of 2011 the college hired a Vice President of Information Technology Services (VPITS) that would oversee all technology functions</td>
<td><strong>Timeline to Completion:</strong> In addition to the 5 point approach to upgrade the technology of the campus outlined by the VPITS, a comprehensive Technology Master Plan is under development</td>
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<td>23. The Technology Master Plan of 2006 will be reviewed by the</td>
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Campus Technology Committee on the campus and review and revise the Technology Master Plan in conjunction with the College Council Campus Technology Standing Committee. During his six month tenure the new VPIT has developed a 5 point approach to address the technology needs of the campus:

1. **Replacement of the Administrative Information Systems (AIS):** The current AIS is being replaced with a more comprehensive, robust, and reliable technology solution. The College is currently in the vendor selection process with expectations that new AIS will be selected by June 2012. Implementation of the new AIS is expected to start in the Fall 2012 and be completed within 24 months or less.

2. **SMART 18 Initiative:** All 300 PCC classrooms will be upgraded to 'SMART' status within 18 months. This includes replacing full-time faculty desktops with laptop and docking station to enhance mobility and utilize the new SMART classrooms. Additionally, a laptop loaner program will be established for the 635 adjunct faculty.

3. **PCC Web Site Redesign:** A Web Advisory Team has been established to present redesign recommendations for functionality and branding. Equally important is the requirement to update data across the existing website.

and will be presented to the college community in May of 2012 for input and presented to the Board of Trustees for approval in September of 2012.

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<p>|                | 1. Replacement of the Administrative Information Systems (AIS): The current AIS is being replaced with a more comprehensive, robust, and reliable technology solution. The College is currently in the vendor selection process with expectations that new AIS will be selected by June 2012. Implementation of the new AIS is expected to start in the Fall 2012 and be completed within 24 months or less. |
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<td>4. Desktop/Server Virtualization: Efforts are underway to consolidate the 70+ computer labs across the college while also making lab resources more readily available via the internet.</td>
<td>In Progress: The college recognizes the need for the revision and re-approval of many policies and procedures. The Police Chief is wrapping up the first comprehensive procedures manual.</td>
<td>Timeline to Completion: Other Admin. Services departments will be working over the next two years to bring all policies and procedures current. They will use the comprehensive manual currently under development by the Police Chief as the “blueprint” for all other area manuals.</td>
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<td>5. Network Expansion: Investment in the current network infrastructure to address gaps and expand wireless networking.</td>
<td>Time to Completion: The Pasadena City College Educational Master Plan provided an action plan item regarding professional development. Action A – Create and Adopt a Professional Learning and Mentoring Plan will create a well-articulated and supported comprehensive professional development plan. The new Vice-President for Human Resources (August 2011) accelerated Action Four with the assistance of faculty, management, and staff. On September 19, 2011 the VP for Human Resources conducted a work session with faculty, management, and staff volunteers to initiate the development of a comprehensive professional development plan. As the result of the feedback and recommendations, another workshop was conducted on December 2, 2011. This latter workshop produced a draft comprehensive professional development infrastructure that identified specific processes and</td>
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<td>24. The Office of Administrative Services will review and update the policies, procedures, and operating manuals for the area.</td>
<td>In Progress:</td>
<td>Timeline to Completion: The objective of the Vice-President for Human Resources is to provide the college Board of Trustees a policy and procedure and comprehensive professional development plan model for approval on or before the last Board of Trustee business meeting in June 2012. The model that will be presented will satisfy Action Four of the educational master plan and will be well articulated throughout the campus.</td>
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<td>25. The Office of Human Resources in conjunction with the employee shared governance groups will design and implement a well-articulated and supported professional development plan.</td>
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<td>interrelationships among the various groups. Furthermore, a campus wide “coordinating committee” was formed to synthesize all the information from this December 2, 2011 workshop. Another workshop is scheduled for March 2012 with all volunteers to solidify the infrastructure and policy and procedure for the college’s comprehensive professional development plan.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Update on Substantive Change Proposals

As indicated in progress report on Recommendation #3 the college filed with ACCJC a Substantive Change Proposal on February 3, 2012 in regards to the Distance Education programs that can be completed 50% or more in a distance education format. Additionally, the college will prepare a Substantive Change proposal to address the relocation of several of our Health Science educational programs to our existing Community Education Center (CEC) in response to a seismic evaluation of the main campus building housing the programs now. This Substantive Change proposal will be filed with ACCJC in fall of 2012.
Authorize to Enter Into Agreement with UTC Power for Energy Supply and Services

March 7, 2012

It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, authorize the Vice President for Administrative Services to negotiate, enter into and execute a ten-year contract with UTC Power to purchase electricity generated on campus through the use of a fuel cell owned by UTC Power. The District will neither own nor operate the plant, which will be located in and around the Boiler House, which is adjacent to the main electrical feed to the campus and the Chiller Plant. EMP: L1

No upfront District funds would be used. Expected savings per year total between $140,000 and $200,000. Electricity purchase funds are provided in each year's District Budget under account #01-5515-3708-0000 (Utilities).

Each year, the District seeks ways of both reducing operating costs and continuing our leadership role in environmental sustainability. With funds available for a brief time under a "Self-Generating Incentive Program" and Federal Tax Credits, the District can reduce its electricity costs by at least two cents per kilowatt hour. Furthermore, "peak cost" charges can be reduced due to the campus demanding less daytime power from Pasadena Water & Power. Finally, the proven and cutting-edge fuel cell technology uses a chemical reaction to generate electricity rather than combustion, so the generated power is very clean and low in carbon dioxide. The fuel cell will be able to provide this power 24/7/365 at a rate up to 800 kilowatts and will also provide up to 90 tons of air conditioning through the use of high-temperature waste heat absorption. The swimming pool will require no further heating from any other source through the use of low-temperature waste heat.

It is anticipated that this project will be completed by the end of 2012.

Submitted and Recommended by: [Signature]
Vice President, Administrative Services

Approved for Submission to the Board of Trustees by: [Signature]
Superintendent/President
The proposal involves the design, installation and operation of a fuel cell and absorption chiller plant on the PCC campus to produce co- or tri-generation of electricity, air-conditioning and heating. The District would purchase electricity through an Energy Supply and Services Agreement only as we use the power output. No District money would be spent on the plant.

What is a fuel cell?

