PASADENA CITY COLLEGE

NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, April 4, 2012

4:00 P.M. CLOSED SESSION
5:00 P.M. OPEN SESSION

MEETING NO. 7
REGULAR BUSINESS MEETING

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

Enclosed is the Agenda for Meeting No. 7, a Regular Business Meeting. The Open Session will begin at 4:00 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 5:00 p.m. The Board will meet in Creveling Lounge at Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.
AGENDA

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

I. CALL TO ORDER, ROLL CALL and PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
   (4:00 p.m.)

II. CLOSED SESSION

   Government Code §54957 Public Employee Appointment: Director, Police and Safety Services

   Government Code §54956.9(a) Conference with General Counsel regarding existing litigation (Two matters)

   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 (5:00 p.m.)

   A. PLEDGE OF ALLEGIANCE

   B. APPROVAL OF MINUTES

   Meeting No. 5, Regular Business Meeting, March 7, 2012
   Meeting No. 6, Study Session, March 21, 2012

   C. ANNOUNCEMENTS AND RECOGNITIONS

   1) BOARD OF TRUSTEES

   2) SUPERINTENDENT-PRESIDENT

   3) 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 4, attached)

REPORTS

F. ENROLLMENT MANAGEMENT COMMITTEE

G. COLLEGE PLANNING AND PRIORITIES COMMITTEE

ACTION ITEMS

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

I. CCCT BOARD ELECTION: DISCUSSION WITH POSSIBLE ACTION

J. MEASURE P COMMITTEE MEMBERS ROTATION: DISCUSSION WITH POSSIBLE ACTION

K. LEGISLATIVE ADVOCACY PRIORITIES: DISCUSSION WITH POSSIBLE ACTION

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

M. RESOLUTION IN SUPPORT OF FRED KOREMATSU DAY: DISCUSSION WITH POSSIBLE ACTION

COLLECTIVE BARGAINING

N. APPROVAL OF AGREEMENT WITH THE PASADENA CITY COLLEGE POLICE OFFICERS’ ASSOCIATION (POA): DISCUSSION WITH POSSIBLE ACTION

O. PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL RECEIVED MARCH 7, 2012, FROM THE PASADENA CITY COLLEGE FACULTY ASSOCIATION (PCCFA) TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT (PACCD)

P. PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL RECEIVED MARCH 7, 2012, FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT (PACCD) TO THE PASADENA CITY COLLEGE FACULTY ASSOCIATION (PCCFA)

Q. RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT (PACCD) TO THE PASADENA CITY COLLEGE FACULTY ASSOCIATION (PCCFA), PART TWO: DISCUSSION WITH POSSIBLE ACTION

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

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

T. FUTURE BOARD MEETING DATES

Wednesday, April 18 – campus closed
Wednesday, May 2, 2012
Regular Business Meeting and Joint Meeting with Associated Students – 5:00 p.m. (Closed Session at 4:00 p.m.)

Wednesday, May 16, 2012
Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)

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

U. FUTURE AGENDA ITEMS

Future topics for study sessions
- Revenue Enhancement
- Information and Instructional Technology Plan
- Educational Master Plan and Student Success
- Communications, Marketing, Public Relations and Branding

IV. ADJOURNMENT
CONSENT ITEMS

17-S Approval of Instructional Trip for Puente Program for College Campus Tours — April 17-20, 2012
18-S Approval of Student Travel – PCC Puente Club, Bay Area Universities Tour -- April 16-19, 2012
19-S Approval of Student Travel – PCC Alpha Gamma Sigma, San Jose, CA -- April 20-22, 2012
20-S Approval of Student Travel for Ujima Program, College Campus Tours, San Diego, CA -- April 15-17, 2012

85-I Approve Compensation for Academic Personnel – Performing and Communication Arts Division
86-I Approve/Ratify Compensation for Academic Personnel – Community Education Center
87-I Approve/Ratify Natural Science Division Activities
88-I Approve/Ratify Compensation for Academic Personnel – Social Sciences Division
89-I Approve Distance Education Workshops for the Spring Semester 2012
90-I Approve/Ratify Compensation for Academic Personnel – Teaching and Learning Center
91-I Approval of Instructional Trip for Music 43, April 28-May 6, 2012
92-I Approve/Ratify Compensation for Academic Personnel – Educational Services
93-I Approve Compensation for Academic Personnel – Engineering and Technology Division
94-I Approve/Ratify Compensation for Academic Personnel – Engineering and Technology Division-SASI
95-I Approve/Ratify Compensation for Academic Personnel – Performing and Communication Arts Division
96-I Approve/Ratify Compensation for Academic Personnel – Health Sciences
97-I Approve/Ratify Compensation for Academic Personnel – Business and Technology Division
98-I Approve Distance Education Conference for the Spring Semester 2012

110-B Reporting and Approval of Revolving Fund Reimbursement
111-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation
112-B Approve Budget Augmentation
113-B Approve Purchasing Transactions
114-B Approve Information Technology Purchasing Transactions
115-B Authorization to Solicit Bids: Video Equipment and System Upgrades
116-B Authorization to Solicit Bids: Electrical Boxes, Conduit and Wire, Lot 5A
117-B Approve/Ratify Professional Conference Attendance
118-B Award Bid No. 878: Asphalt Paving Lot 5A
119-B Authorize Solicitation of Administrative Information System Request for Proposals
120-B Approve/Ratify/Amend/Renew Contracts
121-B Receive and Reject Claim – Jessie Moore
122-B Approve Change Orders, Science Village Modular Classrooms and Labs
123-B Ratify Grant Application, Building a Design Technology Pathway to Increase Hispanic and High Need Student Access and Completion
124-B Ratify Grant Application, Planning for the Future of the Pasadena Digital History Collaboration
125-B Ratify Grant Application, PCC Upward Bound – Pasadena/El Monte
126-B Ratify Grant Application, PCC Upward Bound – Rosemead

57-P Employment of Hourly Credit Faculty, Spring 2012
58-P Employment, Change of Status, Leave of Absence and Separation of Academic Employees
60-P Employment and Changes of Classified Employees
61-P Employment (1) – CLOSED SESSION
Meeting No. 5
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 5 on Wednesday, March 7, 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. Baum, President.

ROLL CALL

Trustees Present
Mr. Geoffrey L. Baum, President
Mr. John Martin, Vice President (arrived at 6:13 p.m.)
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, Instruction; 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 not represented.
The Associated Students Board was represented by Mr. Simon Fraser.

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

Mr. Baum adjourned the Board to Closed Session at 6:04 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

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

A. PLEDGE OF ALLEGIANCE

Ms. Wah led the Pledge of Allegiance.

B. APPROVAL OF MINUTES

Meeting No. 4, Regular Business Meeting, February 22, 2012

MOTION: ON MOTION OF Dr. Fellow and seconded by Dr. Mann, the Board voted by a unanimous vote of the seven members present to approve the Minutes of Meeting No. 4, Regular Business Meeting, held on February 22, 2012.

Advisory Vote: Aye

C. ANNOUNCEMENTS AND RECOGNITIONS

a. BOARD OF TRUSTEES
   a. Chief Phillip Sanchez, Pasadena Police Department
   b. Bylaw and Policy Review Committee – Mr. Thomson
   c. Legislative Advocacy Committee – Dr. Mann

Ms. Berlinda Brown, Trustee
- Attended the Staff Recognition reception yesterday where staff were recognized for their service at PCC.

Ms. Linda Wah, Trustee
- Thanked Dr. Bell and Dina Chase, Interim Associate Dean, Admissions and Records, for coming to San Marino PTA to give talk on what the District is doing, challenges being faced and preparing students to meet the challenges. Outreach Department was also at the Camellia Festival.
- Attended Mt. SAC’s celebration of the grant awarded them for colleges serving high populations of Asian American Pacific Islanders.

Mr. William Thomson, Trustee
- Attended the town hall meeting held by the Associated Students a week ago Monday, along with Dr. Mann and Ms. Wah, where students expressed their concerns.

Mr. Geoffrey Baum, Trustee
- Attended Board of Governors meeting in Sacramento: Chancellor Jack Scott announced his retirement as of September 1, 2012; grants coming through that are being awarded to PACCD; dialogue on transfer model curriculum –
no district in state has more progress than PCC, six programs approved and seven in the pipeline; Student Success Task Force is proceeding to Legislature; appreciation in Legislature for measures community college system is taking to focus its efforts on student success; dialogue on cost of textbooks and instructional materials, especially electronic materials.

b. SUPERINTENDENT-PRESIDENT/EXECUTIVE COMMITTEE
Staff recognition reception was held yesterday; thanked Ms. Brown for representing the trustees and thanked Dr. Lastimado and Human Resources staff for the event which recognized all employees.

a. PCC Website Updates: www.pasadena.edu
College website has been revamped.

b. Campus Closure, April 16-22
Dr. van Pelt - during spring break, normally a 4 day week, campus will be closed April 16-22 to generate savings, except for the people that have to be here during that time, and some campus events.

c. “Spring Forward” Special Session
Dr. Bell - assembled a special intersession to target students who were impacted by recent class cancellations, special 12 week session that will begin week of March 26 to move students towards completion -- classes are on Fridays, the weekend or on-line.

d. Graduation Fund
Ms. Abram – Graduation Fund established. Classified Senate made a decision in their senate meeting today to donate $500.

c. SHARED GOVERNANCE REPRESENTATIVES

Mr. David Douglass, Management Association
• Reported that Mary Ann Laun, Dean, Library received Association of College and Research Libraries Leadership award.
• Reported that Management Association reached agreement with the District today through a Memorandum of Understanding which said any manager who does not retire or resign by June 30 will have a position equal to or greater than the title level and salary as of next year.
• Invited everyone to Girls Science Day on Saturday.

Mr. Edward Martinez, Academic Senate
• Stated that in the Board’s folders are a letter from the president to Mr. Martinez and the response, written by Mr. Martinez and the senate officers. Mr. Martinez emphasized that the Academic Senate wants to assert its rights and responsibilities and sincerely hopes we can move forward with the real issues pertaining to education that are at stake before all of us.

Mr. Simon Fraser, Associated Students
• March in March was a resounding success – took 94 students with AS sponsored trip and 59 students with Faculty Association. Thanks to Dave Krause from CSEA 777 as trip advisor. PCC took largest contingent of students from any one community college system.
• Lobby Committee will be discussing advocacy for tax package. Continuing support for Prop 1522, the Tax Oil to Fund Education Initiative, and hope to gain further campus support.
• Town Hall attended by large number of students and some suggestions on where AS should go next. Next Town Hall at end of March.
• AS and PCC Feminists Club working with Trustee Linda Wah for International Women’s Day. Movie “Miss Representation” will be screened on March 20.
• Lancer movie night has proved to be very popular.
• ASPCC continues to be active in shared governance, and will be appointing additional members to enrollment management committee.
• ASPCC making immediate $1,000 donation to Graduation Fund and has earmarked a further $4,300 donation pending some processing details.

D. ANNUAL REPORT FROM KPCC, 89.3FM: MR. BILL DAVIS, PRESIDENT
Mr. Bill Davis, President of Southern California Public Radio, presented the annual report from KPCC.

E. PUBLIC COMMENT ON NON-AGENDA ITEMS
There was public comment from Jill O'Hora, Matt Henes, Jose Alvarenga, Rebecca Montes, Jane Hallinger, Chrystal Watson, Dan Haley, Roger Marheine, Karen Carlisi and Charlotte Williams.

F. APPROVAL OF CONSENT ITEMS

MOTION: ON MOTION OF Dr. Fellow and seconded by Dr. Mann, the Board voted by a unanimous vote of the seven members present to approve Consent Items 15-S through 16-S; 84-I; Consent Items 101-B through 109-B; and Consent Items 54-P through 56-P.

Advisory Vote: Aye

G. COLLEGE PLANNING AND PRIORITIES COMMITTEE: REALIGNMENT PROGRESS REPORT
Mr. Miller presented the 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
Mr. Soto made a motion, seconded by Ms. Wah, to approve the resolution. Mr. Thomson requested more information regarding the ballot initiative and suggested moving this item forward to the next Board meeting. After some discussion, Mr. Soto and Ms. Wah withdrew the motion. Dr. Mann will send the information regarding the ballot initiative to the Board members. The resolution will be re-agendized for the April 4, 2012 Board meeting.

I. BUDGET AND RESOURCE ALLOCATION COMMITTEE RECOMMENDATIONS: DISCUSSION WITH POSSIBLE ACTION
There was public comment from Matthew Sprott, Samantha Lozano, Roshan Akula, Andrew Bott, Mari Lopez and Professor Eduardo Cairo.

Dr. van Pelt and Professor Keith Oberlander presented the Budget and Resource Allocation Committee recommendations.

MOTION: ON MOTION OF Mr. Martin and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to approve the Budget and Resource Allocation Committee recommendations.

Advisory Vote: Aye

J. ENROLLMENT MANAGEMENT PLAN, 2012-2013: DISCUSSION WITH POSSIBLE ACTION
Mr. Miller presented the guiding principles for the Enrollment Management Plan for 2012-2013.
MOTION: ON MOTION OF Mr. Martin and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to endorse the guiding principles for the Enrollment Management Plan for 2012-2013 so that the Enrollment Management Committee can bring forward a recommended class schedule for 2012-2013.
Advisory Vote: Aye

K. MID-TERM REPORT FOR ACCREDITATION: DISCUSSION WITH POSSIBLE ACTION
Mr. Miller presented the Mid-Term Report for Accreditation.

MOTION: ON MOTION OF Dr. Mann and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to accept the Accreditation Midterm Report.
Advisory Vote: Aye

L. AUTHORIZATION TO ENTER INTO AGREEMENT WITH UTC POWER FOR ENERGY SUPPLY AND SERVICES: DISCUSSION WITH POSSIBLE ACTION
There was public comment from Jason Carman.

Dr. van Pelt provided a brief presentation on the proposed agreement with UTC Power.

MOTION: ON MOTION OF Mr. Thomson and seconded by Ms. Wah, the Board voted by a unanimous vote of the seven members present to authorize the administration to enter into agreement with UTC Power for energy supply and services.
Advisory Vote: Aye

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.

There was public comment from Chris Fennessy.

MOTION: ON MOTION OF Ms. Wah and seconded by Ms. Brown, the Board voted by a unanimous vote of the seven members present to Receive and Set Public Hearing Regarding Negotiations for 2012-2015 from the Pasadena Area Community College District to the Pasadena City College Faculty Association for the next Board of Trustees business meeting on April 4, 2012.
Advisory Vote: Aye
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

MOTION: ON MOTION OF Ms. Wah and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to 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 for the next Board of Trustees business meeting on April 4, 2012.

Advisory Vote: Aye

O. FUTURE BOARD MEETING DATES

Wednesday, March 21, 2012
Study Session – Proposed Topic: Master Facilities and Sustainability Plan 6:00 p.m.
Mr. Baum suggested that Sexson Auditorium be considered as the meeting venue.

Wednesday, April 4, 2012
Regular Business Meeting – 4:00 p.m. (Closed Session at 5:00 p.m.)

MOTION: ON MOTION OF Dr. Mann and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to begin Closed Session at 4:00 p.m. and to begin Open Session at 5:00 p.m. for the Board of Trustees meeting scheduled for Wednesday, April 4, 2012.

Advisory Vote: Aye

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
Update on Time, Place and Manner policy – Mr. Martin
Written report addressing question of retirees being rehired for teaching assignments – Mr. Thomson
Joint meeting with PUSD – Dr. Mann

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. 5 at 10:46 p.m.
MOTIONS CARRIED AT MEETING NO. 5 – March 7, 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.

3. Approval of the Budget and Resource Allocation Committee recommendations.

4. Approval to endorse the guiding principles for the Enrollment Management Plan for 2012-2013 so that the Enrollment Management Committee can bring forward a recommended class schedule for 2012-2013.

5. Approval to accept the Accreditation Midterm Report.

6. Approval to authorize the administration to enter into agreement with UTC Power for energy supply and services.

7. Approval to Receive and Set Public Hearing Regarding Negotiations for 2012-2015 from the Pasadena Area Community College District to the Pasadena City College Faculty Association for the next Board of Trustees business meeting on April 4, 2012.

8. Approval to 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 for the next Board of Trustees business meeting on April 4, 2012.

9. Approval to begin Closed Session at 4:00 p.m. and to begin Open Session at 5:00 p.m. for the Board of Trustees meeting scheduled for Wednesday, April 4, 2012.

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

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

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

II. CLOSED SESSION

Government Code §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. 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, PRESIDENT
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
Meeting No. 6

The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Study Session Meeting No. 6 on Wednesday, March 21, 2012, in Creveling Lounge, Pasadena City College, 1570 E. Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL

The meeting was called to order at 6:01 p.m. by Mr. Baum, President.

ROLL CALL

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

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

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

II. PLEDGE OF ALLEGIANCE

Mr. Soto led the Pledge of Allegiance.

III. ANNOUNCEMENTS, GREETINGS AND INTRODUCTIONS

Ms. Linda Wah, Trustee

- Thanked Associated Students and Feminists’ Club for the International Women’s Day event last night; special thanks to Trustee Brown who attended the event and Trustee Baum who supported the event.
Mr. William Thomson, Trustee
• Attended Parent Teacher Student Association (PTSA) Founders’ Day Luncheon today; privileged to hand out the honorary service award to Ms. Rita Elshout who worked with him for 16 years on City Council.

