NOTICE OF BOARD OF TRUSTEES MEETING
MEETING NO. 8
Wednesday, May 2, 2012

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

4:00 P.M.
CLOSED SESSION

5:00 P.M.
JOINT MEETING: PACCD BOARD OF TRUSTEES
AND PCC ASSOCIATED STUDENTS BOARD

REGULAR BUSINESS MEETING
OF PASADENA AREA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
will continue at conclusion of
Joint Meeting with Associated Students Board

Creveling Lounge
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

<table>
<thead>
<tr>
<th>Government Code §54957</th>
<th>Employee Discipline, Dismissal, Release (One matter)</th>
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<tbody>
<tr>
<td>Government Code §54957</td>
<td>Public Employee Appointment: Speech; Library (Reference and Online Services)</td>
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<tr>
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<td>Collective Bargaining (PCCFA; CSEA 777; ISSU, POA) Designated Negotiator: Ms. Gail S. Cooper, General Counsel</td>
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<td>Negotiation with Unrepresented Employees (Confidentials, Management Association) Designated Negotiator: Ms. Gail S. Cooper, General Counsel</td>
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III. OPEN SESSION (5:00 p.m.)

A. PLEDGE OF ALLEGIANCE

B. INTRODUCTIONS AND ANNOUNCEMENTS

C. PUBLIC COMMENT ON NON-AGENDA ITEMS
   The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda.

D. JOINT MEETING WITH ASSOCIATED STUDENTS BOARD
   1. ASPCC UPDATE AND REPORT
   2. UPCOMING EVENTS
   3. STUDENT LOBBYING AND ADVOCACY UPDATE AND REPORT: PRESENTATION AND DISCUSSION WITH POSSIBLE ACTION

E. APPROVAL OF MINUTES
   Meeting No. 7, Regular Business Meeting, April 4, 2012
F.  APPROVAL OF CONSENT ITEMS (see page 3, attached)

ACTION ITEMS

G.  AUTHORIZATION TO TRANSMIT THIRD QUARTERLY FINANCIAL STATUS REPORT: DISCUSSION WITH POSSIBLE ACTION

H.  MEASURE P COMMITTEE MEMBERSHIP: DISCUSSION WITH POSSIBLE ACTION

I.  POLICY NO. 4055: COURSE REPETITION: DISCUSSION WITH POSSIBLE ACTION

J.  SUPPORT OF SENATE BILL No. 1062 (Liu): DISCUSSION WITH POSSIBLE ACTION

K.  SUPPORT OF SENATE BILL No. 1456 (Lowenthal): DISCUSSION WITH POSSIBLE ACTION

L.  SUPPORT OF ASSEMBLY BILL No. 2591 (Furutani): DISCUSSION WITH POSSIBLE ACTION

M.  STATE ACCOUNTABILITY REPORT OF COMMUNITY COLLEGES (ARCC) AND EDUCATIONAL MASTER PLAN REPORT CARD: DISCUSSION WITH POSSIBLE ACTION

COLLECTIVE BARGAINING

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

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

P.  PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA CITY COLLEGE POLICE OFFICERS ASSOCIATION (POA) TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT (PACCD)

Q.  FUTURE BOARD MEETING DATES

Wednesday, May 16, 2012
Study Session – 6:00 p.m.

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

Wednesday, June 20, 2012
Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)

R.  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

21-S Approve Compensation for Faculty to Train Student Tutors in Learning and Resource Centers on Campus

99-I Approval of Instructional Trip for COSMT 114B, C, D – June 8-11, 2012

100-I Approve Career and Technical Education Activities

101-I Approve PCC/PUSD Partnership Program – Math Collaborative Activity

102-I Approve College Calendar for 2012-2013

103-I Approve/Ratify Payment for Academic Personnel – Professional Learning Community

104-I Approve/Ratify Compensation for Academic Personnel – Basic Skills Initiative

127-B Approve Budget Augmentation

128-B Reporting and Approval of Revolving Fund Reimbursement

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

130-B Approve Purchasing Transactions

131-B Approve Information Technology Purchasing Transactions

132-B Approve/Ratify/Amend/Renew Contracts

133-B Amend Consent Item No. 1-B, Approval of Organizations for Membership, 2011-12 Fiscal Year

134-B Approve Professional Conference Attendance

135-B Approve Change Orders, Science Village Modular Classrooms and Labs

136-B Ratify Staff/Professional Development Activity

62-P Employment of Hourly Credit Faculty, Spring 2012

63-P Employment, Change of Status, Leave of Absence, and Separation of Academic Employees

64-P Changes of Classified Employees

65-P Employment of New Faculty (2): Speech; Library (Reference and Online Services) – CLOSED SESSION
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 7 on Wednesday, April 4, 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 4:01 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
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 represented by Ms. Denise Albright.
The Associated Students Board was represented by Mr. Simon Fraser.

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

Mr. Baum adjourned the Board to Closed Session at 4:03 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

Mr. Baum reconvened Open Session at 5:01 p.m. Mr. Baum reported action was taken in Closed Session to approve by unanimous vote the authorization of an offer of employment to Mr. Stanton Perez as Director of Police and Safety Services.

A. PLEDGE OF ALLEGIANCE

Mr. Martin led the Pledge of Allegiance.

C. ANNOUNCEMENTS AND RECOGNITIONS

a. BOARD OF TRUSTEES

Ms. Berlinda Brown, Trustee
- Thanked Super Education Sunday team for an outstanding job; on Sunday March 25th part of team who attended New Revelation Church. Thanked fellow trustees who took part in these events, as well as Tameka Alexander for her dedication and commitment to the community.
- Last Saturday group of students from PCC helped with Arbor Day sponsored by City of Pasadena’s Department of Public Works in partnership with Pasadena Beautiful -- planted over 175 trees.

Dr. Jeanette Mann, Trustee
- Attended Metropolitan Baptist Church on Super Education Sunday where several people expressed interest in attending PCC.
- Met with Associated Students Board on March 28 on Simon Fraser’s invitation to discuss Student Success Task Force.
- Announced that Senate Education Committee will be having a hearing on April 18 and Assembly Budget Subcommittee on Education Finance will be having a hearing on April 25 in regards to the Student Success Task Force recommendations -- hoped that PCC can have a team at one of the hearings.