A fuel cell is a technological system that processes a hydrocarbon fuel source into electricity through chemical reactions rather than combustion. The byproducts of this process, aside from electricity include heat and water, along with a relatively small amount of carbon dioxide (because the fuel used is carbon based). In a traditional cogeneration plant, electricity is the main product and waste heat is used for another purpose. In this case, tri-generation is created, because not only will the fuel cell produce electricity, but the waste heat will be split into two outputs: high and low temperature. The high temperature output will be used to create absorption air-conditioning, and the low temperature heat will be used to heat the outdoor swimming pool—essentially for free.

In a traditional power plant, a carbon-based fuel, typically coal or natural gas, is combusted. This results in significantly greater pollutants, including carbon dioxide and particulates.

How do the economics work?

Because this system is part of an energy services agreement, no District money will be used to design, install or operate the fuel cell plant. Instead, the District will buy the electricity the plant produces, and simply utilize the chilled water and waste heat byproducts. The District will pay at least two cents per kilowatt hour less than it now does in buying electricity from Pasadena Water & Power (PWP). In addition, because the District pays for electricity on a sliding scale, with peak level usage costing significantly more, the most expensive electricity is replaced first by the fuel cell.

In each year up to 6,500,000 kilowatt hours of electricity will be generated, and an additional 500,000 kilowatt hours of electrical costs will be avoided because of the chilled water component. This is attractive to PCC due to the cost savings, estimated to be between $140,000 and $250,000 per year, depending on the rate increases from PWP. PWP estimates that their rate increases will average between 2.15% and 4.6% each year for the next ten years. While the fuel cell savings represent only about two to four percent of the next year’s projected budget gap, it means that approximately 28 to 50 sections could be funded.

Most non-traditional (solar, wind and fuel cell) plants cannot economically compete on the open market. The traditional generators can, but their negative environmental impact is huge. As a result, the non-traditional plants rely on government and quasi-government funding. In this case, there are two underlying funding mechanisms used to make the project viable. The first is a “Self-Generating Incentive Program” (SGIP) offered by The Gas Company,
and the second is a Federal Tax Credit. In order to fully utilize these funds, a taxable intermediary must be used. UTC Power has offered to fully fund the project and to use both the SGIP and the tax credits.

How does a fuel cell impact the environment?

Fuel cells are cleaner overall than even solar and wind. While that is counterintuitive, the reason rests with the fact that when solar panels and wind turbines stop making electricity, traditional power plants must be brought online to make up the difference, which causes CO$_2$ to be produced and released into the atmosphere.

Because the sun only produces energy usable for electricity about 1,500 hours per year, out of 8,736 hours in a year, it cannot be the sole source of electricity, unless it can be produced at massive levels that can be stored at least overnight. Fuel cells run 24/7/365, providing clean, efficient power without the need for supplemental dirty generators.

Where will the plant be located?

The location of the plant will be in and around the Boiler House, which is immediately adjacent to the main electrical transformers into the campus, as well as the Chiller Plant, and close to the Aquatic Center. The location is therefore ideal for a fuel cell due to the availability of natural gas, electrical distribution, chilled water lines and the pool.

What are the risks?

The primary risk is that natural gas prices will rise more quickly than the electricity rates charged by PWP. On balance though, PWP either produces or purchases electricity that is created through natural gas-fired turbines. Therefore, the same market forces affecting PWP will affect PCC. PWP also generates power through the Intermountain Power Project in Utah, which is a coal-fired plant—a highly polluting type of generation.

Where do we go from here?

PCC is considered to be a leader in environmental sustainability not only in the state, but also the nation. It must continue in that role.

As technology develops further, improvements will be made to fuel cells. This plant is expected to last at least ten years, at which point the District can either negotiate to extend the contract with UTC Power or to replace it with a more modern one. Other projects to be considered along the way will be a solar energy farm, located on the roof of the Bonnie Avenue Parking Structure. While the economics at the moment are not nearly as attractive as the fuel cell option, technology is advancing rapidly. Efficiencies of converting solar energy to electricity will continue to improve dramatically in the next few years making such a farm far more attractive.

Richard P. van Peit, Ph.D.
Vice President, Administrative Services
Receive and Set Public Hearing Regarding Proposal for First Initial Proposal: Cost of Living Raises, Trimester Academic Calendar, Assignment Flexibility for Faculty, Compressed Schedule: Carnegie Hour, and Overload Assignment Negotiations for 2012-2015 Pasadena Area Community College District to the Pasadena City College Faculty Association (PCCFA).

Board Meeting: March 7, 2012

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 the Pasadena City College Faculty Association for negotiations for a successor agreement from July 1, 2012 until June 30, 2015, and to act to schedule a Public Hearing on the proposal on April 4, 2012.

(The proposal appears on Page 2)

Fiscal Impact: The fiscal impact will depend upon the final agreement.

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.

PACCD Board of Trustees Bylaw 1660: Collective Bargaining, Public Notice Procedure Relating To Meeting and Negotiating under the Educational Employment Relations Act (EERA). (Attached)
1. **COST OF LIVING RAISES (COLA) ABOVE REGULARLY SCHEDULED STEP/COLUMN RAISES.** In a year when the state provides a Cost of Living Adjustment (COLA) to the District, 50% shall go to college employees for total compensation (salary and benefits) and 50% of the total increase shall go to the District. Each employee bargaining unit will receive a percentage of this pool of funds that is equivalent to the percentage of a bargaining unit's total base salary of the size of the entire college employee salary base.

2. **TRIMESTER ACADEMIC CALENDAR: FALL-SPRING-SUMMER.** The District shall re-calendar beginning with the academic year 2012-2013 so that spring semester will begin on January 7, 2012. This will be in accord with the alternative trimester calendar approved by the Calendar Committee in December 2010 (see attached proposed calendar). The current winter intersession will be moved into a new summer semester. **For one year only in 2012-2013, the District will assure that the number of class sections (271 sections) that were offered in the winter session 2012, will be moved to the summer semester and therefore added to the 2012-13 class schedule.** These additional classes will be high-priority courses needed by students for graduation and transfer.

3. **ASSIGNMENT FLEXIBILITY FOR FACULTY.** Regular full time faculty shall have the normal annual teaching workload of 30 units per academic year. Faculty may make a formal request to the Vice President of Instruction or designee to spread their annual workload over the three semesters of the new trimester calendar. Requests for assignment flexibility must be submitted on an annual basis for the entire upcoming academic year by May 1. For courses that are not offered in the most common three or five unit formats, the Vice President of Instruction or designee may approve a request for “load balancing”; for example, an instructor who commonly teaches a 6-unit course may teach 12 hours in the fall semester and 18 hours in the spring semester. Requests must be approved in writing by the Vice President of Instruction or designee.