Mr. Edward Martinez, Academic Senate
• Thanked Dr. Mann for coming to the Academic Senate meeting last week and speaking about the Student Success Task Force.

Mr. Geoffrey Baum, Trustee
• Announced that the Board and Academic Senate are sponsoring a PCC Town Hall on the state budget crisis featuring an address by Chancellor Jack Scott.

Dr. Jeanette Mann, Trustee
• Requested that CCCT elections be placed on the April 4 board agenda; Legislative Advocacy Committee met on Monday night and has some recommendations that were forwarded to Trustee Baum that the Committee would like as an action item on the April 4 board agenda.
• Taped a five minute interview on the Student Success Task Force which will be aired in mid-April (during the first 15 minutes and last 15 minutes of every hour on Headline News) as part of CNN Headline News Local Edition.

Dr. Mark Rocha, Superintendent-President
Reported on several outreach efforts in the community – two weeks ago, President’s Latino Advisory Committee (PLAC) held a meeting at Washington Middle School; last Sunday Dr. Rocha was at First AME Church for Super Education Sunday. Thanked Ms. Tameka Alexander and Dr. Bell and the members of the President’s African American Advisory Committee (PAAAC) for putting together Super Education Sunday. Next Sunday a number of trustees and administrators will be at community churches to enroll as many in-District students as possible by April 1 deadline.

IV. PUBLIC COMMENT
There was no public comment.

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

Master Facilities and Sustainability Plan
1. Facilities Master Plan 100 (FMP100) for PCC’s 100th Anniversary in 2024
2. Presentation by Dr. van Pelt and Master Plan architects, AC Martin and PBWS – “Visioning Session”
3. Sustainability Report
4. Open Public Discussion and Q&A

Dr. Fellow left the meeting at 7:02 p.m.

VI. FUTURE BOARD MEETINGS: DISCUSSION WITH POSSIBLE ACTION

Wednesday, April 4, 2012
Regular Business Meeting – 5:00 p.m. (Closed Session at 4:00 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.)

There was public comment from PCC student Kevin Clinton.

VII. ADJOURNMENT
Mr. Baum adjourned Meeting No. 6 at 7:56 p.m.

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

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

5:00 p.m. Optional Board Tour by Architect – meet at Sexson Auditorium

I. CALL TO ORDER and ROLL CALL (6:00 p.m.)

II. PLEDGE OF ALLEGIANCE

III. ANNOUNCEMENTS, GREETINGS AND INTRODUCTIONS

IV. PUBLIC COMMENT

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

V. STUDY SESSION

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

Master Facilities and Sustainability Plan

1. Facilities Master Plan 100 (FMP100) for PCC's 100th Anniversary in 2024
2. Presentation by Dr. van Pelt and Master Plan architects, AC Martin and PBWS – "Visioning Session"
3. Sustainability Report
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VI. FUTURE BOARD MEETINGS: DISCUSSION WITH POSSIBLE ACTION

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VII. ADJOURNMENT
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<td>COLLEGE PLANNING AND PRIORITIES COMMITTEE</td>
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<td>BUDGET RESOURCE AND ALLOCATION COMMITTEE RECOMMENDATIONS</td>
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<td>MEASURE P COMMITTEE MEMBERS ROTATION</td>
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<td>LEGISLATIVE ADVOCACY PRIORITIES</td>
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<td>PUBLIC HEARING PCCFA TO PACCD</td>
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<td>PUBLIC HEARING PACCD TO PCCFA</td>
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<td>RECEIVE AND SET PUBLIC HEARING PACCD TO PCCFA</td>
<td>TAB Q</td>
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<td>RECEIVE AND SET PUBLIC HEARING PACCD TO PCC/POA</td>
<td>TAB R</td>
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<tr>
<td>RECEIVE AND SET PUBLIC HEARING PCC/POA TO PACCD</td>
<td>TAB S</td>
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Enrollment Management Update
Board of Trustees Meeting – 4/4/12

➢ Work Continues on the Revision of Policy 4020 - Enrollment and Class Scheduling Priorities with “Gap” Provision

➢ Finalizing Summer, 2012 Completion Agenda Schedule – Maximum Seats per FTES

➢ Revised Fall, 2012 Schedule Based on Completion Agenda – Maximum Seats per FTES

➢ Distance Education Substantive Change Plan Proposal approved by Accrediting Commission of Community and Junior Colleges (ACCJC)

➢ 2010/11 Annual Report and 2010/11 Annual Fiscal Report Submitted to ACCJC
Planning and Priorities Standing Committee Update
Board of Trustees Meeting – 4/4/12

➢ Alignment Task Teams 1 and 2 Reported Out on March 19th

➢ Five Presentations – Research and Institutional Structures

➢ Teams Now Blended into Two Groups:
  1. Finalize Interim Plan for 2012/13
  2. Propose Pilot Structures as Models for Reorganization

Timeline

• April 2nd – Planning and Priorities Committee Meeting
  Agenda Item: Task Teams’ Alignment Presentation
• April 5th – 12:00 p.m. Special Planning and Priorities Committee Meeting –
  Agenda item: Presentation of the Alignment Task Teams’ Recommendations
• April 9th – First Alignment presentation to the Academic Senate for – Discussion
• April 25th – Alignment presentation to the College Council as an information item
Financial

- The budget will be established assuming no tax increase is approved in November 2012
- In the event November ballot initiative passes, a plan will be in place to increase budgets as appropriate

Miscellaneous

- L.A. County election expenses will not be budgeted in 2012-13
DATE: February 27, 2012

TO: California Community College Trustees
    California Community College District Chancellors/Superintendents

FROM: Judy Centlivre, Executive Assistant

SUBJECT: CCCT BOARD ELECTION — 2012

Pursuant to the CCCT Board Governing Policies, the election of members of the CCCT board of the League will take place between March 10 and April 25. Although the election announcement and call for nominations indicated that there are seven seats to be filled, there are now eight seats due to the recent resignation from the board by Trustee Larwood.

Each member community college district board of the League shall have one vote for each of the eight vacancies on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The eight candidates who receive the most votes will serve three-year terms. In the event of a tie vote for the last position to be filled, the CCCT board will vote to break the tie.

The eleven trustees who have been nominated for election to the board are listed on the enclosed sheet in the order of the Secretary of State’s random drawing. An official ballot for the election is also enclosed in this mailing to each community college district, as well as copies of the statement of candidacy and biographic sketch form of each of the eleven candidates.

Please remember that: 1) ballots must be signed by the board secretary and board president or vice-president; and 2) ballot return envelopes must have no identifying information or signatures. Official ballots must be signed and returned to the League office, postmarked no later than April 25. Faxed ballots will not be accepted. The ballots will be opened and counted by three tellers appointed by the CCCT President and the results announced at the CCCT Annual Conference.

If you have any questions on the CCCT board election, please call the League office.

Attachments:
- List of Candidates
- CHANCELLORS/SUPERINTENDENTS ONLY:
  - Official Ballot and Return Envelope
  - Candidates' Biographic Sketches and Statements
2012 CCCT BOARD ELECTION
CANDIDATES IN RANDOM DRAWING ORDER

1. *Janet Chaniot, Mendocino-Lake CCD
2. Angela Acosta-Salazar, Rio Hondo CCD
3. *Doug Otto, Long Beach CCD
4. *Manny Ontiveros, North Orange County CCD
5. Tina Park, Los Angeles CCD
6. Ann H. Ransford, Glendale CCD
7. Deborah LeBlanc, Compton CCD
8. *Bernard “Bee Jay” Jones, Allan Hancock Joint CCD
9. *Marcia Zableckis, Barstow CCD
10. Greg Bonaccorsi, Ohlone CCD
11. *Chris Stampolis, West Valley-Mission CCD

* Incumbent
Vote for no more than eight (8) by checking the boxes next to the names

**NOMINATED CANDIDATES**
*List order based on Secretary of State's January 19, 2012 random drawing.*

- [ ] *Janet Chaniot, Mendocino-Lake CCD
- [ ] Angela Acosta-Salazar, Rio Hondo CCD
- [ ] *Doug Otto, Long Beach CCD
- [ ] *Manny Ontiveros, North Orange County CCD
- [ ] Tina Park, Los Angeles CCD
- [ ] Ann H. Ransford, Glendale CCD
- [ ] Deborah LeBlanc, Compton CCD
- [ ] *Bernard "Bee Jay" Jones, Allan Hancock Joint CCD
- [ ] *Marcia Zableckis, Barstow CCD
- [ ] Greg Bonaccorsi, Ohlone CCD
- [ ] *Chris Stampolis, West Valley-Mission CCD

**WRITE-IN CANDIDATES**
*Type each qualified trustee's name and district on the lines provided below.*

-  
-  
-  
-  
-  
-  
-  
-  
-  

* Incumbent

**Board Secretary and Board President or Board Vice President must sign below:**
This ballot reflects the action of the board of trustees cast in accordance with local board policy.
# Area Represented | Length of Term* | Representative/ Volunteer | Last Meeting
---|---|---|---
4. Currently Enrolled Associated Student | Annually | Student Trustee | Every July
5. Active in PTSA or PCC Foundation | 1st Term of 2 | Shirley Burt | July, 2014
6. Trustee Area #1 (G. Baum) | 2nd Term of 2 | Michael Davitt | July, 2012
7. Trustee Area #2 (J. Mann) | 1st Term of 2 | Jonathan Fuhrman | July, 2014
10. Trustee Area #5 (L. Wah) | 2nd Term of 2 | Odom-Stamps | July, 2012
11. Trustee Area #6 (J. Martin) | 1st Term of 2 | Jim Smith | July, 2014
12. Trustee Area #7 (A. Fellow) | 2nd Term of 2 | Bradford-King | July, 2012

* Citizens Oversight Committee members will serve two-year terms and may be reappointed for a second term based on a pre-established rotation schedule. Six of the first 12 appointees will serve only one term to ensure that the entire committee does not turn over after two terms. Members may return to the committee after an absence of two years.
CITIZENS' OVERSIGHT COMMITTEE

Membership

The Committee must be appointed within sixty days of the date that the district enters the election results in its minutes. Committee membership includes:

- Representative Active in a Local Business Organization
- Representative Active in a Senior Citizens' Organization
- Representative Active in a Bona Fide Taxpayers' Organization
- Currently Enrolled Student Active in a Student Organization
- Representative Active in PTSA or the PCC Foundation
- Additional Member
- Additional Member
- Additional Member
- Additional Member
- Additional Member
- Additional Member
- Additional Member
- Additional Member

The Committee cannot include any employee or official of the district, or any vendor, contractor, or consultant to the district.

Additional members may be from the following professions: architecture, engineering, construction law, educational administration, financial management, real estate/development, construction management, and public administration.

Committee members serve for two years, without compensation, and no more than two consecutive terms.
CITIZENS' OVERSIGHT COMMITTEE

Purpose

The purpose of the Citizens' Oversight Committee is to inform the public concerning the expenditure of bond revenues. The Committee:

A. Actively reviews and reports on the proper expenditure of taxpayers' money on school construction,
B. Advises the public as to whether the college is in compliance with the California Constitution sections governing allowable expenses,
C. Convenes to provide oversight for:
   1. Ensuring that bond revenues are expended only for allowed purposes.
   2. Ensuring that no funds are used for teacher or administrative salaries or other school operating expenses.
   3. Committee activities may include:
      a. Receiving and reviewing copies of the annual, independent performance audit,
      b. Inspecting college facilities and grounds to ensure that bond revenues are properly expended,
      c. Receiving and reviewing copies of deferred maintenance proposals or plans,
      d. Reviewing efforts by the college to maximize bond revenues by implementing cost-saving measures, including:
         (1.) Mechanisms designed to reduce professional fees,
         (2.) Mechanisms designed to reduce the costs of site preparations,
         (3.) Recommendations regarding joint use of core facilities,
         (4.) Mechanisms designed to reduce costs by incorporating efficiencies in design,
         (5.) Recommendations regarding the use of cost effective and efficient reusable facility plans.

Operations

The District must provide the Committee with technical and administrative assistance to carry out their required tasks – not out of bond funds.

All Committee meetings must comply with the Brown Act.

The Committee must issue a report at lease once a year.

Committee minutes and reports are public records and must be posted on the district website.
A. MEMBERSHIP

The committee shall consist of twelve (12) members, who are residents of the Pasadena Area Community college District, as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Member Description</th>
<th>Initial Term(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Representative Active in a Local Business Organization</td>
<td>1+1</td>
</tr>
<tr>
<td>2.</td>
<td>Representative Active in a Senior Citizens' organization</td>
<td>1 only</td>
</tr>
<tr>
<td>3.</td>
<td>Representative Active in a Bona Fide Taxpayers’ Organization</td>
<td>1+1</td>
</tr>
<tr>
<td>4.</td>
<td>Currently Enrolled Student Active in a Student Organization</td>
<td>1 only</td>
</tr>
<tr>
<td>5.</td>
<td>Representative Active in PTSA or the PCC Foundation</td>
<td>1+1</td>
</tr>
<tr>
<td>6.</td>
<td>Representative of Area Trustee #1</td>
<td>1 only</td>
</tr>
<tr>
<td>7.</td>
<td>Representative of Area Trustee #2</td>
<td>1+1</td>
</tr>
<tr>
<td>8.</td>
<td>Representative of Area Trustee #3</td>
<td>1 only</td>
</tr>
<tr>
<td>9.</td>
<td>Representative of Area Trustee #4</td>
<td>1+1</td>
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<tr>
<td>10.</td>
<td>Representative of Area Trustee #5</td>
<td>1 only</td>
</tr>
<tr>
<td>11.</td>
<td>Representative of Area Trustee #6</td>
<td>1+1</td>
</tr>
<tr>
<td>12.</td>
<td>Representative of Area Trustee #7</td>
<td>1 only</td>
</tr>
</tbody>
</table>

B. APPOINTMENT OF COMMITTEE MEMBERS

1. All appointments are made by the Board of Trustees.

2. A slate of nominees for the first five positions (1-5) will be prepared by an ad-hoc subcommittee of the Board of Trustees, appointed by the Board President, and will be presented to the full Board for approval.

3. Each trustee will nominate an individual to serve as his or her representative on the committee (positions 6-12). The trustees' nominees will be presented to the full Board for approval.

4. In the event that a committee member is not able to serve his or her entire term, the replacement process is the same as in 1 through 3 above.

C. TERM OF MEMBERSHIP

1. All appointees serve for a two-year term.

2. One-half of the initial appointees will be allowed to serve only one two-year term as indicated in paragraph A. above. The other initial appointees will be eligible for reappointment by the Board to a second consecutive two-year term.

3. An individual who has served on the committee, and then remained off of the committee for at least two years, may be reappointed to the committee by the Board.

Approved by the Board of Trustees, April 17, 2002
4. The Board of Trustees may remove any committee member for cause, including failure to attend three consecutive committee meetings or for failure to comply with the Committee Ethics Statement attached as Attachment A to this document. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with B 1-3 above, shall fill any vacancies on the committee.

D. MEETINGS

1. The committee will meet four times a year (January, April, July, and October) together with a designated member of the Board of Trustees, the College President, the Vice President for Administrative Services, the Director of Facilities, and the Director of Public Relations.

2. The committee meets as a committee of the whole.

3. All meetings shall be held at Pasadena City College, Pasadena, California.

E. COMMITTEE RESPONSIBILITIES

In accordance with Education Code Section 15278(b), "the purpose of the Citizens' Oversight Committee shall be to inform the public concerning the expenditure of bond revenues." Specifically, the Committee shall:

1. Review quarterly progress reports on the implementation of the Measure P projects.

2. Review quarterly expenditure reports to ensure that bond revenues are being expended only for allowable purposes, and not for teacher or administrative salaries or for other school operating expenses.

3. Make quarterly visits to those projects under construction with bond revenues.

4. Publish an annual Report to the Community on the status of the projects and the expenditure of bond revenues.

F. OTHER

1. The Committee meetings must comply with the Brown Act.

2. The Committee minutes and reports must be posted on the college website.

3. The Committee members serve without compensation.

4. Administrative support for the committee will be provided through the office of the Vice President for Administrative Services.

5. The committee shall automatically terminate and disband at the earlier of the date when (a) all bond proceeds are spent, or (b) all projects funded by bond proceeds are completed.
This Ethics Statement provides general guidelines for committee members to follow in carrying out their roles. Not all ethical issues that committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices.

- **CONFLICT OF INTEREST.** A committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds or (2) any construction project which will benefit the committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

- **OUTSIDE EMPLOYMENT.** A committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that related to: (1) any contract funded by bond proceeds, or (2) any construction project. A project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the committee, a former committee member may not represent any person or organization for compensation in connection with any matter pending before the District, that, as a committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the committee, a former committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

- **COMMITMENT TO UPHOLD LAW.** A committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Pasadena Area Community College District;

- **COMMITMENT TO DISTRICT.** A committee member shall place the interests of the District above any personal or business interest of the member.
Pasadena Area Community College District

Legislative Principles: The Committee recommended that the Board adopt the following Legislative Principles, using the Board of Governor’s Legislative Principles as a model.