Ms. Linda Wah, Trustee
- Thanked PCC for getting her involved in Super Education Sunday -- she attended Victory Bible Church.
• Attended White House roundtable business discussion as to what the White House could do to bring up policies more friendly to businesses.
• Reported that she was still getting a lot of positive feedback in regards to the Associated Students and Feminists Club showing of the movie “Miss Representation” for International Women’s Day and further requests to show the film or have a dialogue.

Mr. Geoffrey Baum, Trustee
• Attended Scott Methodist for Super Education Sunday.
• Expressed appreciation to Academic Senate and administration for successful Town Hall with Chancellor Jack Scott. Opportunity to hear from the source about what was happening in the state and how PCC should be prepared to meet the challenges of the state budget crisis.
• Introduced Harlan Redmond, PCC alum, who is earning a Masters in Education at USC.

b. SUPERINTENDENT-PRESIDENT

Thanked faculty and staff, appreciated everything they are doing to help the students at this mid-point in the semester.

c. SHARED GOVERNANCE REPRESENTATIVES

Ms. Denise Albright, Classified Senate
• Reported that Classified Senate has been working on Classified Days which will be held June 22 at Brookside.
• Announced that Classified Senate will be giving out three scholarships to students for $200 each and two scholarships to classified employees for $300 each.

Dr. David Douglass, Management Association
• Attended American Association of Colleges and Universities first Student Success conference two weeks ago and interested to hear what the discussion was about nationally.

Mr. Edward Martinez, Academic Senate
• Pleased to announce election of senate officers for 2012-2013: President, Dustin Hanvey; Vice President, AC Panella; Secretary, Jessica Igoe; and Treasurer, Dan Haley.
• Reported that shared governance committee has been working on faculty hiring policy and procedures; professional development committee has developed new policy on professional development.

Mr. Simon Fraser, Associated Students
• Received 90 applications for five scholarships being offered through Finance Committee.
• Thanked Trustee Mann for coming to Associated Students Board meeting for a thorough discussion on the Student Success Task Force.
• Passed resolution taking a position on winter intersession with firm belief that students still stand behind winter intersession.
• Announced the ASPCC election cycle has started for 2012-2013 executive board.
• Preparing for state-wide Student Senate for California Community Colleges conference; working on various resolutions for a policy that will guide how the state-wide student senate moves forward in its shared governance process.
• Reported that Academic Commission is offering scholarships in the amount of $500 each, number yet to be determined, for students who have shown considerable academic improvement.
• Hosting event at beginning of May called Class of 2200 – where 3 professors will be teaching sociology, history and anthropology from the perspective of students in 2200 looking back on 2012.
• Support and thoughts to colleagues at Associated Students, Santa Monica Community College – the ASPCC took a position against contract education.

Mr. Baum advised that the following agenda item would be taken out of order.

M. RESOLUTION IN SUPPORT OF FRED KOREMATSU DAY: DISCUSSION WITH POSSIBLE ACTION
There was public comment from community members Joseph Loo and Michelle White.

Mr. Baum said he would entertain a motion to adopt the resolution, striking the paragraph that specifically refers to curriculum in grades K-12.

Dr. Mann suggested that if the resolution were passed the Academic Senate could be requested to see about integrating the experience of Japanese Americans into the curriculum.

MOTION: ON MOTION OF Ms. Wah and seconded by Dr. Mann, the Board voted by a unanimous vote of the seven members present to approve the Resolution in Support of Fred Korematsu Day, striking the paragraph that specifically refers to curriculum in grades K-12, with the proviso to ask the Academic Senate to see about integrating the experience of Japanese Americans into the curriculum.

Advisory Vote: Aye

D. PUBLIC COMMENT ON NON-AGENDA ITEMS
There was public comment from Juan Flores, Sam Resnick and Kevin Clinton.

E. APPROVAL OF CONSENT ITEMS
MOTION: ON MOTION OF Dr. Mann and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to approve Consent Items 17-S through 20-S; 85-I through 98-I; 110-B through 126-B; and 57-P through 61-P.

Advisory Vote: Aye

B. APPROVAL OF MINUTES
Meeting No. 5, Regular Business Meeting, March 7, 2012
Meeting No. 6, Study Session, March 21, 2012

MOTION: ON MOTION OF Ms. Brown and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to approve the Minutes of Meeting No. 5, Regular Business Meeting, held on March 7, 2012 and the Minutes of Meeting No. 6, Study Session, held on March 21, 2012.

Advisory Vote: Aye

REPORTS

F. ENROLLMENT MANAGEMENT COMMITTEE
Mr. Miller presented the Enrollment Management report.

G. COLLEGE PLANNING AND PRIORITIES COMMITTEE
Mr. Miller presented the Planning and Priorities report.
ACTION ITEMS

H. BUDGET RESOURCE AND ALLOCATION COMMITTEE RECOMMENDATIONS: DISCUSSION WITH POSSIBLE ACTION
Dr. van Pelt presented the Budget Resource and Allocation Committee recommendations.

MOTION: ON MOTION OF Ms. Wah and seconded by Mr. Soto, the Board voted by a unanimous vote of the seven members present to approve the Budget and Resource Allocation Committee Amendments/Additions to the Guiding Principles and Directions.
Advisory Vote: Aye

I. CCCT BOARD ELECTION: DISCUSSION WITH POSSIBLE ACTION
Dr. Jeanette Mann recommended voting in the CCCT Board election for eight of the nominated candidates: Janet Chaniot (Mendocino-Lake CCD), Angela Acosta-Salazar (Rio Hondo CCD), Doug Otto (Long Beach CCD), Manny Ontiveros (North Orange County CCD), Ann H. Ransford (Glendale CCD), Bernard "Bee Jay" Jones (Allan Hancock Joint CCD), Marcia Zableckis (Barstow CCD), and Chris Stampolis (West Valley-Mission CCD).