4. **“COMPRESSED” CALENDAR SCHEDULE: CONVERSION TO “CARNEGIE HOUR”.** Beginning in the Fall semester 2013, all classes will be offered on the federally-approved standard of the Carnegie “50 minute hour”, so that most classes can be scheduled in the common university pattern of MWF (50 minutes)/T-Th (75 minutes). For most courses this will result in a total of 48 hours of instruction within the current “15+1” 16-week compressed calendar schedule. **In the academic year 2012-2013 only, all regular full time faculty will receive released time of 0.2 FTE in order to prepare the necessary adjustments in syllabus and pedagogy.** This 0.2 release assignment is subject to the advance approval and scheduling of the Vice President of Instruction or designee.
5. Pending the development of the FY2012-2013 budget, the PACCD will prepare further "New Subjects for Meeting and Negotiating", per Board Bylaw 1660, to address compensation, benefits and working conditions.

FURTHER BACKGROUND INFORMATION

1. **COLA.** All faculty receive annual step/column salary increases per the salary schedule in the current contract with the PCCFA. PCC faculty have received a raise every year, including the past year, despite declining state funding that has caused many districts to freeze such raises. The state of California has suspended Cost of Living Adjustments for the past four years and has again suspended COLA for FY2012-2013. The District's proposals addresses how to allocate any future COLA, when and if the State resumes COLA.

2. **TRIMESTER CALENDAR.** In 2008, the District administration at the time proposed the elimination of the winter session. PCCFA's PERB complaint concerning the implementation of this proposal was dismissed and resolved in the District's favor. The District now returns to a proposal for a new trimester calendar. The basis of this proposal is to create savings that will make possible additional classes for students and for faculty:
   a. The trimester calendar will reduce the burden on a reduced staff to prepare for three semester starts rather than for the current four starts. This will enable administration and staff to be scheduled more effectively and productively.
   b. The trimester calendar will enable significant savings in the current use of the large number of temporary and part-time employees.
   c. The trimester will reduce the burden on our ancient 1982 computer system and enable more Information Technology resources to be dedicated to the conversion of a new Administrative Information System.
   d. The trimester calendar will realize significant savings from increased course completion rates. Research indicates that students, especially basic skills students, complete courses at higher rates when they do not have a long hiatus from the middle of December to late February. An increase in course completion rates will result in having to schedule fewer sections to accommodate students who need to repeat the same courses.
   e. The current four-session calendar has not been in effect forever at PCC. It was created before the economic recession when the State was fully funding student enrollment growth. The addition of a winter session was thus a mechanism to provide faculty and students with "extra" classes. But in the current environment, the State has cut funding for extra classes with the current winter session class schedule reduced dramatically. The trimester calendar has the advantage that if and when the State returns to paying for enrollment growth that extra classes can be easily added in the summer trimester.
   f. The District estimates that the savings from the conversion to the trimester calendar could approach $1M or more. For 2012-13, the District proposes that the equivalent of the 271 sections of the current winter intersession, with an approximate expense of $1.35M, be added to the class schedule to ease the burden to students of the State budget cuts.

3. **ASSIGNMENT FLEXIBILITY FOR FACULTY.** One of the additional advantages of the trimester calendar is that it would enable faculty to spread
their contractual classroom teaching assignment load over any two or three semesters. For example, a faculty member, could, with advance approval, request placing their courses all in spring and summer and then have the entire fall off. Or a faculty member who teaches ten three credit classes per year, could teach 5-3-2 over three consecutive semesters.

4. **“CARNEGIE HOUR”**. When PCC moved to the current “compressed calendar” of 16 weeks (15 weeks of instruction plus an exam week), the college compressed the weeks but not the classroom hours. Instead of the federal standard of three hours per week for 48 classroom hours, the college retained 54 classroom hours. PCC’s classroom hour standard also does not mesh with the CSU and university standard. Moreover, the Department of Education has recently called upon accredited colleges to conform to the Carnegie standard or to develop a clear rationale for why it will not do so.

PCC’s current 54 hour standard is anomalous and has long created a difficult challenge to students who are trying to obtain a schedule: because many classes do not conform to the Carnegie “50 minute hour”, these class times overlap, often making it impossible for a student to take two different courses s/he needs. By converting to the standard Carnegie hour all students would find it much easier to build a schedule. There would also be significant cost savings that accrue from being able to schedule classes more efficiently in non-conflicting time blocks. Note: Full time faculty would be teaching fewer classroom hours for the same rate of pay. Hourly faculty would be paid for fewer hours but this could be offset by renegotiating the hourly rates.

*These are the District’s initial proposals, subject to negotiation.* The law requires that the District fully disclose its initial proposal to the public prior to the Board’s authorization of formal negotiation with the PCCFA. Details and issues relating to these proposals will be addressed during the negotiation.
March 2, 2012

Via Hand Delivery

Mr. Roger Marheine, President
Ms. Julie Kiotas, Lead Negotiator
Mr. Daniel Hamman, Lead Negotiator
PCCFA
1570 E. Colorado Blvd., U-0248
Pasadena, CA 91106

Re: PACCD-PCCFA SUCCESSOR AGREEMENT

Dear Roger, Julie and Danny:

Thank you for your submission for your "Initial Proposal from the Pasadena City College Faculty Association". This is to inform you that as you have requested, it will be placed on the Board agenda for sunshining on March 7, 2012 with the public hearing to be set for the next regular business meeting on April 4, 2012.

This is also to advise you that on March 7, 2012, the District will be sunshining its first initial proposal to PCCFA with the public hearing also to be set for the Board of Trustees next regular business meeting on April 4, 2012. At that meeting, the Board will take action to adopt and authorize negotiation on the proposal.

You will note that the District’s proposal comports with Bylaw No. 1660. Please review the Bylaw and related procedures, as well as the PERB Decisions which specify the degree to which an initial proposal must identify the issues to be addressed. Palo Alto Unified School District (Fein) (1981) PERB Dec. No. 184 ["initial proposals presented to the public must be sufficiently developed to permit the public to comprehend them. An initial proposal which is simply a statement of the subject matter such as 'wages' does not adequately inform the public of the issues that will be negotiated."]; accord, AFT College Guild (Watts) (1989) PERB Dec. No. 740, 13 PERC Para. 20127; see also, San Mateo City School District v. Public Employment Relations Board (1983) 33 Cal 3d 850, 864. We ask you to make public your initial proposal that comports with these standards.