This Statement of Legislative Principles is adopted by the Board of Trustees of Pasadena Area Community College to provide guidelines to focus effort and actions in advocating for matters pending before the California legislature and before Congress. The following constitute the core principles. These principles will support the goals of the College’s Educational Master Plan.

1. Advocate for support and resources that enhance the college’s ability to accomplish its mission to provide a high quality, academically robust learning environment that serves the needs of our diverse community;
2. Engage the college and community stakeholders in advocacy and prioritization of issues;
3. Reduce/eliminate barriers to accomplishing the college’s goals for student success.

Legislative Agenda:

1. Identify issues in the Educational Master Plan that are appropriate for legislative advocacy;
2. Identify issues in the Student Success Task Force that are appropriate for legislative advocacy;
3. Set priorities among the above items for legislative advocacy.

May 2, 2012
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; and

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; and

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; and

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; and

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%; and

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; and

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; and

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

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

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 4th day of April, 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

Resolution No. 486  
April 4, 2012  
2
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

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
RESOLUTION NO. 487
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

RESOLUTION
IN SUPPORT OF
FRED T. KOREMATSU DAY OF CIVIL LIBERTIES AND THE CONSTITUTION

WHEREAS, the battle for civil liberties has been championed by ordinary Americans who have had the courage to stand up and fight for their basic Constitutional rights; and

WHEREAS, Fred T. Korematsu was one of these individuals, who refused to comply with Civilian Exclusion Order 34, based on the federal Executive Order 9066, which imposed strict curfew regulations and required 120,000 Japanese Americans to leave their homes to be incarcerated in American concentration camps during World War II; and

WHEREAS, Mr. Korematsu was arrested and convicted, but fought back because he believed the conviction went against the basic freedoms guaranteed to him by the U.S. Constitution; and

WHEREAS, Mr. Korematsu's conviction was ultimately overturned in 1984, a decision that influenced the U.S. government's passage of the Civil Liberties Act of 1988, which recognized that a grave injustice was done by forced relocation and incarceration of civilian Americans because of wartime prejudice; and

WHEREAS, current California law designates a number of days as having special significance, when public schools are encouraged to observe and conduct suitable commemorative exercises as specified; and

WHEREAS, the History-Social Science Framework for California Public Schools, Kindergarten through Grade Twelve, states that the history curriculum at each grade level relating to community, state, region, nation and the world must reflect and integrate the experiences of men and women of different racial, religious and ethnic groups; and

WHEREAS, the California Assembly and State Senate passed AB 1775, the Fred Korematsu Day of Civil Liberties and the Constitution, without opposition and Governor Arnold Schwarzenegger signed this bill into law on September 23, 2010;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Pasadena Area Community College District encourages all faculty, students, staff and administration to observe the Fred T. Korematsu Day of Civil Liberties and the Constitution on January 30, or the days surrounding it, and recognize the importance of preserving civil liberties, even in times of real or perceived crisis.
Title: Resolutions By the Board/Board Action on Legislative Issues

Legal Authority: Education Code, Section 7054

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.

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

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   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
Board Agenda Item N: Approval of Agreement with the Police Officer's Association (POA)

Board Meeting: April 4, 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 agreement reached between the Police Officer's Association (POA) and the Pasadena Area Community College District. This agreement provides for changing position titles for Dispatchers, College Safety Officers, Hazardous Materials Technician and Transportation Assistant (Items 2a-d on attached).

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispatcher</td>
<td>Police Dispatcher</td>
</tr>
<tr>
<td>Campus Safety Officer</td>
<td>Police Officer</td>
</tr>
<tr>
<td>Hazardous Materials Technician</td>
<td>Environmental Health and Safety Officer</td>
</tr>
<tr>
<td>Transportation Assistant</td>
<td>Transportation Coordinator</td>
</tr>
</tbody>
</table>

Fiscal Impact: none

Background: On June 23, 2010 the Police Officer's Association and Pasadena Area Community College District came to an agreement to change the above mentioned position titles. These changes were to have taken place effective July 1, 2010.

Submitted and Recommended by:

[Signature]
Vice President, Human Resources

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
Public Hearing Regarding Initial Bargaining Proposal received March 7, 2012 from the Pasadena City College Faculty Association (PCCFA) to the Pasadena Area Community College District (PACCD)

Board Meeting: April 4, 2012

Recommendation: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California conduct a Public Hearing regarding the initial proposal for negotiation for a 2012-2013 contract from the Pasadena City College Faculty Association (PCCFA) to the Pasadena Area Community College District.

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

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

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

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
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
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 thereon by each member voting shall be made public within twenty-four (24) hours.
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.
Board Agenda Item P: Public Hearing Regarding Initial Bargaining Proposal received March 7, 2012 from the Pasadena Area Community College District (PACCD) to the Pasadena City College Faculty Association (PCCFA)

Board Meeting: April 4, 2012

Recommendation: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California conduct a Public Hearing regarding the initial bargaining proposal for negotiations for 2012-2015 from the Pasadena Area Community College District to the Pasadena City College Faculty Association (PCCFA).

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

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

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

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
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.
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

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.
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:

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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.

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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 AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item Q: Receive and Set Public Hearing Regarding Initial Bargaining Proposal from the Pasadena Area Community College District (PACCD) to the Pasadena City College Faculty Association (PCCFA), Part 2

Board Meeting: April 4, 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 proposal from the Pasadena Area Community College District to PCCFA for negotiations for 2012-2015 Part 2 (Summary Attached), and

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

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

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

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

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
Summary of
Initial District Proposal to the PCCFA for
Agreement Effective July 1, 2012 through
June 30, 2015, Part 2
Scheduled for “Sunshining” on April 4, 2012
Public Hearing on May 2, 2012
HIGHLIGHTS OF DISTRICT PROPOSAL

- Proposes major salary schedule improvements designed to lift current average base salary rank in the State
- Immediate salary increase plus annual step increases
- New educational benefit to pursue doctoral degree
- New technology benefit to provide mobile tablet (iPad or comparable)
- New schedule flexibility to spread workload over a new trimester calendar
- New travel and training benefits
- New educational materials reimbursement
- New upgrade in sabbatical leave program
- New procedures for LGI so that more faculty can participate with increased stipends
- Permanent COLA plan
- No layoff/no furlough/no strike pledge for life of the agreement (except in the unlikely event of financial exigency)
  - Overload assignments for tenure-track/tenured faculty limited and paid at hourly adjunct rate.
  - Recalendar ing to a trimester calendar and Carnegie hour format to achieve student-centered class schedule.
- New requirements and procedures for performance evaluation, tenure, promotion.
- New requirements for all faculty to implement Student Learning Outcomes development and assessment and participate in accreditation.
1. NEW SALARY SCHEDULES.

A. FULL TIME FACULTY
   i. All regular full time faculty will receive an initial increase in base salary.
   ii. Annual salary step progression compounded commencing July 1, 2013.
   iii. For initial placement on the new salary schedule, all regular faculty will be
        placed on the step that most closely represents current base plus a percentage
        salary increase. Each subsequent step thereafter coincides with one additional
        year of service. Step increases will become effective July 1st provided the
        individual was District full time faculty member by the first day of the
        previous Fall Semester.
   iv. All tenure-track faculty hired after July 1, 2012 to be placed on the new
       salary schedule up to Step 5. Placement at a higher level may only be
       awarded upon the recommendation of the Dean and approval of the
       Vice President of Instruction or designee.

B. ADJUNCT FACULTY
   i. All adjunct faculty will be placed on the new hourly compensation schedule
      with an initial increase in hourly compensation.
   ii. Annual hourly compensation step progression compounded commencing
       July 1, 2013.

2. COST OF LIVING ADJUSTMENT (COLA)
   [Sunshined March 7, 2012; public hearing on April 4, 2012]

   50% of COLA to college employees for total compensation (salary
   and benefits) with Faculty Association to receive a pro-rata percentage of
   this pool of funds equivalent to percentage of Association members’ total
   base salary relative to the entire college employee salary base.

3. FACULTY LOAD
   i. Regular faculty members to have a workload assignment of 15 hours per
      trimester, or maximum 30 hours per academic year, or greater by permission
      of the Vice President of Instruction (e.g., for purposes of load balancing)
   ii. Regular full time faculty receive up to ten (10) contact hours of overload
       over the three consecutive semesters of the trimester academic calendar,
to be paid on an hourly basis at the rate on the Instructor column at the step of his/her regular assignment.

4. COLUMN PLACEMENT & PROMOTION:

A. FULL TIME CREDIT FACULTY

i. Four columns on new salary schedule corresponding to four full time academic ranks of Instructor, Assistant Professor, Associate Professor and Professor with specified requirements for advancement to next column.

ii. “Grandfathering”: Faculty who have achieved the rank of Assistant Professor, Associate Professor or Professor as of July 1, 2012 to be placed in the appropriate column of the full time credit faculty new salary schedule as if met all requirements for that rank have been met and eligible for the education benefit to pursue the doctoral degree.

B. FULL TIME NON-CREDIT FACULTY

i. Three columns on new salary schedule corresponding to three position titles of Teacher, Lecturer, and Instructor with specified requirements for advancement to next position.

ii. “Grandfathering”: Non-credit faculty who have achieved the rank of Assistant Professor, Associate Professor or Professor as of July 1, 2012 to be placed in the appropriate column on the full time credit faculty new salary schedule as if all requirements for that position have been met.

C. CREDIT ADJUNCT FACULTY

i. Two columns corresponding to two position titles of Instructor and Adjunct Assistant Professor with specified requirements for advancement to next position.

ii. “Grandfathering”: Credit adjunct faculty who have achieved the rank of Adjunct Assistant Professor as of July 1, 2012 to be placed in the Adjunct Assistant Professor column on the Adjunct Credit faculty new salary schedule as if requirements have been met.
D. NON-CREDIT ADJUNCT FACULTY

i. Two columns corresponding to two position titles of Teacher and Lecturer with specified requirements for advancement to next position.

5. LARGE GROUP INSTRUCTION (LGI)

i. Specified procedures for request for an LGI section, review of the request, and approval of the request by the Vice President, Instruction.

ii. Specification of Normal Closing Numbers (NCNs) with maximum enrollment in LGI section of 200% of the NCN.

iii. Limitation of LGI section per faculty member to one per semester or intersession, or two per semester or intersession if one or both of the sections are taught online. Any approved LGI sections to be scheduled as regular workload and not as overload.

iv. Exceptions to procedures permitted if recommended by the Vice President of Instruction and approved in writing by the Superintendent/President.

v. Enrollment Caps determined by the Vice President of Instruction to be strictly adhered to for both regular and LGI courses, with no de facto LGI courses and no additional compensation to any faculty member who admits students over the approved enrollment cap in either a regular or LGI section.

vi. Payment Schedule: Faculty teaching classes designated as LGI pursuant to the procedures above to receive additional compensation based upon the verified total student enrollment at census as follows:

- NCN + 10% - 33% NCN = $1,000
- NCN + 34% - 66% NCN = $1,500
- NCN + 67% - 100% NCN = $2,000

6. HEALTH INSURANCE COVERAGE, PREMIUMS AND OTHER EMPLOYEE BENEFIT PLANS.

i. Eligibility: Regular full time faculty.
ii. Plans, packages and premium payments: Available plans, packages and whether District will continue to pay 100% of all coverages for employee and all dependents to be negotiated.

iii. Cash-in-lieu of election of coverage: Annual payment of 50% of the current Kaiser single-employee premium plus half of the single employee premium for vision and dental insurance (approximately $3,500 in 2012).

iv. Life insurance and disability insurance to be paid by District 100%.

7. POST-RETIREMENT HEALTH INSURANCE BENEFIT

i. For employees hired before July 1, 2011 only, District to pay the health insurance premiums for retirees age fifty-five (55) to sixty-five (65), and their eligible dependents, under the same plan and premium schedule offered for current employees, provided (1) the individual is eligible to retire under STRS requirements, (2) the individual has at least twenty years of full-time service with the District, and (3) the individual is not employed in an organization in which the employee is required to contribute a portion of his/her salary to a retirement plan associated with STRS or PERS in the State of California.

ii. Coverage to continue through the month the retiree reaches age 65.

iii. Retires who retire by June 30, 2015 only and who satisfy conditions above, and who satisfy conditions above and who have attained the age of sixty-five (65) will receive $1,440 annually, to help cover the cost of Medicare supplementary insurance.

8. DISTRICT-PAID TECHNOLOGY: MOBILE TABLET

Each faculty member completing approved online training program or other technology training program approved and offered by the District will receive the current iPad or equivalent tablet from an approved list issued by the Information Technology Services Division.

PROFESSIONAL SUPPORT

1. Permanently designated office space.

2. Copying and reproductive services.
3. Desktop or laptop computer

4. Faculty Professional Development Support
   i. Training stipend: $500 for enrolling and successfully completing the approved vendor-provided online teacher training course or college-offered equivalent.
   ii. Travel reimbursement: For paper, presentation or panel accepted by a college-approved professional organization, reimbursement for travel expenses up to $500 for an in-state event and $750 for an out-of-state event, limited to two reimbursements per year.
   iii. Materials reimbursement: Up to $250 reimbursement to purchase approved educational or teaching materials directly related to one's classroom teaching in support of students and their learning outcomes.

5. Academic Advancement Educational Benefit
   Reimbursement of 100% tuition for courses that advance the individual towards doctoral degree in one's field of minimum qualifications or the Ed.D. in community college administration with annual cap of $10,000 and a lifetime cap of $40,000 to individuals. Requirements: (1) Advance approval from the Vice President of Instruction; (2) Admitted to and enrolled in the doctoral degree Program in qualifying graduate schools or regionally accredited U.S. non-profit universities.

   i. Associate Professor: Eligible for one sabbatical of an entire regular academic year at full base salary for the specific and express purpose of completing one's doctoral program of study and obtaining the doctoral degree.
   ii. Professor: Eligible for one sabbatical of an entire regular academic year at full base salary for the specific and express purpose of improving one's effectiveness as a teacher by:
      a. Pursuing a project in pedagogy and or research in one's teaching field;
      b. Pursuing employment or internship in an organization or business directly related to one's teaching field, except at PCC or another United States community college while on sabbatical leave.
      c. Participating in a faculty exchange to teach at an international college or university.
   iii. Lifetime limit of two sabbaticals.
   iv. Failure to return to PCC post-sabbatical requires reimbursement of year's salary.
PROFESSIONAL DUTIES AND RESPONSIBILITIES

1 CALENDAR & SCHEDULE

A. Trimester Academic Calendar – Fall/Spring/Summer
(Sunshined March 7, 2012, set for hearing April 2, 2012)

i. New calendar to begin academic year 2012-2013 so that spring semester will begin on January 7, 2013

ii. Winter intersession sections to be moved into a new summer trimester.

iii. For one year only, the number of class sections that were offered in the winter session 2012 (271) will be added to the 2012-13 class schedule; these classes to be high-priority courses needed by students for graduation and transfer.

iv. Assignment Flexibility for Faculty
(Sunshined March 7, 2012, set for hearing April 2, 2012)

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. 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.

B. "Compressed" Calendar Schedule Conversion to "Carnegie Hour"
(Sunshined March 7, 2012, set for hearing April 2, 2012)

i. Beginning in Fall 2013, all classes to be offered on the federally-approved standard of the Carnegie "50 minute hour"; most classes to be scheduled in the common university pattern of MWF (50 minutes)/T-Th (75 minutes) with total of 48 hours of instruction.

ii. In the academic year 2012-2013 only, all regular full time faculty to receive released time of 0.2 FTE in order to prepare the necessary adjustments in syllabus and pedagogy, subject to advance approval and scheduling by Vice President of Instruction or designee.

C. Ten Monthly Faculty Contract

Normal assignment of a full-time, classroom instructor of credit classes to be 32 weeks over the fall and spring trimesters, unless the individual is approved for assignment
flexibility. Salaries of regular faculty shall be paid over ten months (not twelve) per current Los Angeles County Department of Education regulations.

D. Class Schedules
   i. The District retains the right of assignment with respect to class schedules
   ii. Faculty member scheduling preferences to be considered but not guaranteed
   iii. The District retains right to cancel classes for insufficient enrollment

E. Class Size

   The District and the Association shall agree upon the Normal Closing Numbers (NCNs) for each course, after giving due consideration to the recommendations of the Academic Senate; provided however that in any academic year in which the State has reduced the District’s apportionment funding, FTES or workload, the Vice President of Instruction will have the authority to raise all course NCN’s by 10%.

2. In-Service Days and Commencement
   Regular full time faculty to attend four in-service days per year and Commencement.

3. Office Hours. One office hour for every three contact hours per week required.

4. College Service Commitment.
   Each faculty member to commit to serve on a department or other shared governance committee or committees or as a regular advisor to a student club or activity.

5. Student Learning Outcomes (SLO’s):
   All faculty to develop, assess, update and achieve the SLO’s for a given course and participate fully in program SLO’s development and the assessment of SLO’s, including full participation in a SLO development and assessment process identified by the Vice President of Instruction or designee.

6. Accreditation.
   All faculty to participate actively in a process identified by Vice President of Instruction or designee for the achievement of ACCJC and program accreditation, including required periodic reports, self-studies and participation in site visits.