MOTION: ON MOTION OF Dr. Mann and seconded by Mr. Thomson, the Board voted by a unanimous vote of the seven members present to approve voting for eight of the nominated candidates in the California Community College Trustees Board election: Janet Chaniot, Angela Acosta-Salazar, Doug Otto, Manny Ontiveros, Ann H. Ransford, Bernard "Bee Jay" Jones, Marcia Zableckis and Chris Stampolis.
Advisory Vote: Aye

J. MEASURE P COMMITTEE MEMBERS ROTATION: DISCUSSION WITH POSSIBLE ACTION
There was a discussion of rotation schedule for Measure P Committee members. Mr. Baum said that the nominations will be brought to the Board. For those trustees who have appointees that may wish to continue to serve who have not completed two full terms, the policy may be adjusted for them, keeping in mind Dr. van Pelt's point of maintaining a certain amount of continuity. Mr. Baum asked his colleagues for the nomination of a Senior Citizens representative, a member of a locally organized bona fide senior citizen organization. It is the intention to have the student trustee continue in the "Currently Enrolled Student Active in a Student Organization" capacity. No action was taken.

K. LEGISLATIVE ADVOCACY PRIORITIES: DISCUSSION WITH POSSIBLE ACTION

MOTION: ON MOTION OF Mr. Soto and seconded by Ms. Wah, the Board voted by a unanimous vote of the seven members present to approve the Legislative Advocacy Principles and Agenda.
Advisory Vote: Aye

Dr. Mann made a motion, seconded by Ms. Wah, to support Senate Bill No. 1062 (Liu). As the Senate Bill was not agendized, the motion was withdrawn.

L. RESOLUTION IN SUPPORT OF COMMUNITY COLLEGE SYSTEM BUDGET PRIORITIES AND THE GOVERNOR'S NOVEMBER BALLOT INITIATIVE: DISCUSSION WITH POSSIBLE ACTION
MOTION: ON MOTION OF Dr. Mann and seconded by Mr. Soto, the Board voted by five affirmative votes [Baum, Brown, Fellow, Mann, Wah,) to approve the Resolution in Support of Community College System Budget Priorities and the Governor's November Ballot Initiative. Martin and Thomson abstained.
Advisory Vote: Aye

COLLECTIVE BARGAINING

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

MOTION: ON MOTION OF Mr. Thomson and seconded by Mr. Soto, the Board voted by five affirmative votes [Baum, Fellow, Mann, Martin, Thomson] to approve the Agreement with the Pasadena City College Police Officers’ Association (POA). Brown and Wah absent.
Advisory Vote: Aye

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)
Mr. Baum opened the hearing. Since no one wished to address the Board on the item, the hearing was closed.

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)
Mr. Baum opened the hearing. There was public comment from Glenna Watterson. The hearing was closed.

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

MOTION: ON MOTION OF Mr. Soto and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to Receive and Set the Public Hearing Regarding the Initial Bargaining Proposal from the Pasadena Area Community College District (PACCD) to the Pasadena City College Faculty Association (PCCFA), Part Two, for the next meeting of the Board of Trustees on May 2, 2012.
Advisory Vote: Aye

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

MOTION: ON MOTION OF Dr. Fellow and seconded by Dr. Mann, the Board voted by a unanimous vote of the seven members present to Receive and Set the Public Hearing Regarding the Initial Bargaining Proposal from the Pasadena Area Community College District (PACCD) to the Pasadena City College Police
Officers Association (POA) for the next meeting of the Board of Trustees on May 2, 2012.
Advisory Vote: Aye

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

MOTION: ON MOTION OF Dr. Fellow and seconded by Mr. Martin, the Board voted by a unanimous vote of the seven members present to Receive and Set the Public Hearing Regarding the Initial Bargaining Proposal from the Pasadena City College Police Officers Association (POA) to the Pasadena Area Community College District (PACCD) for the next meeting of the Board of Trustees on May 2, 2012.
Advisory Vote: Aye

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.)

MOTION: ON MOTION OF Mr. Soto and seconded by Dr. Mann, the Board voted by a unanimous vote of the seven members present to start the May 2, 2012 Board meeting with Closed Session at 4:00 p.m. followed by Open Session at 5:00 p.m.
Advisory Vote: Aye

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
Mr. Baum adjourned Meeting No. 7 at 8:08 p.m.
MOTIONS CARRIED AT MEETING NO. 7 – April 4, 2012

1. Approval of the Resolution in Support of Fred Korematsu Day, striking the paragraph that specifically refers to curriculum in grades K-12, with the proviso to ask the Academic Senate to see about integrating the experience of Japanese Americans into the curriculum.

2. Approval of Consent Items 17-S through 20-S; 85-I through 98-I; 110-B through 126-B; and 57-P through 61-P.

3. Approval of the Minutes of Meeting No. 5, Regular Business Meeting, held on March 7, 2012 and the Minutes of Meeting No. 6, Study Session, held on March 21, 2012.

4. Approval of the Budget and Resource Allocation Committee Amendments/Additions to the Guiding Principles and Directions.

5. Approval to vote for eight of the nominated candidates in the California Community College Trustees Board election: Janet Chaniot, Angela Acosta-Salazar, Doug Otto, Manny Ontiveros, Ann H. Ransford, Bernard “Bee Jay” Jones, Marcia Zableckis and Chris Stampolis.

6. Approval of the Legislative Advocacy Principles and Agenda.

7. Approval of the Resolution in Support of Community College System Budget Priorities and the Governor’s November Ballot Initiative.

8. Approval of the Agreement with the Pasadena City College Police Officers’ Association (POA).

9. Approval to Receive and Set the Public Hearing Regarding the Initial Bargaining Proposal from the Pasadena Area Community College District (PACCD) to the Pasadena City College Faculty Association (PCCFA), Part Two, for the next meeting of the Board of Trustees on May 2, 2012.

10. Approval to Receive and Set the Public Hearing Regarding the Initial Bargaining Proposal from the Pasadena Area Community College District (PACCD) to the Pasadena City College Police Officers Association (POA) for the next meeting of the Board of Trustees on May 2, 2012.

11. Approval to Receive and Set the Public Hearing Regarding the Initial Bargaining Proposal from the Pasadena City College Police Officers Association (POA) to the Pasadena Area Community College District (PACCD) for the next meeting of the Board of Trustees on May 2, 2012.

12. Approval to start the May 2, 2012 Board meeting with Closed Session at 4:00 p.m. followed by Open Session at 5:00 p.m.