We also note that you have identified 2012-2013 as the subject of your sunshine. We intend to negotiate a successor agreement for three years and have understood you intend to do the same. Please advise if your identification of only a one year period was inadvertent.
Given that the public hearings for both sides will be completed on April 4, 2012, we hereby request you to meet to negotiate commencing Friday, April 6, 2012 and continuing thereafter on a mutually agreeable schedule of no less than once per week. It is in our mutual interest to begin as soon as possible as there are matters to be addressed which will affect next year's class schedule.

Please let me know your availability on April 6, 2012. If you have any questions, please feel free to contact me.

Very truly yours,

Gail S. Cooper  
General Counsel

Cc:  
Dr. Mark Rocha (via email)  
Bruce Barsook, Esq. (via email)  
Dr. Robert Bell (via email)  
Mr. Robert Miller (via email)  
Dr. David Douglass (via email)
Title: Collective Bargaining, Public Notice Procedure Relating To Meeting and Negotiating under the Educational Employment Relations Act (EERA)

Legal Authority: Government Code, Section 3547; Title 5, California Code of Regulations, Part III, 32900

Bylaw No. 1660

Page 1 of 2

1. Public Presentation of Initial Proposals
   a. The initial proposals of an exclusive representative, or of the District, which relates to matters within the scope of representation, shall be presented at a public meeting of the Board and thereafter shall be public records.
      (1) For purposes of this policy, the term “initial proposal” shall include all non-technical amendments to an agreement.
      (2) Either an exclusive representative or the District may present the First Initial Proposal.
      (3) The presentation of the Initial Proposal in response to the first initial proposal by either party shall be processed in accordance with Section 1670 below.

2. Public Hearing
   a. The Board shall schedule a public hearing on the initial proposal after the public has been given a reasonable time to become informed of the contents of the proposal. The public hearing may be held at a regular meeting or at a special meeting.
   b. The public shall have an opportunity to express itself regarding the proposal.

3. Adoption of Initial Proposals
   a. After the public has had the opportunity to express itself on the initial proposal, the Board shall, at a public meeting, adopt its initial proposal.
   b. After the public has had the opportunity to express itself on the exclusive representative’s initial proposal, the Board shall, at a public meeting, receive the initial proposal.

4. New Subjects of Meeting and Negotiating
   a. New subjects of meeting and negotiating arising after the presentation of initial proposals shall be made public within twenty-four (24) hours.
   b. If a vote is taken on such subject by the Board, the vote there on by each member voting shall be made public within twenty-four (24) hours.

Approved by the Board of Trustees: August 17, 1994, Revised July 16, 2008
Title: Presentation of Initial Collective Bargaining Proposals

Whenever an initial collective bargaining proposal is received from an exclusive representative of District employees, or whenever the District's own negotiator presents an initial proposal, the following actions must be taken at public meetings of the Board of Trustees:

The exclusive representative or the District must present the initial collective bargaining proposal orally or in writing to the Board at a public meeting.

The public shall have an opportunity to respond to the exclusive representative's or District's initial proposal at a subsequent public Board meeting. The opportunity for public response shall appear on the Board's regular agenda. Public response shall be taken in accordance with the Board's policies regarding speakers.

After the public has an opportunity to respond to an initial proposal, the Board shall, at the same meeting or a subsequent meeting, adopt the initial proposal. The adoption shall be indicated as a separate action item on the Board agenda. There shall be no amendment of the District's initial proposal unless the public is again afforded a responsible opportunity to respond to the proposed amendment at a public meeting.

If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District in the same public place as it posts its agendas within twenty-four (24) hours after their presentation in negotiations.

When a request to reopen a collective bargaining agreement, as required by the agreement, is received from an exclusive representative or is made by the District, the public notice procedure outlined in this procedure shall be followed.

When the District and the exclusive representative agree to amend an executed collective bargaining agreement in accordance with the agreement, the following procedure shall be followed:

The amendment shall appear on the agendas as a notice item for action at a subsequent Board meeting.

The public shall have an opportunity to respond to the amendment at a subsequent Board meeting. The public response shall be indicated on the agenda.
# Pasadena City College

## Calendar 2012-2013

### June 2012
- 15 Commencement 2012
- 17 Last Day of Classes – Spring 2012
- 18-24 Classes Not In Session
- 25 First Day of Classes – Summer Intersession*

### July 2012
- 4 Independence Day – Campus Closed

### August 2012
- 26 Last Day of Classes – Summer Intersession
- 27 First Day of Classes – Fall Semester – 16 Weeks*

### September 2012
- 3 Labor Day – Campus Closed

### October 2012
- 15-16 Lincoln’s Birthday – Campus Closed
- 18 Presidents Day – Campus Closed

### November 2012
- 4-9 Spring Break – Classes Not In Session
- 8-9 Campus Closed
- 29 Cesar Chavez Day – Campus Closed

### December 2012
- 7 First Day of Classes – Spring Semester – 16 Weeks*
- 21 Martin Luther King Jr. Day – Campus Closed

### January 2013
- 15 Commencement 2013
- 17 Last Day of Spring 2013 semester
- 6-12 Classes Not In Session
- 13 First Day of Summer Intersession*

### February 2013
- 3 Labor Day – Campus Closed

### March 2013
- 12 Veterans Day – Campus Closed
- 22-23 Thanksgiving – Campus Closed

### April 2013
- 4-9 Spring Break – Classes Not In Session
- 8-9 Campus Closed

### May 2013
- 3 Commencement – 2013
- 4 Last day of Spring 2013 semester
- 6-12 Classes Not In Session
- 13 First Day of Summer Intersession*

### June 2013
- 4 Independence Day – Campus Closed

### July 2013
- 3 Memorial Day – Campus Closed
- 4 Independence Day – Campus Closed
- 1 July 4 – Campus Closed
- 3 Labor Day – Campus Closed
- 4-9 Spring Break – Classes Not In Session
- 8-9 Campus Closed
- 29 Cesar Chavez Day – Campus Closed

### Green Days = Classes Not In Session
### Pink Days = Campus Closed
### Yellow Days = Final Exams
### Blue Days = First Day of Classes

*See Schedule of Classes for Class Start/End Dates
ACADEMIC CALENDAR FOR 2012-2013

Summer 2012
June 25 – August 26 - Summer Intersession
Pre Census Drops - Faculty to refer to class rosters for specific dates.