PERFORMANCE AND TENURE EVALUATION PROCEDURES

1. New performance evaluation procedures, including (1) developmental evaluation annually that includes peer evaluation, student evaluations and an annually updated Professional
Development and Education Plan (PDEP) and (2) comprehensive evaluations once every three years and when an individual applies for tenure or promotion.

2. New tenure evaluation procedures based upon performance evaluations described above, with tenure notifications on or before March 15 of the first, second, and third years of service.

**NO LAYOFF/NO FURLOUGH/NO STRIKE**

Unless the Board officially declares a state of fiscal emergency during the term of this agreement, District commits not to layoff or furlough regular full time faculty, nor reduce their salary, and Association commits not to threaten a strike, nor call for a strike vote, nor to strike for the term of this agreement.
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

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.
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.
Board Agenda Item R: Receive and Set Public Hearing Regarding Initial Bargaining Proposal from the Pasadena Area Community College District (PACCD) to the Pasadena City College Police Officers Association (POA)

Board Meeting: April 4, 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 bargaining proposal from the Pasadena Area Community College District (PACCD) to the Pasadena City College Police Officers Association (POA) for negotiations for 2012-2015 (Summary attached), and

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

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

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

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

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT'S
INITIAL PROPOSAL TO POLICE OFFICERS ASSOCIATION
FOR JULY 1, 2012 – JUNE 30, 2015

1. Wages, Classifications and Job Descriptions
   Revision of salary schedule, classifications and job descriptions including incorporation of special assignments

2. Holiday Pay
   Revision of holiday pay provisions and calculation of compensation

3. Retiree Medical Benefit:
   i. Increase service requirement for eligibility for District-paid and retiree-paid insurance benefits from 14 years to 22 years for employees
   ii. Cap on District's contribution level for District-paid retiree medical insurance to cost at year of retirement
   iii. Retiree medical benefit to be commensurate with plan and premium schedules offered to current employees
   iv. Early retirees: Increase number of years of service when insurance can be purchased by retiree at own expense from 5 years to 10 years

4. Probationary Period
   Increase probationary period for officers and dispatchers to 18 months
5. Lunch Period/Rest Break
   Reduce distance for break time to 1 block radius of campus

6. Family Medical Leave
   Family medical leave provision to reflect changes in federal and/or state laws for military service

7. Waiver Clause and "Zipper" Clause
   i. Elimination of waiver clause
   ii. Addition of "zipper" clause

8. Standardization of titles and terms throughout successor agreement

9. Fully integrated agreement, supersedes Memorandum of Understanding

10. Additional terms as may become necessary during the negotiation process
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.
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.
Receive and Set Public Hearing Regarding Initial Bargaining Proposal from the Pasadena City College Police Officers Association (POA) to the Pasadena Area Community College District (PACCD)

April 4, 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 bargaining proposal from the Pasadena City College Police Officers Association (POA) to the Pasadena Area Community College District (PACCD) for negotiations for 2012-2015 (attached), and
- Designate the next regular meeting of the Board of Trustees as the time for receiving public comment regarding the initial proposal from the District

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

Article 8, Section 3547 of the Government Code states:

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

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

Approved for Submission to the Board of Trustees by:

Superintendent/President
Formal Proposal
2012-2015

Articles other than what is proposed below are to remain intact for the 2012-2015 contract.

1. **Current provision:** The district agrees to maximize staffing for patrol and dispatch and to convert overtime pay to pay for additional patrol and dispatch staffing. (Item #1 from 2010/11 agreement)

   **Proposed Change:**
   - Two patrol Police Officers on duty at all times including days, weekends, nights “grave yard”, holidays, etc.
   - Two Police Dispatchers on duty at all times including days, weekends, nights “grave yard”, holidays, etc.
   - PCC Police Chief, Police Sergeant(s), Police Supervisor(s), or the Police Chief’s designee (acting supervisors, watch commanders, someone other than a Police Officer designated strictly to patrol duties) do not count towards the two patrol Police Officers on duty.

2. **Current provision:** District to perform reclassification study and salary survey. (Item #2(e) from 2010/11 Agreement)

   **Proposed Change:**
   - Date needs to be set for reclassification study.
   - Expand Police Department study to surrounding cities not only community colleges
     - Most colleges in the PCC area do not have POST Police Agencies, not suitable for study.
     - Study should only be conducted using POST Police Agencies
     - Other non-Police departments/divisions (classified staff) at PCC or any other college should not be used in study, do to nature of police work it does not compare to any other type of college or municipality department so there is no way to determine a comparison between a
police agency and any other type of "classified" or "non-classified" department.

3. **Current provision:** District to provide 5% special assignment pay.  
(Item #3 2010/11 Agreement)

**Proposed Change:** District to provide 5% special assignment pay to any member performing a temporary specialized job function not explicitly included within the member’s job classification.

Special Assignment Criteria

- Working out of classification
- "Special Assignment" is a none rare or none occasional assignment
- 10% or more of employees work week being used by the "Special Assignment"
- Experience employee has regarding "Special Assignment"
- On going over sight, coordination, or supervision of "Special Assignment"
- Duty not able to be performed by an "hourly / part time" employee due to nature of assignment, skills need for assignment, dedication of time to assignment, etc.
- No one person shall hold more than one Special Assignment

Examples of Special Assignments

- FTO (Field Training Officer)
- Training Coordinator
- Records Management
- Statistics Management / Reporting
- Video Systems Management / Coordination
- Detective / Investigator
- Cadet Coordinator
- Citation Machine Management
- Communication Equipment Management

4. **Uniform Allowance – Article 12.3 (Item #1 from 2010/11 Sunshine)**

Increase in PO allowance from $600 to $800;  
Increase in Technician allowance from $500 to $700; and  
Increase in Dispatcher allowance from $400 to $600.

- Last Department uniform allowance increase was conducted in 1996 (16 years) from $550.00 to $600.00
• Based on a national generic inflation rate of 2.5% annually the Police Officer uniform allowance should be at $882.00
• Tom’s Uniform reported that they had a 5% inflation from 2011 to 2012 (higher than national generic inflation rate).

5. POST Certificates – Articles 8.4, 8.6 (Item #1 from 2010/11 Sunshine)
   • Increase Intermediate POST pay for Dispatchers and Officers from 2.5% to 5%;
   • Increase Advanced POST pay for Dispatchers and Officers from 2.5% to 5%;
   • Increase Intermediate Technician Certificate pay from 2% to 4%(cross reference MOU, Article 8.6)
   • Increase Advanced Technician Certificate pay from 2% to 4%(cross reference MOU, Article 8.6)

6. Police Officers to move to same Classified Monthly Salary Schedule as the rest of the unit. (Item #1 from 2010/11 Sunshine)


8. Sworn personnel to be armed; develop plan and prepare for implementation on or before 1/1/13. (2012-2015)
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

1. Public Presentation of Initial Proposals
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      matters within the scope of representation, shall be presented at a public meeting of the
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          technical amendments to an agreement.
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      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
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:

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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approval of Instructional Trip for Puente Program for College Campus Tours
April 17-20, 2012

Board Meeting Date: April 4, 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 event:

GROUP: Puente Program
NUMBER: 38 (35 students, 2 advisors, 1 bus driver)
DATE: April 17-20, 2012
TIME: Departure on April 17, 2012 at 7 a.m. and returning on April 20, 2012 at 9 p.m.
DESTINATION: University of California, Santa Cruz
University of California, Berkeley
University of San Francisco
San Francisco State University
EVENT: Puente Bay Area Universities Tour
TRANSPORTATION: One Charter Bus
ADVISORS: James Aragon, Puente Counselor and Miriam Escovar, Adjunct Counseling Instructor
NOT TO EXCEED: $10,591.00
EMP: A, E, A3.1, A2, A3, E1

FISCAL IMPLICATIONS: The costs associated with this trip are funded by the 2011-2012 Puente Project Student Services account (01-5250-2300-2900) ($10,591.00). Cost categories and amounts are: Transportation $5,500.00; hotel $5,091.00.

BACKGROUND: The Puente Students will be touring the University of California, Santa Cruz and Berkeley, University of San Francisco, and San Francisco State University campuses, participating in workshops on scholarships, admissions, housing, and attending panel discussions of academic opportunities.
CONSENT ITEM TITLE:
Approval of Student Travel -
PCC Puente Club
Bay Area Universities Tour   April 16-19, 2012

Board Meeting Date: April 4, 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 Puente Club
NUMBER: 32 (30 Students and 2 Advisors)
DATE(S): April 16-19, 2012
DESTINATION(S): University of California Berkeley, Berkeley, CA
San Francisco State University, San Francisco, CA
Monterey Bay State University, Monterey Bay, CA
Sonoma State University, Rohnert, CA
EVENT: Bay Area Universities Tour
TRANSPORTATION: District- arranged vehicles
ADVISOR(S): Counseling Staff
NOT TO EXCEED: $8,000.00
EMP: D2.3, D3, E1

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2011-2012 Student Activity Fee and participants. Cost categories and amounts include: transportation, meals, and lodging.

BACKGROUND: This activity involves travel to a university campus to provide students with information about the transfer process. Students attend transfer-related workshops, meet with university counselors, and tour the campus.

Submitted by:

Assistant Dean, Student Affairs

Recommended for Approval:

Vice President, Student and Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
Consent Item No. 19-S

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Student Travel -
PCC Alpha Gamma Sigma
San Jose, CA April 20-22, 2012

Board Meeting Date: April 4, 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:

<table>
<thead>
<tr>
<th>GROUP:</th>
<th>PCC Alpha Gamma Sigma</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER:</td>
<td>30 (28 Students and 2 Advisor)</td>
</tr>
<tr>
<td>DATE(S):</td>
<td>April 20-22, 2012</td>
</tr>
<tr>
<td>TIME(S):</td>
<td>Various</td>
</tr>
<tr>
<td>DESTINATION(S):</td>
<td>Doubletree Hotel</td>
</tr>
<tr>
<td></td>
<td>San Jose, CA</td>
</tr>
<tr>
<td>EVENT:</td>
<td>Alpha Gamma Sigma Spring Convention</td>
</tr>
<tr>
<td>TRANSPORTATION:</td>
<td>District-arranged vehicles</td>
</tr>
<tr>
<td>ADVISOR(S):</td>
<td>Social Science Staff</td>
</tr>
<tr>
<td>NOT TO EXCEED:</td>
<td>$8,230.00</td>
</tr>
<tr>
<td>EMP:</td>
<td>B1, D4.2, E1</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2011-2012 Student Activity Fee. Cost categories and amounts include: registration fees, meals, and transportation.

BACKGROUND: Alpha Gamma Sigma (AGS) is a student club that promotes academic excellence and fosters community among the students of PCC. This activity involves travel to the annual Alpha Gamma Sigma spring convention. The students will develop leadership skills by attending workshops and activities. The students will further learn about leadership through networking with members from other Alpha Gamma Sigma chapters within the state of California.

Submitted by:
Assistant Dean, Student Affairs

Approved for Submission to THE BOARD OF TRUSTEES:
Superintendent/President
CONSENT ITEM TITLE:
Approval of Student Travel for Ujima Program, College Campus Tours
Ujima Program
San Diego, CA
April 15-17, 2012

Board Meeting Date: April 4, 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: Ujima Program
NUMBER: 51 (48 Students, 2 Advisors, 1 Bus Driver)
DATES: April 15-17, 2012
TIMES: Departure on April 15, 2012 at 1:00 PM and returning on April 17, 2012 at 5:00 PM
DESTINATION: University of San Diego and San Diego State University
San Diego, CA
EVENT: Annual College Campus Tours
TRANSPORTATION: District-arranged vehicles
ADVISOR(S): Gena Lopez and Armia Walker
NOT TO EXCEED: $11,000.00
EMP: A, E, A3, 1, A2, A3, E1

FISCAL IMPLICATIONS: The costs associated with this trip are provided by the 2011-2012 Ujima Program Student Activity Fee Account. Cost categories and amounts include: lodging ($6000.00), transportation ($2500.00) and meals ($2500.00).

BACKGROUND: During each university visit, Ujima students will participate in a campus tour, admission, financial aid, scholarship workshops and panel discussions. Students will meet professors and current students and become familiar with university life. This trip will empower students by providing awareness of university options, major pathways, financial aid and scholarship opportunities and various campus resources available.

Submitted by: 

Approved for submission to the Board of Trustees:

Associate Dean, Student and Learning Services

Superintendent/President

Recommended for Approval:

Vice President, Student and Learning Services
CONSENT ITEM TITLE:
Approve Compensation for Academic Personnel
Performing and Communication Arts

Board Meeting Date: April 4, 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/ratify compensation for faculty as listed for employment, for performance at Music 10 class, Spring 2012, as an accompanist for vocalist, to be approved for the College year 2011-2012, unless otherwise indicated, or any portion thereof, as stated in the contract. The length of time of the employment and the assignment shall be determined by College need.

<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>INSTRUCTIONAL ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoolalian, Linda</td>
<td>125.00</td>
<td>Music 10 – Accompanist for Vocalist, 05/31/12 EMP: A2, D2.4</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need. These compensations have been requested by the Division Dean, Performing and Communication Arts.
CONSENT ITEM TITLE:
Approve/Ratify Compensation for Academic Personnel
Community Education Center

Board Meeting Date: April 4, 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/ratify the person listed to be employed as the Business Office Systems Program Coordinator (BOS) at the Community Education Center. This position will involve the coordination and supervision of all daily operations of the Business Office Systems Lab including design and implementation of all educational programs for the students; reporting and monitoring; supervision of BOS faculty and oversight of all operational systems within and connected to the BOS. This assignment is for the Spring 2012 semester.

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need. This compensation has been requested by the Vice President, Educational Services.

Submitted and Recommended by:
Office for Educational Services

Recommended for Approval:
Vice President, Educational Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cortez, Jose</td>
<td>8,560.00</td>
<td>Compensation for CEC Business Office Systems Program Coordinator, Spring Semester 02/21/12 – 06/22/12. EMP: C4.1; K.</td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Pasadena City College  

CONSENT ITEM TITLE:  
Approve/Ratify Natural Science Division Activities  

Board Meeting Date: April 4, 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 Natural Sciences Division activities listed below:

Approve:

March 10, 2012 – Girl's Day in Science Program at PCC, to present hands-on workshops in the sciences for approximately 300 middle school girls. Anticipated expenses are not-to-exceed $400 for supplies, materials, and refreshment. Cost Center: 03-5210-5126-0000 (Workforce Innovation Partnership), and 03-5210-5118-0000 (Center for Applied Biotech and Girl's Day in Science Foundation Grant). EMP: D and Action Item 7.b

March 16-17, 2012 – PUSD Science Fair in Creveling Lounge hosted by the Natural Sciences Division. Anticipated expenses are not-to-exceed $500, for supplies, materials, and refreshments. Cost Center: 03-5210-5118-0000 (Center for Applied Biotech) EMP: D and Action Item 7.b

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

BACKGROUND: These activities are intended to promote Natural Science programs.

Submitted by:
Division Dean, Natural Science

Recommended for Approval:
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
CONSENT ITEM TITLE:  
Approve/Ratify Compensation for Academic Personnel  
Social Sciences Division

Board Meeting Date:  April 4, 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/ratify the person on the attached list to be employed in a special project as listed, approved for the College year 2011-2012, unless otherwise indicated, or any portion thereof, as stated in the contract.  The length of time of the employment and the assignment shall be determined by College need.

<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>Learning Center Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arenson, Lauren</td>
<td>3,500.00</td>
<td>Social Sciences Learning Center – supervise staffing and operations from 01/09/12 to 02/16/12. EMP: E1.1</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS:  Paid from dollar-controlled accounts.

BACKGROUND:  The assignment shall be determined by College need.  This stipend has been requested by the Division Dean, Social Sciences.

Submitted by:  
Division Dean, Social Sciences

Recommended for Approval:  
Vice President, Instruction

APPROVED FOR SUBMISSION TO  
THE BOARD OF TRUSTEES:  
Superintendent/President
## Consent Item Title:
Approve Distance Education Workshops for the Spring Semester 2012

### Board Meeting Date:
April 4, 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/ratify compensation for Workshops on Effective Online Teaching Practices for faculty, facilitated by @One. Each of the four week Distance Education training courses require forty hours of participation. Completion of four courses certifies a faculty member to teach online at PCC. Courses include Introduction to Teaching & Learning, Building Community with Social Media, Developing Accessible Online Courses, Blackboard 9.1 and Developing Effective Online Assessments. Approximately a hundred and thirty Pasadena City College faculty members are participating in the Distance Education training series. Expenses are not to exceed $20,000. These workshops are for the Spring Semester 2012.

Cost Center: 01-5210-4212-0090 (Distance Education - Workshops and Conference).


**FISCAL IMPLICATIONS:** Paid from dollar-controlled accounts.

**BACKGROUND:** These workshops shall be determined by College need. These Workshops have been requested by the Vice President, Educational Services.