Submitted by:

Mark W. Rocha, Secretary
Board of Trustees
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
REGULAR BUSINESS MEETING NO. 7
Wednesday, April 4, 2012
4:00 P.M. Closed Session; 5:00 P.M. Open Session
Pasadena City College
Creveling Lounge
1570 East Colorado Boulevard, Pasadena, California 91106

AGENDA

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

I. CALL TO ORDER, ROLL CALL and PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
(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

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Wednesday, May 2, 2012
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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 Approve 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
Board Agenda Item G: Authorization to Transmit Third Quarterly Financial Status Report

Board Meeting: May 2, 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 transmittal of the 2011-2012 Third Quarterly Financial Status Report to the Chancellor's Office, California Community Colleges, as required by AB2910.

Background: The Third Quarterly Financial Status Report contains no significant changes to the District's fiscal condition since the Second Quarterly Report.

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

Approved for Submission to the Board of Trustees by: [Signature]
Superintendent/President
### Quarterly Financial Status Report, CCFS-311Q

**District:** (770) PASADENA

**Fiscal Year:** 2011-2012  
**Quarter Ended:** (Q3) Mar 31, 2012

#### I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Actual 2008-09</th>
<th>Actual 2009-10</th>
<th>Actual 2010-11</th>
<th>Projected 2011-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1</td>
<td>Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)</td>
<td>122,927,825</td>
<td>121,383,834</td>
<td>120,709,759</td>
<td>83,994,693</td>
</tr>
<tr>
<td>A.2</td>
<td>Other Financing Sources (Object 8690)</td>
<td>38,541</td>
<td>127,484</td>
<td>20,335</td>
<td>1,390,529</td>
</tr>
<tr>
<td>A.3</td>
<td>Total Unrestricted Revenue (A.1 + A.2)</td>
<td>122,966,366</td>
<td>121,511,318</td>
<td>120,730,094</td>
<td>85,385,222</td>
</tr>
</tbody>
</table>

**Expenditures:**

| B.1  | Unrestricted General Fund Expenditures (Objects 1000-9999) | 118,557,094 | 115,195,015 | 116,602,589 | 77,594,709 |
| B.2  | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 1,713,284 | 6,047,673 | 4,996,859 | 108,120 |
| B.3  | Total Unrestricted Expenditures (B.1 + B.2) | 120,270,378 | 121,242,688 | 121,599,447 | 77,702,829 |

| C.1  | Revenues Over(Under) Expenditures (A.3 - B.3) | 2,695,998 | 248,630 | -869,353 | 7,682,393 |

**D.** Fund Balance, Beginning  

| D.1  | Prior Year Adjustments + (-) | 0 | 928,462 | 0 | 0 |
| D.2  | Adjusted Fund Balance, Beginning (D + D.1) | 15,862,854 | 15,496,304 | 19,766,934 | 18,897,581 |

| E.1  | Fund Balance, Ending (C. + D.2) | 18,558,842 | 19,766,934 | 18,897,581 | 26,579,974 |

| F.1  | Percentage of GF Fund Balance to GF Expenditures (E. / B.3) | 15.4% | 16.3% | 15.5% | 34.2% |

#### II. Annualized Attendance FTES:

| G.1  | Annualized FTES (excluding apprentice and non-resident) | 24,055 | 23,422 | 23,230 | 21,217 |

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

| H.1  | Cash, excluding borrowed funds | 25,410,055 | 25,684,474 | 19,136,541 |
| H.2  | Cash, borrowed funds only | 10,000,000 | 0 | 0 |
| H.3  | Total Cash (H.1 + H.2) | 35,410,055 | 25,684,474 | 19,136,541 |

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

| I.1  | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 114,624,306 | 114,626,326 | 83,994,693 | 73.3% |
| I.2  | Other Financing Sources (Object 8690) | 1,394,000 | 1,394,000 | 1,390,529 | 99.8% |
| I.3  | Total Unrestricted Revenue (I.1 + I.2) | 116,018,306 | 116,020,326 | 85,385,222 | 73.6% |

| J.1  | Unrestricted General Fund Expenditures (Objects 1000-9999) | 115,766,081 | 115,766,081 | 77,594,709 | 67% |
| J.2  | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 252,235 | 252,235 | 108,120 | 42.9% |
| J.3  | Total Unrestricted Expenditures (J.1 + J.2) | 116,018,306 | 116,018,306 | 77,702,829 | 67% |

| K.1  | Revenues Over(Under) Expenditures (I.3 - J.3) | 0 | 2,020 | 7,682,393 | 36.3% |
| K.2  | Adjusted Fund Balance, Beginning | 18,897,581 | 18,897,581 | 18,897,581 |
| K.3  | Fund Balance, Ending (C. + L.2) | 18,897,581 | 18,899,601 | 26,579,974 |
| M.1  | Percentage of GF Fund Balance to GF Expenditures (L.1 / L.3) | 16.3% | 16.3% | 16.3% | 34.2% |

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

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

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

[https://misweb.cccco.edu/cc311Q/view.aspx](https://misweb.cccco.edu/cc311Q/view.aspx)
<table>
<thead>
<tr>
<th>YYYY-YY</th>
<th>Total Cost Increase</th>
<th>% Increase</th>
<th>Total Cost Increase</th>
<th>% Increase</th>
<th>Total Cost Increase</th>
<th>% Increase</th>
<th>Total Cost Increase</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. SALARIES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 2:</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 3:</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. BENEFITS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Year 1:</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Year 2:</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 3:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

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

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

Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)
Your Quarterly Data is Certified for this quarter.