Fall 2012
Aug. 27 - First day of classes – Fall Semester (16 Weeks)
Sept. 5 - Pre Census Drops due
Sept. 8 - Last date to add a 16-week course. Last date to drop a 16-week course without receiving a “W”. (Saturday Services open 9:00 a.m. – 1:00 p.m. only)
Sept. 21 - Last day to apply for December graduation
Oct. 14-20 - Midterm exams administered
Oct. 31 - Midterm grade reports available online
Nov. 11 - Last day to drop and receive a “W”
Nov. 16 - Last day to withdraw from the college (in person at the Registration Counter)
Dec. 10-16 - Final Examinations
Dec. 16 - Last day of classes – Fall Semester
Jan. 2 - Final grades for Fall due from faculty by noon in Records – Room L113

Spring 2013
Jan. 7 - First day of classes – Spring Semester (16 weeks)
Jan. 16 - Precensus Drops Due
Jan. 19 - Last day to add a 16-week course. Last day to drop a 16-week course without receiving a “W.” (Saturday Services open 9:00 – 1:00 only)
Feb. 1 - Last day to apply for spring graduation
Feb. 24 - Mar. 2 - Midterm exams administered
Mar. 4 - 9 - Spring Break
Mar. 13 - Midterm grade reports available online
Mar. 28 - Last day to drop and receive a “W”
Apr. 5 - Last day to withdraw from college (in person at the Registration Counter)
Apr. 29 - May 5 - Final Examinations
May 3 - Commencement
May 4 - Last day of classes – Spring Semester
May 7 - Final grades for Spring due from faculty by noon in Records – L113

Summer 2013
May 13 - First day of Summer Intersession
Precensus Drops – Faculty to refer to class rosters for specific dates.
Receive and Set Public Hearing Regarding Initial Proposal for Negotiations for 2012-2013 from the Pasadena City College Faculty Association (PCCFA) to the Pasadena Area Community College District.

March 7, 2012

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 PCCFA to the Pasadena Area Community College District for negotiations for 2012-2013.

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

The fiscal impact will depend upon the final outcome of negotiations between the 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.
The Pasadena City College Faculty Association Leadership Board proposes to negotiate a successor agreement for fiscal year beginning July 1, 2012 to June 30, 2013 with special interest in the following issues:

- Part-Time Faculty (Credit and Noncredit, Teaching and Non-Teaching) Issues:
  1. Compensation
  2. Job Security
  3. Working conditions including paid office hours
  4. Benefits

- Full-Time Faculty (Credit and Noncredit, Teaching and Non-Teaching) Issues:
  1. Compensation
  2. Benefits
  3. Working conditions
CONSENT ITEM TITLE: Approval of Student Travel - PCC Cross-Cultural Center
Mountain Center, CA April 27-29, 2012

Board Meeting Date: March 7, 2012

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 Cross-Cultural Center
NUMBER: 50 (45 Students, 5 Advisors)
DATES: April 27-29, 2012
TIMES: Various
DESTINATION: Massey Training Center
Mountain Center, CA
EVENT: Annual Cross-Cultural Center Retreat
TRANSPORTATION: District-arranged vehicles
ADVISOR(S): Office of Students Affairs Staff
NOT TO EXCEED: $12,100.00
EMP: A, A3, E, and E5

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2011-2012 Student Service Fund Annual Budget. Cost categories and amounts include: lodging, transportation, facilitators and food.

BACKGROUND: This activity involves students participating in the annual college-wide Cross-Cultural Student Development Retreat. The focus of the retreat is to teach students awareness of one’s own assumptions, biases, and values; to gain an understanding of the worldviews held by others; to provide information about various cultural groups; and to develop appropriate intervention strategies and techniques. Students participate in workshops addressing group dynamics, leadership development, ethics, diversity, 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.

Submitted by:
[Signature]
Assistant Dean, Student Affairs

Recommended for Approval:
[Signature]
Vice President, Student and Learning Services

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

CONSENT ITEM TITLE:
Approval of Student Travel -
PCC DANA Club
Springdale, UT April 27-29, 2012

Board Meeting Date: March 7, 2012

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 DANA (Geology) Club
NUMBER: 18 (17 students and 1 advisor)
DATES: April 27-29, 2012
TIMES: Various
DESTINATIONS: Zion National Park
Springdale, UT
EVENT: Field trip/Camping
TRANSPORTATION: District-arranged vehicles
ADVISORS: Natural Science Staff
NOT TO EXCEED: $1,000.00
EMP: A2, E1 and E5

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2011-2012 Student Services Fund Annual Budget, Trust and Agency, and participants. Cost categories and amounts include: admission, meals, and transportation.

BACKGROUND: This activity involves travel to Zion National Park and the Coral Pink Sand Dunes State Park. The PCC DANA (Geology) Club will be camping, hiking, and conducting field studies. The group will also be discussing the geology of the conservation area to better understand Mesozoic depositional environments and how they changed through time in response to tectonics and environments change, from hand lens scale to outcrop scale.

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:
Approve Compensation for Academic Personnel Environmental STEM Grant

Board Meeting Date: March 7, 2012

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 in support of the Environmental STEM Grant to participate in planning retreats, working with our 4-year and industry partners and develop facilities and materials for grant implementation, approved for the College year 2011-2012, unless otherwise indicated, or any portion thereof, as stated in the contract.

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need. This compensation has been requested by the Dean, Natural Sciences.

Submitted by:
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>ENVIRONMENTAL STEM ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Igoe, Jessica</td>
<td>2,500.00</td>
<td>Support Environmental STEM Grant – 03-08-12 to 06-30-12, EMP: D3,K1;</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 reimbursement of the Pasadena Area Community College District Revolving Cash Fund in the amount of $1,876.66. 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>02-09-12</td>
<td>19517805</td>
<td>$1,620.87</td>
</tr>
<tr>
<td>02-15-12</td>
<td>19527332</td>
<td>$255.79</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1,876.66</td>
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</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.
## REVOLVING FUND REIMBURSEMENT
### MARCH 2012 EXPENSE SUMMARY

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>2/9/2012</td>
<td>19517805</td>
<td>$1,620.87</td>
</tr>
<tr>
<td></td>
<td>Supplies</td>
<td>$1,448.45</td>
</tr>
<tr>
<td></td>
<td>Costume rental</td>
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<tr>
<td></td>
<td>Repairs</td>
<td>$77.02</td>
</tr>
<tr>
<td></td>
<td>Postage</td>
<td>$245.24</td>
</tr>
<tr>
<td></td>
<td>Books</td>
<td>$25.00</td>
</tr>
<tr>
<td></td>
<td>Dry cleaning</td>
<td>$17.50</td>
</tr>
</tbody>
</table>

| 2/15/2012 | 19527332       | $255.79    |
|           | Supplies       | $116.28    |
|           | Repairs        | $139.51    |