---

Submitted and Recommended by:

Office for Educational Services

Recommended for Approval:

Vice President, Educational Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
CONSENT ITEM TITLE:
Approve/Ratify Compensation for Academic Personnel
Teaching and Learning Center

Board Meeting Date: April 4, 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/ratify the person listed to be employed to oversee the piloting of the Student Success Course (College 1) including the professional development component. Overseeing College 1 (student success course) will involve completion of faculty recruitment, creating schedules and sections, creating model materials for the new course, planning and designing the curriculum for the five-day Professional Learning Institute and working on web and media resources. Overseeing One Book, College 1 (Year 2) will involve securing funding, planning a speaker series, recruiting instructors to participate in book clubs and student conferences, developing high school service learning “Reading Buddies” program with College 1 and working on web and media resources. The English Composition Curriculum redesign will involve faculty recruitment, developing “accelerated stretch” pilot curriculum (based on CSU model) and developing Directed Self Placement pilot to support the accelerated stretch model. This assignment is for the Spring 2012 semester.

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need. This compensation has been requested by the Vice President, Educational Services.

Submitted and Recommended by:
Office for Educational Services

Recommended for Approval:
Vice President, Educational Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>SPECIAL PROJECT</th>
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</thead>
<tbody>
<tr>
<td>Hogan, Monika</td>
<td>6,000.00</td>
<td>Compensation for piloting TLC Student Success Course (College 1) and other projects as noted in recommendation, 03/12/12 – 06/15/12. EMP: A1-3; B1-2, D2.</td>
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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for Music 43, April 28 – May 6, 2012

Board Meeting Date: April 4, 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 instructional trip:

GROUP: Music 43 students
NUMBER: 8 students, 1 staff
DATE: April 28-May 6, 2012
TIME: Depart: 04/28/12, 8:55 a.m.  
Return: 05/06/12, 11:24 p.m.
DESTINATION: Bavarian Music Academy 8th 6/8 Hand (2 pianos, 8 hands) International Piano Competition (biennial competition)
EVENT: Participate in international piano competition
TRANSPORTATION: Air, rail
ADVISOR: Division of Performing and Communication Arts: Phillip Young, instructor
NOT TO EXCEED: $16,421 (transportation, $12,465 [airfare 9 people x $1320 each; rail 9 people at $65 each]; lodging, $3,276 [9 rooms/day @ $52 each x 7 days]; registration, $680 [8 people @ $85 each]).

EMP: A1; A2

Some shifting of time, date and place may be necessary due to weather conditions or other unforeseen circumstances.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 2011-12 Adopted Budget in the Pasadena City College Foundation-Piano Account and in the Student Services Fund – Music.

BACKGROUND: This instructional field trip is requested by the Division Dean, Performing and Communication Arts.

Submitted by: 
Division Dean, Performing and Communication Arts
Recommended for Approval:
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
CONSENT ITEM TITLE:
Approve/Ratify Compensation for Academic Personnel
Educational Services

Board Meeting Date: April 4, 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/ratify the person listed to be employed as the Curriculum and Instruction Committee Chair for Winter and Spring, 2012 semesters approved for the College year 2011-2012, unless otherwise indicated, or any portion thereof, as stated in the contract. The length of time of the employment and the assignment shall be determined by College need.

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need. This compensation has been requested by the Vice President, Educational Services.

Submitted and Recommended by:
Office for Educational Services

Recommended for Approval:
Vice President, Educational Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>SPECIAL PROJECT</th>
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<tbody>
<tr>
<td>FUND 01 GENERAL – UNRESTRICTED</td>
<td>9,600.00</td>
<td>Compensation for C &amp; I Chair, Spring Semester 02/21/12 – 06/22/12. EMP: C4.1; K.</td>
</tr>
</tbody>
</table>
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the person on the attached list to be employed as Faculty Coordinator for Engineering and Technology Division as listed, approved for the College year 2011-2012, unless otherwise indicated, or any portion thereof, as stated in the contract. The length of time of the employment and the assignment shall be determined by College need.

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need. This compensation has been requested by the Vice President, Instruction.
<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>FACULTY COORDINATOR</th>
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</thead>
<tbody>
<tr>
<td>Griffith, Coleman</td>
<td>13,864.50</td>
<td>Faculty Coordinator for Engineering and Technology Division, 01-03-12 to 02-16-12. EMP:A2</td>
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</table>
Consent Item No. 94-1

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve/Ratify Compensations for Academic Personnel Engineering and Technology Division - SASI

Board Meeting Date: April 4, 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/ratify the SASI grant recipients on the attached list award as part of the Design Tech Program, approved for the College year 2011-2012, unless otherwise indicated, or any portion thereof, as stated in the contract. The length of time of the employment and the assignment shall be determined by College need.

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need. These compensations have been requested by the Vice President, Educational Services.

Submitted by: 
Vice President, Educational Services

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>FACULTY COORDINATORS</th>
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</thead>
<tbody>
<tr>
<td>Bird, Deborah</td>
<td>3,000.00</td>
<td>Design Tech Program SASI award for collaborating, meeting, and coordinating co-taught lessons – 08/29/11 to 06/17/12. EMP: A1,1,2,1,2,2,3,2,C,2,4,1,D,2</td>
</tr>
<tr>
<td>Cho, Jay</td>
<td>3,000.00</td>
<td>Design Tech Program SASI award for collaborating, meeting, and coordinating co-taught lessons – 08/29/11 to 06/17/12. EMP: A1,1,2,1,2,2,3,2,C,2,4,1,D,2</td>
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<tr>
<td>Davila, Solomon</td>
<td>3,000.00</td>
<td>Design Tech Program SASI award for collaborating, meeting, and coordinating co-taught lessons – 08/29/11 to 06/17/12. EMP: A1,1,2,1,2,2,3,2,C,2,4,1,D,2</td>
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<tr>
<td>Kottaras, Ekaterini</td>
<td>3,000.00</td>
<td>Design Tech Program SASI award for collaborating, meeting, and coordinating co-taught lessons – 08/29/11 to 06/17/12. EMP: A1,1,2,1,2,2,3,2,C,2,4,1,D,2</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/ratify the person listed to be employed to present a clinical for Sixth Annual Jazz day as listed, approved for the College year 2011-2012, unless otherwise indicated, or any portion thereof, as stated in the contract. The length of time of the employment and the assignment shall be determined by College need.

NAME | COMPENSATION | INSTRUCTIONAL ACTIVITY
--- | --- | ---
FUND 01 GENERAL – UNRESTRICTED
Cole, Dan | 250.00 | Academic Personnel to adjudicate, give constructive comments and rehearse with the visiting High School Jazz bands attending the Jazz Festival, 03/10/12. EMP: D4.2,1

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need. This compensation has been requested by the Division Dean, Performing and Communication Arts.
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify compensation for faculty as listed who served as Nursing Director on the attached list to be, approved for the College year 2011-2012, unless otherwise indicated, or any portion thereof, as stated in the contract. The length of time of the employment and the assignment shall be determined by College need.

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

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

Submitted by:

[Signature]
Division Dean, Health Sciences

Recommended for Approval:

[Signature]
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>NURSING PROGRAM DIRECTOR</th>
</tr>
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</table>
| O, Jeong | 28,713.60    | Registered Nursing Program - Director as required by the California Board of Registered Nursing. Responsible for curriculum planning, class and clinical scheduling, supervision and new faculty orientation. 12-19-11 to 02-20-12. EMP: A3; A3; C4; D4,
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify compensation for faculty as listed who are serving as Divisional and Departmental coordinators for the identified academic areas for the College year 2011-2012, unless otherwise indicated, or any portion thereof, as stated in the contract. The length of time of the employment and the assignment shall be determined by College need.

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: These assignments shall be determined by College need. These compensations have been requested by the Vice President, Instruction.

Submitted and Recommended for Approval by:

Vice President, Instruction

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Superintendent /President
<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>ACADEMIC COORDINATORS</th>
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<tbody>
<tr>
<td>Douglas, Earlie</td>
<td>9,199.68</td>
<td>Faculty Coordinator Compensation CIS Department, 08-29-11 to 12-16-11. EMP: A2</td>
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<tr>
<td>Douglas, Earlie</td>
<td>6,169.50</td>
<td>Faculty Coordinator Compensation CIS Department, 01-09-12 to 02-16-12. EMP: A2</td>
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<td>Taylor, Daryl</td>
<td>9,748.00</td>
<td>Faculty Coordinator Compensation Computer Information Systems, and Computer Sciences 01-09-12 to 02-16-12.EMP:A2</td>
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CONSENT ITEM TITLE:
Approve Distance Education Conference for the Spring Semester 2012

Board Meeting Date: April 4, 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/ratify compensation for the Online Teaching Conference (OTC) at Evergreen Valley College, San Jose CA. At this conference faculty members will learn new approaches, strategies and practices for teaching online including accessibility, learning styles, ideas for assignments and activities and, other ideas that build community and relationships in online course environments. The participating faculty must be currently teaching online or actively participating in the training series. This opportunity will be offered first to faculty members who are developing courses that contribute to fully online Associate of Arts Degrees, Transfer or Career and Technical Education pathways. This opportunity is open to twenty faculty members. Expenses are not to exceed $20,000. This conference is for the Spring Semester 2012.
Cost Center: 01-5210-4212-0090 (Distance Education – Workshops and Conference).

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The conference shall be determined by College need. This conference has been requested by the Vice President, Educational Services.
CONSENT ITEM No. 110-B

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Reporting and Approval of Revolving Fund
Reimbursement

Board Meeting Date: April 4, 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 Pasadena Area Community College District Revolving Cash Fund in the amount of $4,496.95. EMP: L

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

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<td>$4,496.95</td>
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BACKGROUND: The Board of Trustees originally established the Revolving Fund by resolution in January 1971. Subsequent resolutions have been adopted by the Board in October 1977, October 1980 and November 1981. The current resolution authorizing the fund was adopted by the Board on November 5, 1981, Board Report 168-B. The amount of the fund is $30,000 entrusted to the Director of Fiscal Services.

Submitted by: 
Supervisor, Accounting/Fiscal Services

Recommended for Approval: 
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
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</table>

**Grand total:** $4,496.95
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

Board Meeting Date: April 4, 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 $62,266.92. 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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<td>Medical</td>
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<tr>
<td>Benefit Payments</td>
<td>22,380.38</td>
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</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:
Supervisor, Accounting/Fiscal Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Superintendent/President
CONSENT ITEM TITLE:
Approve Budget Augmentation

Board Meeting Date: April 4, 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 augmentation to the 2011-12 Adopted Budget for the grants and programs listed below.

FISCAL IMPLICATIONS:

DISABLED STUDENT PROGRAMS AND SERVICES (DSPS): EMP: E1.1, E4.1
2011-2012 Adopted Budget: Increase 2011-2012 Revised Budget
$581,667 $55,966 $637,633

CALWORKS: EMP: A2 & E1.1
2011-2012 Adopted Budget: Increase 2011-2012 Revised Budget
$196,280 $65,429 $261,709

NONCREDIT MATRICULATION EMP: D2.1
2011-2012 Adopted Budget: Increase 2011-2012 Revised Budget
$123,920 $50,005 $173,925

EOP&S/EVALUATION & ACCOUNTABILITY EMP: I
2011-2012 Adopted Budget: Increase 2011-2012 Revised Budget
$0 $83,895 $83,895

STATE MATRICULATION EMP: I
2011-2012 Adopted Budget: Increase 2011-2012 Revised Budget
$262,313 $340,909 $603,222

Submitted by:

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Superintendent/President
**CREDIT MATRICULATION EMP: A & E**

2011-2012 Adopted Budget: $427,067

<table>
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<th>Increase</th>
<th>2011-2012 Revised Budget</th>
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<tbody>
<tr>
<td>$171,944</td>
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</table>

**FOSTER CARE EMP: A3.1**

2011-2012 Adopted Budget: $136,731

<table>
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<tr>
<th>Increase</th>
<th>2011-2012 Revised Budget</th>
</tr>
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<tbody>
<tr>
<td>$1,335</td>
<td>$138,066</td>
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</table>

**BACKGROUND:** Recently, we learned that certain grant funding from the State was increased. As a result, the District is updating its budget both on the revenue and expense sides. These increases are based on the most recent information available from the Chancellor’s Office.
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 P12-02494 through P12-02662. 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.
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
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<tbody>
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<td>KINESIOLOGY</td>
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<td>P12-02448</td>
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<td>SERVICE FEES/PROFESSIONAL SVS</td>
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<tr>
<td>P12-02812</td>
<td>LINOILEUM CITY, INC.</td>
<td>THEATER/STAGE SUP. &amp; EQUIP.</td>
<td>PERFORMING AND COMM ARTS</td>
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<td>PERFORMING AND COMM ARTS</td>
<td>2,907.98</td>
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<td>P12-02164</td>
<td>* KNIGHT CLEANERS</td>
<td>LAUNDRY SUP./EQUIP./SVC</td>
<td>PERFORMING AND COMM ARTS</td>
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<td>RENTAL OF EQUIP./TOOLS</td>
<td>PERFORMING AND COMM ARTS</td>
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<td>P12-02551</td>
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<td>PRESIDENT'S OFFICE</td>
<td>514.89</td>
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<td>P12-02515</td>
<td>* SAMY'S CAMERA</td>
<td>CAMERA EQUIP. &amp; PHOTO SUP.</td>
<td>PUBLIC RELATIONS</td>
<td>2,301.02</td>
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</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>
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<td>CAREER AND TECHNICAL EDU</td>
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<td>EDUCATIONAL SERVICES</td>
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<td>PERFORMING AND COMM ARTS</td>
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<td>TITLE V</td>
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<td>PLUMBING SUP.</td>
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<td>P12-02571</td>
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<td>CLOCKS &amp; TIME SYSTEMS</td>
<td>INFORMATION TECHNOLOGY SVS</td>
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* Indicates Vendor is located within the Pasadena Area Community College District.
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## PURCHASE ORDERS OVER $500

### FUND 42 BUILDING FUND

<table>
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<th>PO Number</th>
<th>Vendor Name</th>
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### FUND 43 SCHEDULED MAINTENANCE FUND

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<tbody>
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**Total**: 719,357.67

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<table>
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<th>PO Number</th>
<th>Vendor Name</th>
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<tr>
<td>P12-00282</td>
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<td>10,000.00</td>
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<tr>
<td>P12-00800</td>
<td>PCC BOOKSTORE</td>
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<td>P12-01097</td>
<td>ON-SITE LASERMEDIC CORP</td>
<td>INCREASE PO PER THE DEPT. CEC</td>
<td>1,000.00</td>
<td>8,000.00</td>
<td></td>
</tr>
<tr>
<td>P12-02057</td>
<td>SAMY'S CAMERA</td>
<td>DECREASE PO PER THE DEPT PUBLIC RELATIONS</td>
<td>-700.00</td>
<td>800.00</td>
<td></td>
</tr>
<tr>
<td>P12-02204</td>
<td>AMAZON.COM</td>
<td>DECREASE PO PER THE DEPT VISUAL ARTS &amp; MEDIA STUDIES</td>
<td>-1,257.13</td>
<td>497.67</td>
<td></td>
</tr>
<tr>
<td>P12-00280</td>
<td>PACIFIC PARKING SYSTEMS, INC.</td>
<td>INCREASE PO PER THE DEPT. POLICE</td>
<td>1,000.00</td>
<td>22,000.00</td>
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</tr>
<tr>
<td>P12-01164</td>
<td>DRAMA PRODUCTION DEPT.</td>
<td>INCREASE PO PER THE DEPT. PERFORMING &amp; COMM ARTS</td>
<td>3,000.00</td>
<td>12,000.00</td>
<td></td>
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<tr>
<td>P12-00096</td>
<td>SPRAGUE'S READY MIX</td>
<td>INCREASE PO PER THE DEPT. FACILITIES</td>
<td>10,000.00</td>
<td>23,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blanket order to purchase concrete on an as needed basis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P12-00103</td>
<td>WALER'S WHOLESALE ELECTRIC CO.</td>
<td>INCREASE PO PER THE DEPT. FACILITIES</td>
<td>5,000.00</td>
<td>7,500.00</td>
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<tr>
<td>P12-00651</td>
<td>STATE OF CA DEPT OF JUSTICE</td>
<td>DECREASE PO PER THE DEPT. IDENTITY SERVICES</td>
<td>-60,000.00</td>
<td>250,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blanket order for fingerprinting process</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P12-00550</td>
<td>PITNEY BOWES</td>
<td>DECREASE PO PER THE DEPT. IDENTITY SERVICES</td>
<td>-5,000.00</td>
<td>3,000.00</td>
<td></td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Information Technology Purchasing Transactions

Board Meeting Date: April 4, 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 P12-02494 through P12-02662. 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 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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Vice President, Administrative Services

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>P12-02513</td>
<td>SOFTCHALK, LLC.</td>
<td>SOFTWARE</td>
<td>EDUCATIONAL SERVICES</td>
<td>5,500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Perpetual License for Softchalk v7 which is software used to create interactive lessons and activities electronically.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P12-02623</td>
<td>DELL, INC.</td>
<td>COMPUTER EQUIP.</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>912.68</td>
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<tr>
<td></td>
<td></td>
<td>Five monitors for desktop systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P12-02637</td>
<td>DELL, INC.</td>
<td>COMPUTER EQUIP.</td>
<td>COUNSEL</td>
<td>1,800.94</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Two desktop systems for use at the Veterans Resource Center</td>
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<td></td>
</tr>
<tr>
<td>P12-02639</td>
<td>APPLE</td>
<td>SOFTWARE</td>
<td>NATURAL SCIENCE</td>
<td>3,000.00</td>
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<tr>
<td></td>
<td></td>
<td>Vouchers redeemable only at the Apple Educational Volume APPs Store to provide APPs and books for the Natural Sciences Division iPADs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P12-02538</td>
<td>APPLE</td>
<td>COMPUTER EQUIP.</td>
<td>ENGLISH</td>
<td>1,630.16</td>
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<tr>
<td></td>
<td></td>
<td>Laptop for faculty use provided by Faculty Laptop Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P12-02537</td>
<td>DELL, INC.</td>
<td>COMPUTER EQUIP.</td>
<td>MEASURE &quot;P&quot; : PROJECT CENTER</td>
<td>9,898.85</td>
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<tr>
<td></td>
<td></td>
<td>Five Dell Precision T3500 desktop systems for use at the Project Center</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>22,742.63</strong></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.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Authorization to Solicit Bids: Video Equipment and System Upgrades

Board Meeting Date: April 4, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, authorize the solicitation of bids to upgrade video equipment and systems.