Chief Business Officer
CBO Name: Richard P. van Pelt
CBO Phone: 626-585-7968
CBO Signature: [Signature]
Date Signed: 4/25/12

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

Chief Executive Officer Name: Mark W. Rocha
CEO Signature: [Signature]
Date Signed: 4-27-2012

Electronic Cert Date: 04/24/2012
# PASADENA AREA COMMUNITY COLLEGE DISTRICT
## FINANCIAL STATUS REPORT
### FISCAL YEAR 2011-12

**FOR MONTH ENDING MARCH 31, 2012**

**FUND 01  GENERAL FUND, UNRESTRICTED**

<table>
<thead>
<tr>
<th>OBJECT</th>
<th>DESCRIPTION</th>
<th>ENDING BALANCE</th>
<th>PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>911X</td>
<td>CASH IN COUNTY TREASURY</td>
<td>6,647,891.50</td>
<td>14,800,595.27</td>
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<tr>
<td>912X</td>
<td>CASH IN BANK</td>
<td>239,954.40</td>
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<tr>
<td>913X</td>
<td>REVOLVING CASH ACCOUNT</td>
<td>32,500.00</td>
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<tr>
<td>916X</td>
<td>ACCOUNTS RECEIVABLE</td>
<td>20,981,943.85</td>
<td>12,401,455.57</td>
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<tr>
<td>918X</td>
<td>STUD NOTES RECEIVABLE</td>
<td>140,459.69</td>
<td>207,410.24</td>
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<tr>
<td>921X</td>
<td>STORES &amp; INVENTORIES</td>
<td>29,923.49</td>
<td>26,114.20</td>
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<tr>
<td>922X</td>
<td>PREPAID ITEMS</td>
<td>37,661.00</td>
<td>0.00</td>
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<tr>
<td>934X</td>
<td>EARNED SALARY ADV/DIR DEP RECV</td>
<td>777,624.00</td>
<td>717,549.53</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td></td>
<td>28,887,957.93</td>
<td>28,185,624.81</td>
</tr>
</tbody>
</table>

| **LIABILITIES** | | | |
| 951X | ACCOUNTS PAYABLE ACCRUAL | 702,938.70 | 0.00 |
| 952X | ACCTS PAYABLE-MANUAL ACCTR/PEOP | 1,194,812.49 | 200,299.77 |
| 953X | FRINGE BENEFITS SUBS-H&W/PEOPLE | 812,044.47 | 1,092,459.57 |
| 954X | DEFERRED REVENUES | 1,439,103.12 | 312,429.81 |
| 955X | PAYROLL OFFSET | 5,841,476.08 | 461.23 |
| **TOTAL LIABILITIES** | | 9,990,376.86 | 1,605,650.38 |

| **FUND BALANCE** | | | |
| 979X | FUND BALANCE UNRESTRICTED | 18,897,581.07 | 0.00 |
| **TOTAL FUND BALANCE** | | 18,897,581.07 | 18,897,581.07 |

| **REVENUES** | | | |
| 81XX | FEDERAL REVENUES | 252,948.00 | 221,177.95 |
| 86XX | STATE REVENUES | 75,695,700.00 | 20,938,404.40 |
| 88XX | LOCAL REVENUES | 38,077,678.00 | 9,472,049.85 |
| 89XX | OTHER FINANCING SOURCES | 1,394,000.00 | 3,471,36 |
| **TOTAL REVENUES** | | 116,020,326.00 | 30,635,103.56 |

| **EXPENDITURES** | | | |
| 1XXX | ACADEMIC SALARIES | 55,828,465.00 | 7,044,720.61 |
| 2XXX | CLASSIFIED & OTH NON-ACTDMC SAL | 21,046,630.00 | 932,465.21 |
| 3XXX | EMPLOYEE BENEFITS | 24,218,202.00 | 5,533,354.83 |
| 4XXX | SUPPLIES AND MATERIALS | 1,990,040.00 | 548,339.20 |
| 5XXX | OTHER OPERATING EXP & SERVICES | 10,289,855.00 | 2,088,606.53 |
| 6XXX | CAPITAL OUTLAY | 2,392,889.00 | 2,057,654.31 |
| 7XXX | INTERFUND TRANSFERS - OUT | 33,000.00 | 100.00 |
| 75XX | STUDENT FINANCIAL AID | 219,224.00 | 144,105.06 |
| 79XX | RESERVE FOR CONTINGENCIES | 6,849,603.00 | 6,834,939.30 |
| **TOTAL EXPENDITURES** | | 122,867,907.00 | 25,184,085.05 |