**Grand total:** $1,876.66
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

Board Meeting Date: March 7, 2012

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 $19,415.11. 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>
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</thead>
<tbody>
<tr>
<td>02/01/12</td>
<td>19485443</td>
<td>$19,415.11</td>
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<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Medical</td>
<td>$4,127.62</td>
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<tr>
<td>Mileage</td>
<td>188.39</td>
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<tr>
<td>Legal</td>
<td>9,146.18</td>
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<tr>
<td>Benefit Payments</td>
<td>5,952.92</td>
</tr>
<tr>
<td>Total</td>
<td>$19,415.11</td>
</tr>
</tbody>
</table>

BACKGROUND: Effective April 1, 1988, Keenan and Associates handle 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:

[Signature]
Supervisor, Accounting/Fiscal Services

Recommended for Approval:

[Signature]
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
CONSEント ITEM TITLE: Approve Budget Augmentation

Board Meeting Date: March 7, 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:

EOP&S: 5304/5305 EMP: E1
2011-2012 Adopted Budget: Increase 2011-2012 Revised Budget
$686,807 $8,849 $695,656

COOP AGENCIES RESOURCES FOR ED (CARE): 5306/5307 EMP: E1.4
2011-2012 Adopted Budget: Increase 2011-2012 Revised Budget
$71,222 $3,749 $74,971

BACKGROUND: Recently, we learned that certain grant funding from the State and Federal were 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 U. S. Department of Education.

Submitted by:

[Signature]
Supervisor, Accounting/Fiscal Services

Recommended for Approval:

[Signature]
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
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 purchasing transactions P12-02372 through P12-02493. 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
Recommended 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 Fund Amount</th>
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<td>P12-02403</td>
<td>GoPRINT SYSTEMS, INC.</td>
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<td>ADMISSIONS &amp; RECORDS</td>
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<tr>
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<td>BUSINESS</td>
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<td>P12-02410</td>
<td>PAR, INC.</td>
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<td>COUNSEL</td>
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<td>P12-02493</td>
<td>ECWEST</td>
<td>FURNITURE-CLASSROOM</td>
<td>EDUCATIONAL SERVICES</td>
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</tr>
<tr>
<td>P12-02377</td>
<td>JOHNSTONE SUPPLY</td>
<td>AIR CONDITIONING SYS/SERVICE</td>
<td>FACILITIES</td>
<td>1,276.55</td>
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<tr>
<td>P12-02397</td>
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<td>FACILITIES</td>
<td>580.00</td>
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<tr>
<td>P12-02404</td>
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<tr>
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<tr>
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<tr>
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<tr>
<td>P12-02450</td>
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<tr>
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<td>FACILITIES</td>
<td>7,525.33</td>
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<tr>
<td>P12-02455</td>
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<tr>
<td>P12-02476</td>
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<td>FACILITIES</td>
<td>1,552.95</td>
</tr>
<tr>
<td>P12-02477</td>
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<td>APPLIANCES</td>
<td>FACILITIES</td>
<td>900.38</td>
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<td>P12-02479</td>
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<td>677.90</td>
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<tr>
<td>P12-02482</td>
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<tr>
<td>P12-02488</td>
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<tr>
<td>P12-02490</td>
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<tr>
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<td>FACILITIES</td>
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<tr>
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**FUND 01 UNRESTRICTED GENERAL 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>P12-02403</td>
<td>GoPRINT SYSTEMS, INC.</td>
<td>MAINTENANCE AGREEMENT</td>
<td>ADMISSIONS &amp; RECORDS</td>
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<tr>
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<td>COUNSEL</td>
<td>1,389.13</td>
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<td>P12-02493</td>
<td>ECWEST</td>
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<td>EDUCATIONAL SERVICES</td>
<td>2,244.60</td>
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<tr>
<td>P12-02377</td>
<td>JOHNSTONE SUPPLY</td>
<td>AIR CONDITIONING SYS/SERVICE</td>
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<td>1,425.60</td>
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<td>P12-02423</td>
<td>SCHINDLER ELEVATOR CORP.</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>6,280.00</td>
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<tr>
<td>P12-02424</td>
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<td>FACILITIES</td>
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<tr>
<td>P12-02477</td>
<td>HOME DEPOT</td>
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<td>FACILITIES</td>
<td>900.38</td>
</tr>
<tr>
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<td>PAINT AND SUP.</td>
<td>FACILITIES</td>
<td>677.90</td>
</tr>
<tr>
<td>P12-02482</td>
<td>SO COAST AIR QUALITY MGMT DISTRICT</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>1,261.01</td>
</tr>
<tr>
<td>P12-02484</td>
<td>SCHINDLER ELEVATOR CORP.</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>3,768.00</td>
</tr>
<tr>
<td>P12-02485</td>
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<td>FACILITIES</td>
<td>682.78</td>
</tr>
<tr>
<td>P12-02488</td>
<td>A &amp; L RADIATOR SERVICE</td>
<td>REPAIRS</td>
<td>FACILITIES</td>
<td>674.25</td>
</tr>
<tr>
<td>P12-02490</td>
<td>ECMOR SERVICE</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>669.85</td>
</tr>
<tr>
<td>P12-02491</td>
<td>GRAINGER, INC.; W.W.</td>
<td>AIR CONDITIONING SYS/SERVICE</td>
<td>FACILITIES</td>
<td>643.26</td>
</tr>
<tr>
<td>P12-02432</td>
<td>IVOCOR VIVADENT INC.</td>
<td>HEALTH EQUIP.</td>
<td>HEALTH SCI</td>
<td>15,568.66</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>
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<tbody>
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<td>NURSING SUP.</td>
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<td>NATURAL SCIENCE</td>
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**FUND 41 CAPITAL OUTLAY FUND**

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<th>Vendor Name</th>
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<th>Requestor</th>
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<td>FACILITIES</td>
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</tr>
</tbody>
</table>

Total 144,641.50

* Indicates Vendor is located within the Pasadena Area Community College District.
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<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>P12-00098</td>
<td>LANDSCAPE WAREHOUSE</td>
<td>INCREASE PO PER THE DEPT.</td>
<td>FACILITIES</td>
<td>1,000.00</td>
<td>3,000.00</td>
</tr>
<tr>
<td>P12-00288</td>
<td>BIG O TIRE</td>
<td>INCREASE PO PER THE DEPT.</td>
<td>POLICE</td>
<td>2,500.00</td>
<td>7,500.00</td>
</tr>
<tr>
<td>P12-00327</td>
<td>BAGHDASSARIAN'S AUTOMOTIVE REPAIR</td>
<td>INCREASE PO PER THE DEPT.</td>
<td>POLICE</td>
<td>7,000.00</td>
<td>16,000.00</td>
</tr>
<tr>
<td>P12-00419</td>
<td>STORAGECONTAINER.COM</td>
<td>INCREASE PO PER THE DEPT.</td>
<td>FACILITIES</td>
<td>847.00</td>
<td>1,773.00</td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Information Technology Purchasing Transactions

Board Meeting Date: March 7, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Information Technology orders from purchasing transactions P12-02372 through P12-02493.