FISCAL IMPLICATIONS: No fiscal obligation is created by the authorization to solicit bids. However, the anticipated cost of the currently needed services is approximately Seven Hundred Thousand Dollars ($700,000.00). Funds for this purpose will be from various sources including funds identified in the 2011-2012 District Budget as noted below.

BACKGROUND: There is a tremendous need to upgrade the equipment and systems which are significantly outdated. Students need to learn on modern equipment in order to be properly prepared as they enter the workforce. The existing equipment is obsolete, and when it fails, it cannot be repaired because newer replacement parts are generally incompatible or unavailable. There is a strong possibility that one or two equipment failures could create a sudden and unexpected halt to instruction in the television operation and production classes. The instructional spaces themselves are not ADA compliant and must be remodeled.

Prior to KPCC directing its contractually required licensing payments to the PCC Foundation, funds were received by the District in its Restricted General Fund for the purpose of creating a "digital academy." More than $717,000 is held in the "Radio Academy Program" cost center (03-6410-5249-0000). This project provides the seed money for that purpose, with the intention of replenishing the fund through project and community rentals using students to learn on modern equipment.

Specifically, there are five projects in need of upgrades which will be funded as indicated:

Production View System: The installation of a state-of-the-art system in Creveling Lounge will stream and archive video of Board meetings, shared governance meetings and other events. The anticipated cost of this project is Thirty-Five Thousand Thirty-Five Dollars ($35,035.00). The primary funding source will come from Public, Education and Government (PEG) access fee funds from the City of Pasadena. Installation by campus staff will save on additional costs. The system will pay for itself in two years and will continue to provide savings indefinitely.
Web Studio for Lancer Lens (C139): Upgrades will provide a facility designed to produce projects such as video capture for online and campus courses as well as "How To" videos for the PCC website. The upgraded studio will provide alternatives for internships in the area of TV Operations. The anticipated cost of this project is Seventy-Six Thousand Nine Hundred Three Dollars ($79,903.00). The primary funding sources will come from PEG access fee funds, Title V Grant funds and a Showcase Arts Foundation, Inc. (SAFI) proposal.

Television Studio Upgrade (C125): This upgrade will include the cameras, switcher, monitoring equipment and displays, and lighting. The anticipated cost of this project is up to Five Hundred Thousand Dollars ($500,000.00). The primary funding sources will come from Digital Academy Funds, studio rentals, and ongoing savings by using staff and students for TV production.

Avid Editing/Post-Production Lab (C124): The existing equipment cannot be serviced, and the software cannot be updated with the existing server. A new lab will accommodate class projects in editing Television and Radio (TVR) remote projects and audio projects from TVR and Commercial Music. The anticipated cost of this project is Seventy Thousand Nine Hundred Thirteen Dollars ($79,913.00). The primary funding cost will come from District accounts 03-6412-1551-0500 (Communications) in the amount of $34,427 and 03-6412-5249-0000 (Radio Academy) in the amount of $12,000. The balance will be paid from a PCC Foundation account if another funding source has not been identified.

Remote Video System: Portable video product kits can be used to record live events outside of the studio for the production of campus events, i.e., sports, ceremonies, arts, etc. This upgrade will provide equipment for the TVR 24 classes (Electronic News Gathering and Editing). The cost will be negligible because it will be composed of available existing equipment.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Authorization to Solicit Bids: Electrical Boxes, Conduit and Wire, Lot 5A

Board Meeting Date: April 4, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, authorize the solicitation of bids for the electrical requirements needed in Lot 5A in preparation for the modular classrooms and science labs.

FISCAL IMPLICATIONS: No fiscal obligation is created by the authorization to solicit bids. However, the anticipated cost of the currently needed services is approximately One Hundred Thousand Dollars ($100,000.00). Funds for this purpose are identified in the 2011-2012 District Budget under cost center:

41-6250-7117-0000 (Building: Construction, U Swing Space)

BACKGROUND: The U Building is being evacuated with course disciplines moving to the Science Village Modular Classrooms and Labs in Lot 5A. With the modular classrooms and labs coming on site, the District must purchase materials for switchgears, junction boxes, conduit, distribution panels and copper wiring to complete the electrical requirements.

Submitted by:
Office for Administrative Services

Recommended for Approval:
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:
Superintendent/President
CONSENT ITEM TITLE: Approve/Ratify Professional Conference Attendance

Board Meeting Date: April 4, 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/ratify the following conference attendance outside the United States or with anticipated costs in excess of $1,500.00.

FUND 01 GENERAL FUND

APPROVE:

ATTENDEE: Mark Rocha
LOCATION: American Association of Community College 92nd Annual Convention, Orlando, Florida
DATES: April 21, 2012 – April 24, 2012
PURPOSE: To exchange ideas with community college leaders on challenges regarding fundraising, sustainability, and student completions
CHARGES: $2,066.00
COST CENTER: 01-5210-4000-0000
RECOMMENDED BY: Dr. Mark Rocha
EMP: A1; B1

ATTENDEE: Amy Yan
DATES: May 28, 2012 – June 1, 2012
PURPOSE: To learn about updates on accreditation as required for Student and Exchange Visitor Information System (SEVIS) Certification, appropriate visas for short-term programs, recertification, I-17 requirements, and resources for recruitment
CHARGES: $1,949.92
COST CENTER: 01-5210-2302-0000
RECOMMENDED BY: Dr. Robert Bell
EMP: 111

Approved for submission to the Board of Trustees:

Mark J. Rocha
Superintendent/President
**FUND 03 RESTRICTED GENERAL FUND**

**APPROVE:**

**ATTENDEE:** James Aragon  
**LOCATION:** National Conference on Race and Ethnicity (NCORE)  
New York City, New York  
**DATES:** May 29, 2012 – June 2, 2012*  
**PURPOSE:** Professional development to meet the needs of the College Diversity Initiatives (CDI)  
**CHARGES:** $2,550.00  
**COST CENTER:** 03-5210-5502-0000  
**RECOMMENDED BY:** Dr. Ben Lastimado  
**EMP:** B1, B2.1  
*5/28 & 6/3, 2012 additional travel dates

**ATTENDEES:** Lori Gagliardi, Thomas P. Neiderer  
**LOCATION:** 45th Annual National American Dental Education Association (ADEA) Allied Dental Health Program Directors Meeting, Chicago, Illinois  
**DATES:** June 9, 2012 – June 12, 2012*  
**PURPOSE:** Update of current standards and regulations and exchange of information with the ADEA forum to stay current with issues that will affect DH Accreditation  
**CHARGES:** $1,608.00 for Gagliardi, $1,646.08 for Neiderer  
**COST CENTER:** 03-5210-5104-0000  
**RECOMMENDED BY:** Dr. Robert Bell  
**EMP:** B1, B1.1, B1.4, B2.1, B2.2, C4  
*June 8 additional travel day

**RATIFY:**

**ATTENDEE:** Susan Leilani Briggs  
**LOCATION:** Teachers of English to Speakers of Other Languages (TESOL) Convention 2012, Philadelphia, Pennsylvania  
**DATES:** March 27 – March 31, 2012*  
**PURPOSE:** As the ESL Coordinator, network with colleagues, gain state of the art technology practices, learn new methodologies and professional development ideas for faculty  
**CHARGES:** $2,481.60  
**COST CENTERS:** 03-5210-5208-0000  
**RECOMMENDED BY:** Dr. Robert Bell  
**EMP:** B1, B1.4, B2.1  
*March 26 — 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.
CONSENT ITEM TITLE: Award Bid No. 878: Asphalt Paving Lot 5A

Board Meeting Date: April 4, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, award Bid No. 878, Asphalt Paving Lot 5A, and issue Contract Number C-3100-6 to Martin A. Rogers, Inc. for an amount not-to-exceed Two Hundred Forty-Nine Thousand Dollars ($249,000.00).

FISCAL IMPLICATIONS: Funds for this purpose are identified in the 2011-2012 District Budget under cost center:

41-6250-7117-0000 (U Bldg. Swing Space)

BACKGROUND: At its meeting on February 2, 2012 (Consent Item No. 94-B), the Board of Trustees approved soliciting offers for asphalt paving in Lot 5A in preparation for the modular classrooms and science labs.

Bid No. 878 was advertised, and Seven (7) contractors attended the mandatory job walk. Two (2) bids were received and opened on March 15, 2012. They included:

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>BASE BID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin A. Rogers, Inc., Pasadena, CA</td>
<td>$249,000.00</td>
</tr>
<tr>
<td>Mallcraft, Inc., Pasadena, CA</td>
<td>$397,000.00</td>
</tr>
</tbody>
</table>

The recommendation is to award Martin A. Rogers, Inc. as the lowest responsive, qualified bidder.

Submitted by:
Office for Administrative Services

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

[Signature]
CONSENT ITEM TITLE: Authorize Solicitation of Administrative Information System Request for Proposal

Board Meeting Date: April 4, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, authorize the solicitation of Request for Proposals (RFP) to select and contract with an Administrative Information System (AIS) provider to replace our existing system while also improving business processes throughout the college. EMP: C1, C1.1, C1.2

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2011-2012 District Budget in the fund indicated and charged to:

41-6413-7115-0000 (Capital Outlay: ERP [AIS] System)

BACKGROUND: In collaboration with various campus constituency groups, Information Technology Services will review and analyze the RFP submittals to meet the needs of the District and make a recommendation to the Board of Trustees to award a contract.

Submitted by:
Office for Administrative Services

Recommended for Approval:
Vice President, Administrative Services

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

Board Meeting Date: April 4, 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/ratify/amend/renew 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>
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<td></td>
</tr>
<tr>
<td><strong>Approve</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
| B-98115-2       | Toyota of Pasadena              | No cost to District | To provide hands-on internships for Automotive Technology students.  
*EMP: C2.1, D4, G2 & I2*  
4/05/12 until terminated | Engineering & Technology Division  | N/A            |
| B-98116-2       | Accurate Autoworks              | No cost to District | To provide hands-on internships for Automotive Technology students.  
*EMP: C2.1, D4, G2 & I2*  
4/05/12 until terminated | Engineering & Technology Division  | N/A            |
| B-98117-2       | Nick Alexander Imports          | No cost to District | To provide hands-on internships for Automotive Technology students.  
*EMP: C2.1, D4, G2 & I2*  
4/05/12 until terminated | Engineering & Technology Division  | N/A            |
| **Ratify**      |                                 |                  |                                                                                                     |                            |                |
| B-98105-2       | Walden University               | No cost to District | To provide graduate student field experience for Walden University students in District’s Nursing Program.  
*EMP: D4, K1*  
3/05/12 until terminated | Health Sciences Division         | N/A            |
| B-98106-2       | Los Angeles County Office of Education | No cost to District | To provide supervised teaching and mentoring of new Career and Technical Education candidates.  
*EMP: D4, K1*  
7/01/11 thru 6/30/16 | Health Sciences Division         | N/A            |
| B-98108-2       | Peter Wu, DDS                   | No cost to District | To provide clinical experience for Dental Assisting students.  
*EMP: D4, K1*  
3/02/12 until terminated | Health Sciences Division         | N/A            |

**Consent Item No. 120-B**  
April 4, 2012
<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>
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</thead>
<tbody>
<tr>
<td>B-98109-2</td>
<td>Ashish J. Vashi, DDS</td>
<td>No cost to District</td>
<td>To provide clinical experience for Dental Health Sciences Assisting students. EMP: D4, K1 3/02/12 until terminated</td>
<td>Health Sciences Division</td>
<td>N/A</td>
</tr>
<tr>
<td>Amend</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>B-97864-1</td>
<td>The Piras Group</td>
<td>N/A</td>
<td>To extend the term of the agreement from 12/31/11 to 4/13/12. EMP: B1</td>
<td>President's Office 4000-0000</td>
<td>01-5120</td>
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<tr>
<td>FUND 03 RESTRICTED FUND</td>
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<tr>
<td>Ratify</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>B-98110-2</td>
<td>Doug Glasnapp</td>
<td>$45,000.00</td>
<td>To provide psychometric support for the Statewide Matriculation Project, as requested by the Chancellor's Office. EMP: I 1/01/12 thru 1/31/13</td>
<td>Statewide Matriculation 5401-0000</td>
<td>03-5120</td>
</tr>
<tr>
<td>B-98111-2</td>
<td>John Poggio</td>
<td>$45,000.00</td>
<td>To provide psychometric support for the Statewide Matriculation Project, as requested by the Chancellor's Office. EMP: I 1/01/12 thru 1/31/13</td>
<td>Statewide Matriculation 5401-0000</td>
<td>03-5120</td>
</tr>
<tr>
<td>B-98112-2</td>
<td>Michael Kurlaender</td>
<td>$5,000.00</td>
<td>To provide services to conduct statewide research on Early Assessment Program, as requested by the Chancellor's Office. EMP: I 2/01/12 thru 5/31/12</td>
<td>Statewide Matriculation 5401-0000</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>
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<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Renew</strong></td>
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</tr>
<tr>
<td>B-97872-1</td>
<td>Beacon Management Group</td>
<td>$4,750.00 per month</td>
<td>To provide services to plan and coordinate programs and activities associated with the goals and objectives of the Small Business Development Grant for an amount not-to-exceed $19,000.00. <em>EMP: D4, I3, K3</em> 4/05/12 thru 7/31/12</td>
<td>CEC: Small Business Development Grant 5260-0000</td>
<td>03-5120</td>
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<tr>
<td><strong>FUND 41 – CAPITAL OUTLAY</strong></td>
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<tr>
<td><strong>Renew</strong></td>
<td></td>
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</tr>
<tr>
<td>C-3100-2</td>
<td>Delmac</td>
<td>$350,000.00</td>
<td>To increase amount of agreement for miscellaneous remodeling projects for an amount not-to-exceed $1,050,000.00 and extend term from 8/15/12 to 8/15/13. <em>EMP: L</em></td>
<td>S/M Upgrade Lighting Phase 2 7227-0000 &amp; 7102-0000</td>
<td>41-6210 &amp; 43-6210</td>
</tr>
<tr>
<td><strong>FUND 42 – BUILDING FUND</strong></td>
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<tr>
<td><strong>Amend</strong></td>
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<tr>
<td>B-97762-1</td>
<td>Geotechnologies, Inc.</td>
<td>$9,000.00</td>
<td>To increase agreement for additional geotechnical testing for the Center for the Arts Project for an amount not-to-exceed $51,500.00 and extend term from 6/30/12 to 6/30/13. <em>EMP: L</em></td>
<td>Measure P Center for the Arts 7404-0000</td>
<td>42-6254</td>
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Consent Item No. 120-B
April 4, 2012
<table>
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<tr>
<th>Contract Number</th>
<th>Contractor</th>
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</thead>
</table>
| Renew C-3000-4  | Pasadena Builders, Inc. | $350,000.00 | To increase amount of agreement for miscellaneous remodeling projects for an amount not-to-exceed $1,050,000.00 and extend term from 3/31/12 to 3/31/13.  
  EMP: L  | Measure P Classroom Conversions  
  7409-0000 | 42-6250 |
| FUND 43 – SCHEDULED MAINTENANCE FUND |  |  |  |  |  |
| Amend B-97947-1 | RCK Controls        | $100,000.00 | To increase amount of agreement for additional programming and commissioning of lighting controls at various locations on campus for an amount not-to-exceed $155,000.00.  
  EMP: L  | S/M Upgrade Lighting  
  Phase 2  
  7227-0000 | 43-6210 |

Consent Item No. 120-B  
April 4, 2012
CONSENT ITEM TITLE:
Receive and Reject Claim
Jessie Moore

Board Meeting Date: April 4, 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 and reject the Claim for Damages as alleged by Jessie Moore.

FISCAL IMPLICATIONS: Ms. Moore's claim is in excess of $25,000.00. The District is self-insured and a member of the joint powers authority, Statewide Association of Community Colleges (SWACC) with a $50,000.00 member retained limit.

BACKGROUND: Ms. Moore is claiming constant harassment, retaliation, intentional and negligent infliction of emotional distress, violation of right of privacy, defamation, discrimination for making known and filing workers' compensation claim, age discrimination, forced retirement in violation of public policy, breach of contract, and fraud for making known the improper/unlawful actions of college personnel.