Page 1
## PAUSD Financial Status Report

**Fiscal Year 2011-12**

**District:** PASADENA AREA COMMUNITY COLLEGE DISTRICT

**For Month Ending March 31, 2012**

### General Fund, Restricted

#### Object Description

<table>
<thead>
<tr>
<th>Object</th>
<th>Description</th>
<th>Beg Balance/ Adj. Budget</th>
<th>Current Transactions</th>
<th>Year-To-Date Transactions</th>
<th>Encumbrances</th>
<th>Ending Balance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>911X</td>
<td>CASH IN COUNTY TREASURY</td>
<td>5,692,522.57</td>
<td>311,067.74</td>
<td>1,396,200.56</td>
<td>.00</td>
<td>4,296,322.01</td>
<td>.00</td>
</tr>
<tr>
<td>912X</td>
<td>CASH IN BANK</td>
<td>54,637.90</td>
<td>.00</td>
<td>54,637.90</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
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<tr>
<td>916X</td>
<td>ACCOUNTS RECEIVABLE</td>
<td>1,781,260.19</td>
<td>100,306.11</td>
<td>1,719,562.12</td>
<td>.00</td>
<td>61,708.07</td>
<td>.00</td>
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<tr>
<td>922X</td>
<td>PREPAID ITEMS</td>
<td>32,359.91</td>
<td>.00</td>
<td>32,359.91</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
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<tr>
<td></td>
<td><strong>Total Assets</strong></td>
<td>7,560,780.57</td>
<td>210,761.63</td>
<td>3,202,750.49</td>
<td>.00</td>
<td>4,358,030.08</td>
<td>.00</td>
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<tr>
<td><strong>Liabilities</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>951X</td>
<td>ACCOUNTS PAYABLE ACCRUAL</td>
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<td>279,930.68</td>
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<td>.00</td>
<td>.00</td>
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<tr>
<td>952X</td>
<td>ACCRUALS PAYABLE-MANUAL ACCR/PEOPLE</td>
<td>105,430.33</td>
<td>5,325.30</td>
<td>96,669.26</td>
<td>.00</td>
<td>8,761.07</td>
<td>.00</td>
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<tr>
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<td>FRINGE BENEFITS SUBS-H&amp;W/PEOPLE</td>
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<td>24,709.79</td>
<td>24,688.10</td>
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<td>32,086.42</td>
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<td>DEFERRED REVENUES</td>
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<td>3,204,233.33</td>
<td>2,974,387.37</td>
<td>.00</td>
<td>2,940.24</td>
<td>.00</td>
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<tr>
<td>955X</td>
<td>PAYROLL OFFSET</td>
<td>585,051.91</td>
<td>2,869.09</td>
<td>583,111.67</td>
<td>.00</td>
<td>1,940.24</td>
<td>.00</td>
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<tr>
<td></td>
<td><strong>Total Liabilities</strong></td>
<td>3,952,198.61</td>
<td>89,519.15</td>
<td>3,909,410.88</td>
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<td>42,787.73</td>
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<tr>
<td><strong>Fund Balance</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>979X</td>
<td>FUND BALANCE UNRESTRICTED</td>
<td>3,608,581.96</td>
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<td>.00</td>
<td>.00</td>
<td>3,608,581.96</td>
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<tr>
<td></td>
<td><strong>Total Fund Balance</strong></td>
<td>3,608,581.96</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>3,608,581.96</td>
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<td><strong>Revenues</strong></td>
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<td></td>
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<td>811X</td>
<td>FEDERAL REVENUES</td>
<td>5,241,514.00</td>
<td>637,528.40</td>
<td>2,005,986.75</td>
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<td>3,235,527.25</td>
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<td>6,411,715.00</td>
<td>501,272.00</td>
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<td>.00</td>
<td>1,113,971.67</td>
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<td>881X</td>
<td>LOCAL REVENUES</td>
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<td>3,590,653.06</td>
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<td>771,807.94</td>
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<td><strong>Total Revenues</strong></td>
<td>16,015,690.00</td>
<td>1,863,760.80</td>
<td>10,894,833.14</td>
<td>.00</td>
<td>5,121,306.86</td>
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<td><strong>Expenditures</strong></td>
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<td>111X</td>
<td>ACADEMIC SALARIES</td>
<td>3,999,690.00</td>
<td>203,130.99</td>
<td>1,331,160.56</td>
<td>283,599.91</td>
<td>2,384,929.53</td>
<td>33.28</td>
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<tr>
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<td>CLASSIFIED &amp; OTH NON-ACTIVC SAL</td>
<td>5,448,736.00</td>
<td>466,286.23</td>
<td>3,635,803.90</td>
<td>745,469.44</td>
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<td>66.73</td>
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<tr>
<td>311X</td>
<td>EMPLOYEE BENEFITS</td>
<td>1,603,871.00</td>
<td>142,888.36</td>
<td>1,049,847.55</td>
<td>.00</td>
<td>554,023.45</td>
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<td>SUPPLIES AND MATERIALS</td>
<td>1,019,158.00</td>
<td>81,914.95</td>
<td>378,187.20</td>
<td>108,819.28</td>
<td>532,151.52</td>
<td>37.11</td>
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<td>OTHER OPERATING EXP &amp; SERVICES</td>
<td>2,983,935.00</td>
<td>297,820.35</td>
<td>1,340,521.00</td>
<td>576,206.97</td>
<td>1,067,207.03</td>
<td>44.92</td>
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<td>CAPITAL OUTLAY</td>
<td>3,417,691.00</td>
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<td>58,257.31</td>
<td>1,624,361.56</td>
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<tr>
<td>711X</td>
<td>INTRAFUND TRANSFERS - OUT</td>
<td>639,375.00</td>
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<td>.00</td>
<td>100.00</td>
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<td>STUDENT FINANCIAL AID</td>
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<td>77,692.41</td>
<td>1,601.91</td>
<td>432,521.68</td>
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<td>RESERVE FOR CONTINGENCIES</td>
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<td>.00</td>
<td>63.00</td>
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<tr>
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<td><strong>Total Expenditures</strong></td>
<td>19,624,272.00</td>
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<td>1,773,954.82</td>
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<td>OBJECT</td>
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<td>BEG BALANCE/ADJ. BUDGET</td>
<td>CURRENT TRANSACTIONS</td>
<td>YEAR-TO-DATE TRANSACTIONS</td>
<td>ENCUMBRANCES</td>
<td>ENDING BALANCE</td>
<td>PERCENT</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------------------------------------</td>
<td>-------------------------</td>
<td>----------------------</td>
<td>---------------------------</td>
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<tr>
<td><strong>ASSETS</strong></td>
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<td></td>
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<tr>
<td>911X</td>
<td>CASH IN COUNTY TREASURY</td>
<td>291.36</td>
<td>.04</td>
<td>39,332.42</td>
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<tr>
<td>916X</td>
<td>ACCOUNTS RECEIVABLE</td>
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<td>110.46-</td>
<td>.00</td>
<td>.00</td>
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<tr>
<td>TOTAL</td>
<td>TOTAL ASSETS</td>
<td>401.82</td>
<td>.04</td>
<td>39,221.96</td>
<td>.00</td>
<td>39,623.78</td>
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<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
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<td></td>
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<tr>
<td>952X</td>
<td>ACCTS PAYABLE-MANUAL ACCR/PROP</td>
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<td>.00</td>
<td>39,220.06</td>
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<td>39,220.06</td>
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<td><strong>FUND BALANCE</strong></td>
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<td>979X</td>
<td>FUND BALANCE UNRESTRICTED</td>
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<td>.00</td>
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<tr>
<td>TOTAL</td>
<td>TOTAL FUND BALANCE</td>
<td>401.82</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>401.82</td>
<td></td>
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<tr>
<td><strong>REVENUES</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>88XX</td>
<td>LOCAL REVENUES</td>
<td>.00</td>
<td>.04</td>
<td>1.90</td>
<td>.00</td>
<td>1.90-</td>
<td>0.00</td>
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<tr>
<td>TOTAL</td>
<td>TOTAL REVENUES</td>
<td>.00</td>
<td>.04</td>
<td>1.90</td>
<td>.00</td>
<td>1.90-</td>
<td>0.00</td>
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<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>TOTAL EXPENDITURES</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
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</tr>
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</table>
# PASADENA AREA COMMUNITY COLLEGE DISTRICT
## FY2011-12 OPERATING STATEMENT
### 3RD Quarter Report—March 31, 2012