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 to provide for Information Technology Services (ITS). ITS supports and maintains the components of a campus wide network communications backbone, and networked PCs in classrooms, labs and offices throughout the campus. These purchases will ensure that the campus have the information technology tools and infrastructure necessary to carry out the academic mission of the college.

Submitted by:
Office for Administrative Services

Recommended 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 Fund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P12-02416</td>
<td>DELL, INC.</td>
<td>COMPUTER EQUIP.</td>
<td>HUMAN RESOURCES</td>
<td>1,621.17</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Laptop and docking station to replace the office desktop system for the VP of Human Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P12-02417</td>
<td>APPLE</td>
<td>COMPUTER EQUIP.</td>
<td>LIBRARY</td>
<td>3,175.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Five iPad2s for faculty, staff, and student use at the Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total 4,796.67</strong></td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve/Amend Contracts

Board Meeting Date: March 7, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/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-98088-2</td>
<td>Medi Lab Corporation</td>
<td>No cost to District</td>
<td>To provide use of facilities for internships for students in Natural Sciences Division. EMP: D4 4/05/12 until terminated</td>
<td>Natural Sciences Division</td>
<td>N/A</td>
</tr>
<tr>
<td>B-98091-2</td>
<td>Joe Krikorian, dba Code 3, Inc.</td>
<td>No cost to District</td>
<td>To provide use of classroom space to conduct PCC Extension classes. EMP: I4 3/23/12 until terminated</td>
<td>Extension</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>FUND 01 GENERAL 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-97623-0</td>
<td>Crafted Software – Solutions by Design</td>
<td>$90,000.00</td>
<td>To increase amount of agreement for additional software programming support services for the existing Santa Rosa Administrative Information System for an amount not-to-exceed $115,000.00. EMP: C</td>
<td>Information Technology Services</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-98090-2</td>
<td>Maxwell Rowe</td>
<td>$15,000.00</td>
<td>To provide brand development, marketing and outreach services for E-STEM Grant activities. EMP: SSAS#3, D2.3 3/08/12 thru 6/30/12</td>
<td>Natural Sciences Division – E-STEM Grant</td>
<td>03-5120</td>
</tr>
</tbody>
</table>
## 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>B-98092-2</td>
<td>California State Polytechnic University - Pomona</td>
<td>$41,000.00</td>
<td>To provide lodging, meals and meeting space for approximately 53 Classic Upward Bound Program participants and seven District staff. EMP: D1, E1 7/08/12 thru 7/19/12</td>
<td>Classic Upward Bound Grant</td>
<td>03-5250</td>
</tr>
<tr>
<td>B-98089-2</td>
<td>Gartner, Inc.</td>
<td>$72,100.00   for first year and $75,900.00 for second year</td>
<td>To provide independent research advisory services to assist PCC and Information Technology Services Division with insight necessary to make technology related decisions for new Administrative Information Systems selection, planning and implementations. EMP: C1-3 4/01/12 thru 3/31/14</td>
<td>C/O Technology Upgrade</td>
<td>41-5120</td>
</tr>
<tr>
<td>B-97904-1</td>
<td>PBWS</td>
<td>$26,790.00 including approved reimbursables</td>
<td>To provide additional services for the Modular Science Village Project for the addition of fire sprinklers for an amount not-to-exceed $126,790.00, and extend the term from 6/30/12 to 12/31/12. EMP: L</td>
<td>C/O Replace U Building</td>
<td>41-6252</td>
</tr>
</tbody>
</table>

FUND 41 CAPITAL OUTLAY FUND

- **Approve**
- **Amend**

Consent Item No. 106-B
March 7, 2012
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 following instructors for Extension fee classes on the designated dates. *EMP: 14*

**EXTENSION FEE CLASSES**

**INSTRUCTORS**

APPROVE March 24, 2012 to June 30, 2012

<table>
<thead>
<tr>
<th>INSTRUCTORS</th>
<th>CLASS NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amirteymoori, Abbas</td>
<td>The Happiness Generator Course</td>
</tr>
<tr>
<td>Cooper, Dean</td>
<td>Cloud Technology, Microsoft Office 365</td>
</tr>
<tr>
<td>Forrester, III, Vandy</td>
<td>Become a Dazzling Conversationalist</td>
</tr>
<tr>
<td>Gardner, Priscilla</td>
<td>Better Ways to Cope</td>
</tr>
<tr>
<td>Golden, Michael</td>
<td>Fear-Free Public Speaking</td>
</tr>
<tr>
<td>Good Times Travel, Inc.</td>
<td>A Taste Of Europe</td>
</tr>
<tr>
<td>Good Times Travel, Inc.</td>
<td>Greystone Mansion Tour</td>
</tr>
<tr>
<td>Good Times Travel, Inc.</td>
<td>Lake Arrowhead Cruise</td>
</tr>
<tr>
<td>Good Times Travel, Inc.</td>
<td>San Diego Zoo</td>
</tr>
<tr>
<td>Good Times Travel, Inc.</td>
<td>San Diego's Balboa Park</td>
</tr>
<tr>
<td>Good Times Travel, Inc.</td>
<td>The Ramona Pageant</td>
</tr>
<tr>
<td>Peavyhouse, Thomas</td>
<td>Become a California State Notary Public</td>
</tr>
<tr>
<td>Rathman, Kim Alaine</td>
<td>How to Write a Nonprofit Case Statement</td>
</tr>
<tr>
<td>Rathman, Kim Alaine</td>
<td>Successful Prospect Research and Grant Writing</td>
</tr>
<tr>
<td>Thomas, Charles</td>
<td>Hand Drumming II</td>
</tr>
<tr>
<td>Whatley, Saroya</td>
<td>Bollywood Fusion Dance</td>
</tr>
</tbody>
</table>

**FISCAL IMPLICATIONS:** There is no cost to the District. Extension instructors are paid from participants' fees.

**BACKGROUND:** The services of the instructors are requested by the Director of Extension.
CONSENT ITEM TITLE:
Approve Change Orders, Science Village Modular Classrooms and Labs

Board Meeting Date: March 7, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Change Order Number One (1) to Global Modular Inc. for Contract Number C-3100-5. As part of the agreement between Global Modular, Inc. and the District, change orders may be related to the contract, labor, equipment and/or materials.