Submitted by:
Office for Administrative Services

Recommended for Approval:
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
CONSENT ITEM TITLE: Approve Change Orders, Science Village Modular Classrooms and Labs

Board Meeting Date: April 4, 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 Numbers Two (2), Four (4) and Five (5) 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 #2: Add for relocating One (1) existing restroom to replace deleted unit. Add to connect plumbing on relocated building. The total cost of this change order is Four Thousand Seven Hundred Twenty-Five Dollars ($4,725.00).

Change Order #3: This change order has been voided.

Change Order #4: Add for adding fume hoods and power exhaust system for fume hoods in lab buildings. Add to install Seven (7) ADA fume hood assemblies. Add to install Fifteen (15) standard fume hood assemblies. Add to install power exhaust system for fume hood. The total cost of this change order is Three Hundred Twenty-Four Hundred Fifty-Nine Dollars and Fifteen Cents ($320,459.15). The original plan was to re-use the existing fume hoods located in the U Building; however, this became impossible due to the logistics of having to remove all asbestos from the location of each hood prior to removing it for relocation, as well as the changes in the building code that made the existing hoods obsolete and unusable.

Change Order #5: Add for structural calculations and plan review. The total cost of this change order is Three Thousand Eighteen Dollars and Seventy-Five Cents ($3,018.75).

FISCAL IMPLICATIONS: The total amount of these change orders is Three Hundred Twenty-Eight Thousand Two Hundred Two Dollars and Ninety Cents ($328,202.90). The original bid was significantly lower than was budgeted, and therefore there are funds still available within the approved budget to deal with these expenditures. Funds for this purpose are provided in the 2011-2012 District Budget in the Capital Outlay Fund and charged to:

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

Recommended for Approval:
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
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>
<tr>
<td>2</td>
<td>03/02/12</td>
<td>Add for labor to relocate one (1) existing restroom unit approximately 250' to the Science Village to replace deleted unit and to connect plumbing on relocated building.</td>
<td>$4,725</td>
</tr>
<tr>
<td>3</td>
<td>03/02/12</td>
<td>This change order has been voided.</td>
<td>$0</td>
</tr>
<tr>
<td>4</td>
<td>03/02/12</td>
<td>Add for material, equipment and labor to supply engineering for adding fume hoods and power exhaust system for fume hoods in lab buildings; to install Seven (8) ADA fume hood assemblies; to install Fifteen (15) standard fume hood assemblies; to install power exhaust system for fume hoods.</td>
<td>$320,459</td>
</tr>
<tr>
<td>5</td>
<td>03/02/12</td>
<td>Add for labor for professional services for structural calculations and plan review</td>
<td>$3,019</td>
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</table>

VALUE OF EXECUTED CHANGE ORDERS $262,719

CONTRACT AMOUNT WITH EXECUTED CHANGE ORDERS $4,253,301

REMAINING PROJECT CONTINGENCY $136,339

PERCENTAGE OF IMPACT BY CHANGE ORDERS TO OVERALL CONTRACT 6.18%
CONSENT ITEM TITLE: Ratify Grant Application, Building a Design Technology Pathway to Increase Hispanic and High Need Student Access and Completion

Board Meeting Date: April 4, 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 submittal of a grant application by the Vice President for Instruction to the U.S. Department of Education, Office of Postsecondary Education Developing Hispanic-Serving Institutions Program (Title V), to work in partnership with California State Polytechnic University, Pomona, to develop an aligned and integrated design technology pathway in order to increase the number of Hispanic and low-income students who complete degrees that lead to high-demand, well-paid and meaningful technology-related careers. EMP: D1.1, D2.3, I3

FISCAL IMPLICATIONS: This application requests funding for a Cooperative Arrangement Development Grant, which has a maximum award of $775,000 per year for five years. The U.S. Department of Education estimates that $11.6 million will be available in Fiscal Year 2012 for a total of 20 new awards under the Developing Hispanic-Serving Institutions Program, including six Cooperative Arrangement Development Grants and 14 Individual Development Grants. Projects receiving awards will commence in October 2012. This grant program does not fund indirect costs, and no matching funds are required.

BACKGROUND: The U.S. Department of Education offers a number of grant opportunities to institutions of higher education. The Developing Hispanic-Serving Institutions (HIS) Program was originally authorized under Title V of the Higher Education Act of 1965 to assist HSIs to expand educational opportunities for, and improve the academic attainment of, Hispanic students. Grants under this program also enable HSIs to expand and enhance their academic offerings, program quality, and institutional stability. In order to qualify to apply for a grant under the HIS Program, PCC requested designation as an “eligible institution” in early February of this year, and expects to receive an official designation letter by the end of March.
Building a Design Technology Pathway through *The Road Less Traveled* to Increase Hispanic and High-need Student Access and Completion

Salomon Davila, Brock Klein, WRD Consulting Group, Nancy Roberts

U.S. Department of Education, Office of Postsecondary Education, Developing Hispanic-Serving Institutions Program (Title V)

The proposed cooperative project between PCC (as the lead institution) and California State Polytechnic University, Pomona (CPP) will focus on increasing Hispanic and underrepresented student participation, improving milestone achievement, smoothing transfer, and ensuring equitable degree completion for Hispanic and underserved high school students. Through collaborative effort with high schools and industry, PCC and CPP will develop an accessible, responsive, and innovative Design Technology Pathway (DTP) that integrates design-based curriculum with support services to prepare students for success in a wide range of programs and careers. A new model for Career and Technical Education, the DTP learning community will provide cohorts of underprepared, career-minded students with contextualized basic skills instruction, summer bridge boot camp, and project-based First-Year Experience to increase persistence, transfer and degree completion. Project objectives include incremental increases in student success indicators of DTP students over identified baselines, including successful course completion, basic skills improvement rate, and milestone achievement.

Key PCC Project personnel to be paid out of grant funds include: Project Director (100%); two Co-Activity Directors (each at 50%); Pathway Faculty Release (50%); Lab Developer (50%); First-Year Experience (FYE) Developer (50%); Outreach Developer (50%); and Project Assistant (Classified, 100%).

<table>
<thead>
<tr>
<th>Fiscal Impact</th>
<th>External Grant</th>
<th>In-Kind Contribution</th>
<th>District Matching</th>
<th>Project Total</th>
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<tbody>
<tr>
<td></td>
<td>$3,875,000</td>
<td>$0</td>
<td>$0</td>
<td>$3,875,000</td>
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</tbody>
</table>

Salomon Davila
Project Manager/Contact Person

Dean Division Chairperson

Area Assistant Superintendent

Asst Supt Administrative Services

Superintendent/President

Date of Board of Trustees Approval
### DIRECT COSTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Project Funded</th>
<th>District Inkind Match</th>
<th>District Match</th>
<th>Project Totals</th>
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<tr>
<td>4000 Materials/Supplies</td>
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<td>121,161</td>
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<tr>
<td>5000 Other Operating</td>
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<td>334,775</td>
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<tr>
<td>6000 Capital Outlay</td>
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<tr>
<td>7000 Other Outgo</td>
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<td>-0- (1)</td>
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<tr>
<td><strong>TOTAL DIRECT</strong></td>
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<td>-0-</td>
<td>-0-</td>
<td><strong>3,875,000</strong></td>
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### INDIRECT COSTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Project Funded</th>
<th>District Inkind Match</th>
<th>District Match</th>
<th>Project Totals</th>
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<td><strong>-0-</strong></td>
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<tr>
<td><strong>PROJECT TOTALS</strong></td>
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<td><strong>-0-</strong></td>
<td><strong>-0-</strong></td>
<td><strong>3,875,000</strong></td>
</tr>
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</table>

(1) Cost Center which will provide in-kind or matching funds:
Cost Centers: Not applicable

* DISTRICT IN-KIND refers to items already funded in the college budget which will be used to support this project.

** DISTRICT MATCH refers to new funding the District must secure or provide in support of this project.

*** All of the following line items reflect funding amounts over the 5-year grant period. Academic Salaries include the Project Director (100%, $408,803), two Co-Activity Directors at 50% ($408,804), the Activity Director at CPP (50%, $217,675), and Faculty Release at both institutions ($335,880). Non-Academic Salaries consist of a Lab Developer ($213,513), a First-Year Experience Developer ($76,814), Outreach Developers at both institutions ($214,821), and a Project Assistant (100%, $318,548). Employee Benefits are calculated at an average rate of 30% for all employees. Materials and Supplies that support project activities total $121,161. Other Operating costs include project-related travel ($50,000), contractual costs to retrofit existing technology labs at PCC ($32,000), external project evaluation ($75,000), stipends for faculty and staff participating in project activities ($57,775), Supplemental Learning Leaders/Success Coaches ($50,000), and faculty training consultants ($70,000). Capital Outlay (Equipment, $565,750) will support the development of a Fabrication Laboratory (FabLab), an innovative, cross-disciplinary laboratory model of integrated design and technology core fabrication.

**** The U.S. Department of Education does not reimburse indirect costs for recipients of Title V grants.

SEE THE FOLLOWING PAGE FOR A BUDGET SUMMARY OF GRANT EXPENDITURES BY YEAR
BUDGET SUMMARY BY YEAR – Building a Design Technology Pathway through *The Road Less Traveled* to Increase Hispanic and High-need Student Access and Completion

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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<td>100</td>
<td>81,689</td>
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<td>50</td>
<td>40,845</td>
<td>50</td>
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<tr>
<td>PCC Co-Activity Director (Student Sup.)</td>
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<td>38,500</td>
<td>50</td>
<td>40,845</td>
<td>50</td>
<td>42,070</td>
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<tr>
<td>PCC Faculty Release</td>
<td>50</td>
<td>38,500</td>
<td>50</td>
<td>40,845</td>
<td>50</td>
<td>42,070</td>
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<tr>
<td>CPP Activity Director</td>
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<td>43,497</td>
<td>50</td>
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<td>CPP Faculty Release</td>
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<td>50</td>
<td>43,497</td>
<td>50</td>
<td>44,802</td>
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<tr>
<td><strong>Classified Salaries:</strong></td>
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<tr>
<td>PCC Lab Developer</td>
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<td>PCC Outreach Developer</td>
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<td><strong>Sub-Total</strong></td>
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<td>Employee Benefits @ 30%</td>
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<td><strong>Other Operating:</strong></td>
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<tr>
<td>Contractual (PCC lab retrofit)</td>
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<td>2,000</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>32,000</td>
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<tr>
<td>External Evaluation</td>
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<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>75,000</td>
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<tr>
<td>Faculty/staff stipends</td>
<td>16,775</td>
<td>10,000</td>
<td>10,000</td>
<td>8,000</td>
<td>13,000</td>
<td>57,775</td>
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<tr>
<td>Supplemental Learning Leaders/Success Coaches</td>
<td>10,000</td>
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<td>10,000</td>
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<tr>
<td>Faculty Training Consultants</td>
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<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>70,000</td>
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<tr>
<td><strong>Capital Outlay:</strong> Equipment</td>
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<tr>
<td><strong>Total Direct Costs</strong></td>
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<td>775,000</td>
<td>775,000</td>
<td>775,000</td>
<td>3,875,000</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, ratify the submittal of a grant application by the Vice President for Instruction to the federal Institute of Museum and Library Services (IMLS) to conduct a planning project that would prepare the Pasadena Digital History Collaboration (a partnership that includes Pasadena City College, Pasadena Public Library, and Pasadena Museum of History) to expand its membership among cultural institutions in Pasadena that would establish processes to enable the Collaboration to digitize private historically significant collections within the community. EMP: /3.1

FISCAL IMPLICATIONS: Planning Grants under the National Leadership Grants Program of the federal IMLS provide a maximum award of $50,000 for one year. The purpose of these grants is to support planning efforts that could lead to a subsequent National Leadership Grant with a maximum award of $1 million for three years.

BACKGROUND: The IMLS National Leadership Grants support projects that are designed to address challenges faced by the museum, library, and/or archive fields that have the potential to advance practice in those fields. Applicants should present projects that seek innovative responses to the challenges identified in their proposals that are national in impact. Projects may consist of efforts to advance digital resources and/or support library-museum collaborations.
The Pasadena Digital History Collaboration (PDHC) was established in 2010 with the objective of assembling, digitizing, and making globally accessible historical documents and artifacts on Pasadena’s heritage. The collaboration initially linked historical resources in the individual collections of PCC, Pasadena Public Library (PPL), and the Pasadena Museum of History (PMH) so scholars could use inaccessible, non-circulating primary source materials with one search interface. PCC will be the fiscal agent for this application, with PPL and PMH as primary partners for the proposed project, which will plan the infrastructure and community-focused digitization support that will allow PDHC to expand participation among the city’s cultural institutions, as well as access the untapped wealth of historically significant private collections in individual citizens’ hands. This one-year Planning Grant will fund the development phase of a project that could be submitted for funding under a subsequent IMLS National Leadership Grant of up to $1 million over up to three years.
### PASADENA AREA COMMUNITY COLLEGE DISTRICT
### AUTHORIZATION TO SUBMIT A GRANT PROPOSAL

#### BUDGET SUMMARY

<table>
<thead>
<tr>
<th>DIRECT COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROJECT FUNDED</strong>*</td>
</tr>
<tr>
<td>1000 Certificated Salaries</td>
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<tr>
<td>2000 Classified Salaries</td>
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<tr>
<td>3000 Employee Benefits</td>
</tr>
<tr>
<td>4000 Materials/Supplies</td>
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<tr>
<td>5000 Other Operating</td>
</tr>
<tr>
<td>6000 Capital Outlay</td>
</tr>
<tr>
<td>7000 Other Outgo</td>
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<tr>
<td><strong>TOTAL DIRECT</strong></td>
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<table>
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<tr>
<th>INDIRECT COSTS (8% of Direct)</th>
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<td>-0-</td>
</tr>
<tr>
<td>49,810</td>
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</tbody>
</table>

(1) Cost Center which will provide in-kind or matching funds: 1400 (In-kind only)

* DISTRICT IN-KIND refers to items already funded in the college budget, but which will be used in support of this project.

** DISTRICT MATCH refers to new funding the District must secure or provide in support of this project.

*** Certificated Salaries represent an in-kind contribution of a Project Director @ 7% of total annual salary. Classified Salaries are comprised solely of the Project Coordinator ($40/hour x 21 hours/week x 49 weeks). Other Operating costs include: travel for required IMLS program-related conferences ($4,000) and local travel expenses for meetings with project partners ($123).
CONSENT ITEM TITLE: Ratify Grant Application, PCC Upward Bound - Pasadena/El Monte

Board Meeting Date: April 4, 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 submittal of a grant application by the Vice President for Student & Learning Services to the U.S. Department of Education, Office of Postsecondary Education, Federal TRIO Programs, to continue to offer a regular Upward Bound Program to increase the grade point averages, proficiency levels on state assessments in reading/language arts and math, secondary school persistence, secondary school graduation with a regular diploma and completion of a rigorous program of study, postsecondary education enrollment, and postsecondary attainment of low-income and first-generation students at four target schools within the Pasadena Area Community College District. EMP: D1, I3

FISCAL IMPLICATIONS: The U.S. Department of Education estimates that it will award a total of 982 Regular Upward Bound Grants for Fiscal Year 2012. For existing grantees such as PCC, the maximum award amount for Year One of the new grant will be their grant award amount for the first year of the previous grant cycle plus five percent (5%). The project period of the grant will be five years. No cost sharing or match is required.

BACKGROUND: The Upward Bound Program is one of the Federal TRIO Programs offered by the U.S. Department of Education’s Office of Postsecondary Education. The TRIO Programs are Federal outreach and student services programs designed to identify and provide service for individuals from disadvantaged backgrounds. TRIO includes eight programs targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to post baccalaureate studies. Regular Upward Bound is one of three Upward Bound Programs that provide grants to institutions of higher education, public and private agencies and organizations, community-based organizations with experience in serving disadvantaged youth, and secondary schools to operate projects that serve qualified individuals from disadvantaged backgrounds. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

Submitted by:
Vice President, Student & Learning Services
Recommended for Approval:
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
Title of Proposal: PCC Upward Bound-Pasadena/El Monte

Prepared by: Heba Griffiths, Dr. Scott Thayer, and Nancy Roberts

Submitted to: U.S. Department of Education, Office of Postsecondary Education, Federal TRIO Programs, Upward Bound Program

Abstract of Proposal:

PCC is requesting funding from the U.S. Department of Education to continue to offer a Regular Upward Bound Program to 72 eligible students (low-income, potential first-generation college students and/or individuals with a high risk for academic failure) at four target schools – Arroyo, Blair, Muir, and Pasadena High Schools. The project will offer a comprehensive program of support services to enable participants to complete high school and succeed in postsecondary education. Program objectives are: increasing participants’ cumulative GPAs to 2.5 or better on a four point scale; increasing participants’ scores on state assessments in reading/language arts and math to the proficient level; persistence of a high percentage of non-senior participants from one academic year to the next, at the next grade level; graduation of a high percentage of seniors with a regular secondary school diploma; completion of a rigorous program of study (A-G requirements) by a high percentage of graduating seniors; enrollment of a high percentage of graduates in institutions of higher education by the fall term immediately following high school graduation; and completion of participants’ postsecondary programs within six years. The project will address the targeted needs of participants through a carefully structured schedule of assessment, monitoring, services, and activities to provide them with the skills and motivation to succeed. Program services will include: academic tutoring; advice and assistance in secondary and postsecondary course selection; assistance in preparing for college entrance exams and completing college applications; financial aid/scholarship information and assistance with completing financial aid applications; guidance in secondary school re-entry, and alternative and GED programs; financial and economic literacy seminars for students and parents; summer program instruction in core subjects; exposure to cultural events and academic programs; career counseling and exploration; and a residential program on a college campus. Successful applicants will receive five years of funding.