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Adopted Budget</th>
<th>Adjustments</th>
<th>Revised Budget</th>
<th>Actual To Date</th>
<th>$ Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEDERAL</td>
<td>$252,948</td>
<td>-</td>
<td>$252,948</td>
<td>$31,770</td>
<td>$(221,178)</td>
<td>-87%</td>
</tr>
<tr>
<td>STATE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Apportionment</td>
<td>$71,562,692</td>
<td>-</td>
<td>$71,562,692</td>
<td>$53,009,233</td>
<td>$(18,563,459)</td>
<td>-26%</td>
</tr>
<tr>
<td>Enrollment Fee Waiver (2%)</td>
<td>$142,362</td>
<td>-</td>
<td>$142,362</td>
<td>$108,195</td>
<td>$(34,167)</td>
<td>-24%</td>
</tr>
<tr>
<td>Part-time Faculty Compensation</td>
<td>$484,746</td>
<td>-</td>
<td>$484,746</td>
<td>$386,408</td>
<td>$(118,340)</td>
<td>-24%</td>
</tr>
<tr>
<td>State Lottery Proceeds</td>
<td>$2,937,987</td>
<td>-</td>
<td>$2,937,987</td>
<td>$838,301</td>
<td>$(2,099,686)</td>
<td>-71%</td>
</tr>
<tr>
<td>Misc. State Revenue</td>
<td>$365,891</td>
<td>2,020</td>
<td>$367,911</td>
<td>$233,159</td>
<td>$(134,752)</td>
<td>-37%</td>
</tr>
<tr>
<td>TOTAL STATE REVENUE</td>
<td>$75,493,680</td>
<td>2,020</td>
<td>$75,495,700</td>
<td>$54,557,296</td>
<td>$(20,938,404)</td>
<td>-28%</td>
</tr>
<tr>
<td>LOCAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax Allocation / Secured Roll</td>
<td>$16,573,402</td>
<td>-</td>
<td>$16,573,402</td>
<td>$10,245,965</td>
<td>$(6,327,447)</td>
<td>-38%</td>
</tr>
<tr>
<td>Tax Allocation / Supplemental Roll</td>
<td>$176,407</td>
<td>-</td>
<td>$176,407</td>
<td>$105,961</td>
<td>$(70,446)</td>
<td>-40%</td>
</tr>
<tr>
<td>Tax Allocation / Unsecured Roll</td>
<td>$746,742</td>
<td>-</td>
<td>$746,742</td>
<td>$748,678</td>
<td>$(1,936)</td>
<td>0%</td>
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<tr>
<td>Prior Years Taxes</td>
<td>$1,249,608</td>
<td>-</td>
<td>$1,249,608</td>
<td>$1,330,179</td>
<td>$80,571</td>
<td>6%</td>
</tr>
<tr>
<td>Educational Revenue Augmentation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$(279)</td>
<td>$(279)</td>
<td>-100%</td>
</tr>
<tr>
<td>Gifts and Grants</td>
<td>$350,000</td>
<td>-</td>
<td>$350,000</td>
<td>$13,865</td>
<td>$(336,135)</td>
<td>-96%</td>
</tr>
<tr>
<td>Contract Service/Contract Ed</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$(6,880)</td>
<td>$(6,880)</td>
<td>-100%</td>
</tr>
<tr>
<td>Sales &amp; Commissions</td>
<td>$10,000</td>
<td>-</td>
<td>$10,000</td>
<td>$(10,000)</td>
<td>$(10,000)</td>
<td>100%</td>
</tr>
<tr>
<td>Rentals / Civic Center</td>
<td>$246,000</td>
<td>-</td>
<td>$246,000</td>
<td>$114,480</td>
<td>$(131,520)</td>
<td>-53%</td>
</tr>
<tr>
<td>Rentals / Bookstore</td>
<td>$20,000</td>
<td>-</td>
<td>$20,000</td>
<td>$6,668</td>
<td>$(13,332)</td>
<td>-67%</td>
</tr>
<tr>
<td>Rentals / Miscellaneous</td>
<td>$14,000</td>
<td>-</td>
<td>$14,000</td>
<td>$4,033</td>
<td>$(9,967)</td>
<td>-71%</td>
</tr>
<tr>
<td>Interest on Deposits</td>
<td>$250,000</td>
<td>-</td>
<td>$250,000</td>
<td>$113,693</td>
<td>$(136,307)</td>
<td>-55%</td>
</tr>
<tr>
<td>Extended Learning Center</td>
<td>$675,000</td>
<td>-</td>
<td>$675,000</td>
<td>$584,678</td>
<td>$(90,322)</td>
<td>-13%</td>
</tr>
<tr>
<td>Enrollment Fees</td>
<td>$9,877,620</td>
<td>-</td>
<td>$9,877,620</td>
<td>$7,328,336</td>
<td>$(2,549,284)</td>
<td>-26%</td>
</tr>
<tr>
<td>Course Materials Fees</td>
<td>$110,900</td>
<td>-</td>
<td>$110,900</td>
<td>$84,403</td>
<td>$(26,497)</td>
<td>-24%</td>
</tr>
<tr>
<td>Student Records</td>
<td>$174,700</td>
<td>-</td>
<td>$174,700</td>
<td>$131,668</td>
<td>$(43,032)</td>
<td>-25%</td>
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<tr>
<td>Non Resident Tuition</td>
<td>$7,500,000</td>
<td>-</td>
<td>$7,500,000</td>
<td>$7,892,563</td>
<td>$(392,563)</td>
<td>5%</td>
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<td>Other Student Fees and Charges</td>
<td>$48,200</td>
<td>-</td>
<td>$48,200</td>
<td>$48,247</td>
<td>47</td>
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<tr>
<td>Other Local Income</td>
<td>$855,099</td>
<td>-</td>
<td>$855,099</td>
<td>$600,456</td>
<td>$(254,643)</td>
<td>-29%</td>
</tr>
<tr>
<td>TOTAL LOCAL REVENUE</td>
<td>$38,877,678</td>
<td>-</td>
<td>$38,877,678</td>
<td>$29,405,628</td>
<td>$(9,472,051)</td>
<td>-24%</td>
</tr>
<tr>
<td>OTHER REVENUE</td>
<td>$1,394,000</td>
<td>-</td>
<td>$1,394,000</td>
<td>$1,390,529</td>
<td>$(3,471)</td>
<td>0%</td>
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<tr>
<td>TOTAL REVENUE</td>
<td>$116,018,306</td>
<td>2,020</td>
<td>$116,020,326</td>
<td>$85,395,222</td>
<td>$(30,635,104)</td>
<td>-25%</td>
</tr>
</tbody>
</table>