Change Order #1: Deduct for deleting one restroom unit from the original bid award. The District will be relocating an existing unit already on site to the Science Village Lot 5A. The total cost of this change order is Sixty-Five Thousand Four Hundred Eighty-Three Dollars and Fifty Cents ($65,483.50).

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2011-2012 District Budget in the Capital Outlay Fund and charged to the following cost center:

41-6250-7117-0000 (U Building Swing Space)

BACKGROUND: Periodic change orders to the original upgrade contract are common in a project of this magnitude. Public Contract Code 20659 allows the Board to make changes in the contract up to ten percent (10%) of the original contract amount. On January 18, 2012, the Board awarded Bid 876 to Global Modular, Inc. and authorized the issuance of Contract Number C-3100-5.

Submitted by:
Office for Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Vice President, Administrative Services

Superintendent/President
<table>
<thead>
<tr>
<th>CO #</th>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>C.O. AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>02/23/12</td>
<td>Deduct from the contract for deleting one restroom unit from the original bid award.</td>
<td>($65,484)</td>
</tr>
</tbody>
</table>

**Value of Executed Change Orders**: -$65,484

**Contract Amount with Executed Change Orders**: $3,925,099

**Remaining Project Contingency**: $399,058

**Percentage of Impact by Change Orders to Overall Contract**: -1.67%
CONSENT ITEM TITLE: Ratify Professional Conference Attendance

Board Meeting Date: March 7, 2012

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 conference attendance outside the United States or with anticipated costs in excess of $1,500.00.

FUND 01 UNRESTRICTED GENERAL FUND

RATIFY:

ATTENDEE: Carrie Starbird
LOCATION: 31st Annual Conference on the First-Year Experience, San Antonio, Texas
DATES: February 17 – February 21, 2012*
PURPOSE: To participate with a team of faculty, managers, and staff in professional development tied to First-Year Experience (FYE) programs in support of PCC students
CHARGES: $2,105.00
COST CENTERS: 01-5210-1000-0000
RECOMMENDED BY: Dr. Robert Bell
EMP: A1-3, B1, B2
* February 16 – additional travel day

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

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

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

Submitted by:
Office for Administrative Services

Recommended for Approval:
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
RECOMMENDATION: It is recommended that the Board of Trustees of the Pasadena Area Community College District of Los Angeles County, California, approve the employment of the persons on the attached list for 2011-2012 effective February 21, 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

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: Each assignment shall be determined by needs of the Division.
<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biles, Pearlie</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Engineering and Technology</td>
</tr>
<tr>
<td>Chang, Hua-Chen</td>
<td>Adjunct Faculty</td>
<td>E</td>
<td>1</td>
<td>Performing and Communication Arts</td>
</tr>
<tr>
<td>DelVecchio, Dawn</td>
<td>Adjunct Noncredit Faculty</td>
<td>NM</td>
<td>1</td>
<td>Community Education Center</td>
</tr>
<tr>
<td>Eller, Wendy</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Languages</td>
</tr>
<tr>
<td>Flaig, Bryan</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Engineering and Technology</td>
</tr>
<tr>
<td>Harrington, Charles</td>
<td>Adjunct Coordinator</td>
<td>B</td>
<td>33</td>
<td>Business and Computer Technology</td>
</tr>
<tr>
<td>Horn, Nathan</td>
<td>Adjunct Noncredit Faculty</td>
<td>NM</td>
<td>1</td>
<td>Community Education Center</td>
</tr>
<tr>
<td>Johnson, Donald</td>
<td>Adjunct Faculty</td>
<td>E</td>
<td>1</td>
<td>English</td>
</tr>
<tr>
<td>Khollesi, Babak</td>
<td>Adjunct Coordinator</td>
<td>C</td>
<td>13</td>
<td>Business and Computer Technology</td>
</tr>
<tr>
<td>Lamb, Erin</td>
<td>Adjunct Faculty</td>
<td>C</td>
<td>1</td>
<td>Natural Sciences</td>
</tr>
<tr>
<td>Masud-Ruiz, Nury</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Languages</td>
</tr>
<tr>
<td>Pehlivanova, Maria</td>
<td>Adjunct Faculty</td>
<td>B</td>
<td>1</td>
<td>Languages</td>
</tr>
<tr>
<td>Tagawa, Akiko</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Business and Computer Technology</td>
</tr>
<tr>
<td>Vargas, Pedro</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Kinesiology</td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Employment, Changes and Separation of Classified Employees

Board Meeting Date: March 7, 2012

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 employment, changes and separation pertaining to the following classified service employees. All employment, changes and separation were in accordance with Pasadena City College applicable policies and procedures and California Government Codes.

EMP: E2, E4

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>RANGE &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMPLOYMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santiago, Grace</td>
<td>46A</td>
<td>100% - 11 mo.</td>
<td>03/12/12</td>
</tr>
<tr>
<td>Educational Advisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upward Bound Math/Science Funded Program</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| CHANGES                           |              |                  |                |
| Chung, Nancy                      | 38F          | 100% - 12 mo.    | 04/01/12       |
| From: Acting, Admission and Records Clerk II/Veterans | | | |
| To: Admissions and Records Clerk II | 36F | 100% - 12 mo. | 04/01/12 |

| Powell, Teresa                    | 40F*         | 100% - 12 mo.    | 04/01/12       |
| From: Acting, Admissions and Records Clerk III | | | |
| To: Admissions and Records Clerk III/Veterans | 40F* | 100% - 12 mo. | 04/01/12 |

* Includes 5% shift B differential

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
SEPARATION

Littleton, Antonio
Custodian
Facilities Services

32E

Resignation
100% - 12 mo.

02/09/12
**PASADENA AREA COMMUNITY COLLEGE DISTRICT**
Pasadena City College

**CONSENT ITEM TITLE:**
Employment, Change of Status, Leave of Absence, and Separation of Academic Employees

**Board Meeting Date:** March 7, 2012

**RECOMMENDATION:** It is recommended that the Board of Trustees of the Pasadena Area Community College District of Los Angeles County, California, approve the following change pertaining to an academic employee. Employment was in accordance with Pasadena City College Hiring Policies and Procedures and applicable California government codes. EMP: A2

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT/DIVISION</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapman, Elaine</td>
<td>100% - 6 months</td>
<td>07/01/11 - 12/31/11</td>
</tr>
<tr>
<td>From: External Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interim Dean</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To: PCC Extension Director</td>
<td>100% - 6 months</td>
<td>01/01/12 - 06/30/12</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