Staffing Impact:

Director (100%, 12 months), Educational Advisor (75%, 11 months), 4 tutors (each at 10 hours per week for 36 weeks), 9 Summer Program Instructors, and 5 Resident Assistants

Fiscal Impact:

<table>
<thead>
<tr>
<th>External Grant</th>
<th>In-Kind Contribution</th>
<th>District Matching</th>
<th>Project Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$302,275</td>
<td>$0</td>
<td>$0</td>
<td>$302,275</td>
</tr>
</tbody>
</table>

Authorizations:

- Project Manager/Contact Person: [Signature]
- Dean/Division Chairperson: [Signature]
- Area Assistant Superintendent: [Signature]
- Asst Supt Administrative Services: [Signature]
- Superintendent/President: [Signature]
- Date of Board of Trustees Approval: [Signature]
## Budget Summary (Year 1)

<table>
<thead>
<tr>
<th>DIRECT COSTS</th>
<th>PROJECT FUNDED</th>
<th>DISTRICT INKIND MATCH</th>
<th>DISTRICT MATCH</th>
<th>PROJECT TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 Certificated Salaries</td>
<td>-0-</td>
<td>-0- (1)</td>
<td>-0- (1)</td>
<td>-0-</td>
</tr>
<tr>
<td>2000 Classified Salaries</td>
<td>157,864</td>
<td>-0- (1)</td>
<td>-0- (1)</td>
<td>157,864</td>
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<tr>
<td>3000 Employee Benefits</td>
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<td>-0- (1)</td>
<td>60,744</td>
</tr>
<tr>
<td>4000 Materials/Supplies</td>
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<td>-0- (1)</td>
<td>-0- (1)</td>
<td>3,125</td>
</tr>
<tr>
<td>5000 Other Operating</td>
<td>13,914</td>
<td>-0- (1)</td>
<td>-0- (1)</td>
<td>13,914</td>
</tr>
<tr>
<td>6000 Capital Outlay</td>
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<td>-0- (1)</td>
<td>-0- (1)</td>
<td>-0-</td>
</tr>
<tr>
<td>7000 Other Outgo</td>
<td>-0-</td>
<td>-0- (1)</td>
<td>-0- (1)</td>
<td>-0-</td>
</tr>
<tr>
<td>TOTAL DIRECT</td>
<td>235,647</td>
<td>-0- (1)</td>
<td>-0- (1)</td>
<td>235,647</td>
</tr>
</tbody>
</table>

INDIRECT COSTS ****

| (@ 8% of Modified Direct)                    | 18,852         | -0-                   | -0-            | 18,852         |
| Room and Board (Summer)                      | 39,312         | -0-                   | -0-            | 39,312         |
| Summer Non-Residential Meals                 | 8,464          | -0-                   | -0-            | 8,464          |
| PROJECT TOTALS                               | 302,275        | -0-                   | -0-            | 302,275        |

(1) Cost Center which will provide in-kind or matching funds: Not Applicable (no matching funds are required)

* DISTRICT IN-KIND refers to items already funded in the college budget, but which will be used in support of this project.

** DISTRICT MATCH refers to new funding the District must secure or provide in support of this project.

*** Classified Salaries are comprised of the Project Director ($72,012), the Educational Advisor ($32,892), 4 Tutors ($12,960), 9 Summer Program Instructors ($27,000), 1 Head Resident Assistant ($3,000), and 4 Resident Assistants ($10,000). Materials and Supplies ($3,125) include student portfolios, office supplies, program T-shirts, database/SAT preparation software, and the shared cost of the National Student Clearinghouse used as a resource for program evaluation. Other Operating costs include: travel for required program-related conferences ($2,934); student travel for field trips, college visits, and bus transportation to and from program events at PCC ($7,000); contractual agreements for tutor supervisors at target schools ($2,000); duplicating, printing, postage, and telephone costs ($1,980).

**** Per Title 34, Part 75.562(c), in the Code of Federal Regulations, the U.S. Department of Education limits INDIRECT COSTS for direct grant programs such as Upward Bound to 8% of a modified total direct cost base, which excludes the following items: equipment costing $5,000 or more per unit; room and board; summer non-residential meals; tuition and related fees; and training stipends for students.
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 submittal of a grant application by the Vice President for Student & Learning Services to the U.S. Department of Education, Office of Postsecondary Education, Federal TRIO Programs, to offer a new Regular Upward Bound Program to increase the grade point averages, proficiency levels on state assessments in reading/language arts and math, secondary school persistence, secondary school graduation with a regular diploma and completion of a rigorous program of study, postsecondary education enrollment, and postsecondary attainment of low-income and first-generation students at Rosemead High School, one of the top feeder high schools within the Pasadena Area Community College District. EMP: D1, I3

FISCAL IMPLICATIONS: The U.S. Department of Education estimates that it will award a total of 982 Regular Upward Bound Grants for Fiscal Year 2012. For new or existing proposing to serve a new target area, the maximum award amount for Year One of the new grant will be $250,000 to serve at least 60 students. The project period of the grant will be five years. No cost sharing or match is required.

BACKGROUND: The Upward Bound Program is one of the Federal TRIO Programs offered by the U.S. Department of Education's Office of Postsecondary Education. The TRIO Programs are Federal outreach and student services programs designed to identify and provide service for individuals from disadvantaged backgrounds. TRIO includes eight programs targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to post baccalaureate studies. Regular Upward Bound is one of three Upward Bound Programs that provide grants to institutions of higher education, public and private agencies and organizations, community-based organizations with experience in serving disadvantaged youth, and secondary schools to operate projects that serve qualified individuals from disadvantaged backgrounds. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.
Title of Proposal

PCC Upward Bound-Rosemead

Prepared by

Heba Griffiths, Dr. Scott Thayer, and Nancy Roberts

Submitted to

U.S. Department of Education, Office of Postsecondary Education, Federal TRIO Programs, Upward Bound Program

Abstract of Proposal

This proposal will add a second Regular Upward Bound Program to PCC’s four federally-funded TRIO Programs. The proposed project will offer a Regular Upward Bound Program to 60 eligible students (low-income, potential first-generation college students and/or individuals with a high risk for academic failure) at Rosemead High School. Through a comprehensive program of support services, the project will enable participants to complete high school and succeed in postsecondary education. Program objectives are: increasing participants’ cumulative GPAs to 2.5 or better on a four point scale; increasing participants’ scores on state assessments in reading/language arts and math to the proficient level; persistence of a high percentage of non-senior participants from one academic year to the next, at the next grade level; graduation of a high percentage of seniors with a regular secondary school diploma; completion of a rigorous program of study (A-G requirements) by a high percentage of graduating seniors; enrollment of a high percentage of graduates in institutions of higher education by the fall term immediately following high school graduation; and completion of participants’ postsecondary programs within six years. The project will address the targeted needs of participants through a carefully structured schedule of assessment, monitoring, services, and activities to provide them with the skills and motivation to succeed. Program services will include: academic tutoring; advice and assistance in secondary and postsecondary course selection; assistance in preparing for college entrance exams and completing college applications; financial aid/scholarship information and assistance with completing financial aid applications; guidance in secondary school re-entry, and alternative and GED programs; financial and economic literacy seminars for students and parents; summer program instruction in core subjects; exposure to cultural events and academic programs; career counseling and exploration; and a residential program on a college campus. Successful applicants will receive five years of funding.

Staffing Impact

Director (100%, 12 months), Educational Advisor (75%, 11 months), 2 tutors (each at 10 hours per week for 36 weeks), 8 Summer Program Instructors, and 4 Resident Assistants

Fiscal Impact

<table>
<thead>
<tr>
<th>External Grant</th>
<th>In-Kind Contribution</th>
<th>District Matching</th>
<th>Project Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 250,000</td>
<td>$ 0</td>
<td>$ 0</td>
<td>$ 250,000</td>
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</tbody>
</table>

Authorizations

- Project Manager/Contact Person
  
- Dean/Director Chairperson

- Area Assistant Superintendent

- Asst Supt Administrative Services

- Superintendent/President

- Date of Board of Trustees Approval
# Authorization to Submit a Grant Proposal

## Budget Summary (Year 1)

### DIRECT COSTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Project Funded ***</th>
<th>District Inkind Match*</th>
<th>District Match **</th>
<th>Project Totals</th>
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</thead>
<tbody>
<tr>
<td>1000 Certificated Salaries</td>
<td>-0-</td>
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<td>-0- (1)</td>
<td>-0-</td>
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<td>-0- (1)</td>
<td>3,125</td>
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<td>12,414</td>
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<td>-0- (1)</td>
<td>-0- (1)</td>
<td>-0-</td>
</tr>
<tr>
<td>7000 Other Outgo</td>
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<td>-0- (1)</td>
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<td>TOTAL DIRECT</td>
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### INDIRECT COSTS ****

<table>
<thead>
<tr>
<th>Description</th>
<th>Project Funded ***</th>
<th>District Inkind Match*</th>
<th>District Match **</th>
<th>Project Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>(@ 8% of Modified Direct)</td>
<td>16,379</td>
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<td>Summer Non-Residential Meals</td>
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<tr>
<td>PROJECT TOTALS</td>
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<td>-0-</td>
<td>250,000</td>
</tr>
</tbody>
</table>

(1) Cost Center which will provide in-kind or matching funds: Not Applicable (no matching funds are required)

* DISTRICT IN-KIND refers to items already funded in the college budget, but which will be used in support of this project.

** DISTRICT MATCH refers to new funding the District must secure or provide in support of this project.

*** Classified Salaries are comprised of the Project Director ($60,000), the Educational Advisor ($31,326), 2 Tutors ($6,480), 8 Summer Program Instructors ($24,000), 1 Head Resident Assistant ($3,000), and 3 Resident Assistants ($7,500). Materials and Supplies ($3,125) include student portfolios, office supplies, program T-shirts, database/SAT preparation software, and the shared cost of the National Student Clearinghouse used as a resource for program evaluation. Other Operating costs include: travel for required program-related conferences ($2,934); student travel for field trips, college visits, and bus transportation to and from program events at PCC ($7,000); contractual agreement for a tutor supervisor at the target school ($500); duplicating, printing, postage, and telephone costs ($1,980).

**** Per Title 34, Part 75.562(c), in the Code of Federal Regulations, the U.S. Department of Education limits INDIRECT COSTS for direct grant programs such as Upward Bound to 8% of a modified total direct cost base, which excludes the following items: equipment costing $5,000 or more per unit; room and board; summer non-residential meals; tuition and related fees; and training stipends for students.
CONSENT ITEM TITLE: Employment of Hourly Credit Faculty, Spring 2012

Board Meeting Date: April 4, 2012

RECOMMENDATION: It is recommended that the Board of Trustees of the Pasadena Area Community College District of Los Angeles County, California, ratify the employment of the persons on the attached list for 2011-2012. The length of time of the employment and the assignment shall be determined by the needs of the College. All employment was in accordance with Pasadena City College Hiring Policies and Procedures and applicable California Government Codes. EMP: A3.1

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
<th>START DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biles, Pearl</td>
<td>Adjunct Faculty</td>
<td>B</td>
<td>4</td>
<td>Engineering and Technology</td>
<td>3/07/2012</td>
</tr>
<tr>
<td>Khan, James</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Social Sciences</td>
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<tr>
<td>McKeown, Grace</td>
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<td>3</td>
<td>Engineering and Technology</td>
<td>3/07/2012</td>
</tr>
<tr>
<td>Vu, Tim</td>
<td>Adjunct Noncredit Faculty</td>
<td>NM</td>
<td>1</td>
<td>Community Education Center</td>
<td>3/12/2012</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

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

Submitted by:
Office of Human Resources

Recommended for Approval:
Vice President, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
CONSENT ITEM TITLE: Employment, Change of Status, Leave of Absence, and Separation of Academic Employees

Board Meeting Date: April 4, 2012

RECOMMENDATION: It is recommended that the Board of Trustees of the Pasadena Area Community College District of Los Angeles County, California, approve or ratify the following employment, changes and separation pertaining to academic employees. All employment was in accordance with Pasadena City College Hiring Policies and Procedures and applicable California government codes. EMP: A2, A3.1

<table>
<thead>
<tr>
<th>NAME</th>
<th>CLASSIFICATION</th>
<th>DEPARTMENT/DIVISION</th>
<th>EMPLOYMENT</th>
<th>ASSIGNMENT</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mata, Nicholas</td>
<td>Coordinator</td>
<td>Student Support Services Program</td>
<td>M-7</td>
<td>100% - 12 months</td>
<td>07/01/12 - 06/30/13</td>
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<td></td>
<td></td>
<td>Program for Academic Support Services (PASS)</td>
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<td></td>
<td></td>
<td>Temporary – Funded</td>
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CHANGE OF STATUS

<table>
<thead>
<tr>
<th>NAME</th>
<th>CLASSIFICATION</th>
<th>DEPARTMENT/DIVISION</th>
<th>ASSIGNMENT</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carter, Denise</td>
<td>Supervisor</td>
<td>Assessment Services</td>
<td>M-6</td>
<td>07/01/12 - 06/30/13</td>
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<tr>
<td></td>
<td></td>
<td>Interim Assistant Dean</td>
<td>M-3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Extended Opportunity, Programs and Services</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME</th>
<th>CLASSIFICATION</th>
<th>DEPARTMENT/DIVISION</th>
<th>ASSIGNMENT</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chase, Dina</td>
<td>Director</td>
<td>Outreach, Degree and Transfer Services</td>
<td>M-5</td>
<td>07/01/12 - 06/30/13</td>
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<tr>
<td></td>
<td></td>
<td>Interim Associate Dean</td>
<td>M-1</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Admissions and Records</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: Routine personnel transactions.

Submitted by:
Office of Human Resources
Recommended for Approval:
Vice President, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT/DIVISION</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHANGE OF STATUS (cont.)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fermi, Rachel</td>
<td>B-17</td>
<td>From: Sabbatical Leave</td>
<td>08/29/11 – 06/17/12</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td>To: Sabbatical Leave</td>
<td>08/29/11 – 12/18/11</td>
</tr>
<tr>
<td>Visual Arts and Media Studies</td>
<td></td>
<td>Unpaid Leave</td>
<td>02/21/12 – 06/17/12</td>
</tr>
<tr>
<td>Haynes, Sandra</td>
<td>D-31</td>
<td>From: 80%</td>
<td>08/27/12 – 12/16/12</td>
</tr>
<tr>
<td>Instructor</td>
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<td>To: 100%</td>
<td></td>
</tr>
<tr>
<td>Visual Arts and Media Studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tirapelle, Leslie</td>
<td>E-19</td>
<td>100% - 12 months</td>
<td>07/01/12 – 06/30/13</td>
</tr>
<tr>
<td>From: Librarian</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>To: Interim Director</td>
<td>M-3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distance Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SEPARATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sharobiem, Mary</td>
<td>A-9</td>
<td>Resignation</td>
<td>03/31/12</td>
</tr>
<tr>
<td>Instructor</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RECOMMENDATION: It is recommended that the Board of Trustees of the Pasadena Area Community College District of Los Angeles County, California, approve to amend the Sabbatical Leave for the monthly employee during the 2012-2013 academic year under the conditions set in the PCCFA collective bargaining agreement.

EMP: B2.1

NAME
Stroud, Linda
Social Sciences
Year

SABBATICAL DESCRIPTION
From: STUDY/RESEARCH—Complete a Certification for Online Teaching at Fresno Pacific University. Conduct a research on Best Practices in Online Instruction. Research will be conducted at Azusa Pacific University.

To: RESEARCH—Conduct a research on Best Practices in Online Instruction. A qualitative research approach is proposed for this study. Research will be conducted at Azusa Pacific University.

FISCAL IMPLICATIONS: None.

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
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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 and changes pertaining to the following classified service employees. All employment and changes 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>Dixon, Niki Coordinator, Talent Search Talent Search Program New position</td>
<td>M-7</td>
<td>100% - 11 mo.</td>
<td>04/09/12</td>
</tr>
<tr>
<td>Gabrielian, Lorig Educational Advisor Counseling Replacing: Gena Lopez</td>
<td>46A</td>
<td>100% - 11 mo.</td>
<td>04/05/12</td>
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</tbody>
</table>

CHANGES

<table>
<thead>
<tr>
<th>Name</th>
<th>From:</th>
<th>To:</th>
<th>Assignment Basis</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brickert, Peggy</td>
<td>Secretary II English Division 40F*</td>
<td>Secretary III Foundation 41F*</td>
<td>100% - 12 mo.</td>
<td>04/09/12</td>
</tr>
<tr>
<td>Roberson, Rosie</td>
<td>Intermediate Clerk I Counseling &amp; Career Services 32F</td>
<td>From: 100% - 11 mo. To: 50% - 11 mo.</td>
<td>03/01/12-06/30/12</td>
<td></td>
</tr>
</tbody>
</table>

* Includes 10 years of service

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