## EXPENDITURES

### ACADEMIC SALARIES

- Academic Monthly: $27,808,851 (-36%)
- Non Teaching Certificated: $8,332,100 (-30%)
- Instruction Adjuncts/Overload/Hrly: $19,825,787 (-33%)
- Non Teaching Stipends: $61,897 (-23%)

**TOTAL ACADEMIC SALARIES: $55,828,465 (-34%)**

### CLASSIFIED SALARIES

- Supervision/Management: $1,906,170 (-28%)
- Classified Monthly: $14,898,919 (-34%)
- Hourly/Overtime/Students: $2,632,694 (-27%)
- Other: $1,609,475 (-100%)

**TOTAL CLASSIFIED SALARIES: $21,046,630 (-33%)**

### EMPLOYEE BENEFITS

- Retirement: $9,647,830 (-45%)
- Health & Welfare: $10,536,881 (-13%)
- Other: $4,031,691 (-4%)

**TOTAL EMPLOYEE BENEFITS: $24,218,202 (-23%)**

### SUPPLIES

- $1,990,040 (-43%)
- SERVICES: $10,289,855 (-37%)
- CAPITAL OUTLAY: $2,392,889 (-88%)
- OTHER OUTGO: $252,225 (-52%)

**TOTAL EXPENDITURES: $116,018,306 (-33%)**

## NET OPERATING SURPLUS (DEFICIT)

**$7,682,393**
# Measure P Citizens Oversight Committee Rotation Schedule 2012 - 2014

<table>
<thead>
<tr>
<th>#</th>
<th>Area Represented</th>
<th>Length of Term*</th>
<th>Representative/ Volunteer</th>
<th>Last Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Currently Enrolled Associated Student</td>
<td>Annually</td>
<td>Student Trustee</td>
<td>Every July</td>
</tr>
<tr>
<td>5.</td>
<td>Active in PTSA or PCC Foundation</td>
<td>1st Term of 2</td>
<td>Shirley Burt</td>
<td>July, 2014</td>
</tr>
<tr>
<td>6.</td>
<td>Trustee Area #1 (G. Baum)</td>
<td>2nd Term of 2</td>
<td>Michael Davitt</td>
<td>July, 2012</td>
</tr>
<tr>
<td>7.</td>
<td>Trustee Area #2 (J. Mann)</td>
<td>1st Term of 2</td>
<td>Jonathan Fuhrman</td>
<td>July, 2014</td>
</tr>
<tr>
<td>10.</td>
<td>Trustee Area #5 (L. Wah)</td>
<td>2nd Term of 2</td>
<td>Odom-Stamps</td>
<td>July, 2012</td>
</tr>
<tr>
<td>11.</td>
<td>Trustee Area #6 (J. Martin)</td>
<td>1st Term of 2</td>
<td>Jim Smith</td>
<td>July, 2014</td>
</tr>
<tr>
<td>12.</td>
<td>Trustee Area #7 (A. Fellow)</td>
<td>2nd Term of 2</td>
<td>Bradford-King</td>
<td>July, 2012</td>
</tr>
</tbody>
</table>

* 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.

01/18/12
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
- 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.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
MEASURE P
CITIZENS’ OVERSIGHT COMMITTEE

STRUCTURE AND RESPONSIBILITIES

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

PASADENA AREA COMMUNITY COLLEGE DISTRICT
MEASURE P
CITIZENS' OVERSIGHT COMMITTEE

ETHICS STATEMENT

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
Pasadena City College

Board Agenda Item I: Approval of District Policy No. 4055: Course Repetition

Board Meeting: May 2, 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 District Policy 4055: Course Repetition.

Fiscal Impact: None

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

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
Title: Course Repetition

Legal Authority: California Education Code Section 76224
Title 5 Sections 51002, 55021-55025, 55040, 55041, 55042, 55044, 56029, 55253, and 58161

It is the policy of the Pasadena Area Community College District that students may repeat courses, subject to the limitations stated in the following procedures, in which substandard grades (less than “C”, and including “FW”) were earned.

Under special circumstances, students may repeat courses in which a “C” or better grade was earned. The special circumstances are defined in administrative procedures.

The Superintendent/President shall establish procedures that permit the repetition of courses consistent with the provisions of Title 5 and Board policy.

Approved by the Board of Trustees:
Title: Repetition of Courses

Procedure No. 4055.10

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1. Repetition of courses to remediate substandard grades is subject to the following provisions:
   a. Students may petition for approval to repeat courses in which substandard grades (D, F, FW i.e., Failure to Withdraw or NP) were awarded. Enrollment in a course for the second attempt (third enrollment) to alleviate a substandard grade requires student advisement and approval by the office of the Vice President of Student and Learning Services. The Vice President of Student and Learning Services or designee may require appropriate interventions by counselors and/or other student services staff.
   b. Upon completion of a repeated course the most recent satisfactory grade (A, B, C, or P) earned will be computed in the cumulative grade point average and the student’s academic record so annotated. The previous substandard grade (D, F, FW, or NP) and credit shall be disregarded in the computation of grade point averages. However, grades awarded in any subsequent repetitions of the same course will not count in computing the student’s cumulative grade point average.
   c. No additional units of credit will be allowed for repeated courses in which substandard grades were earned.
   d. Courses that are repeated shall be recorded on the student’s permanent academic record using an appropriate symbol. Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history.
   e. Students may also petition to disregard previously earned substandard grades in the calculation of grade point average and have the course repetition policy applied to substandard grades earned at Pasadena City College through the use of equivalent courses from other regionally accredited colleges or universities.

2. A student may repeat a course in which a satisfactory grade was earned:
   a. When they can demonstrate that a significant lapse of time has transpired since taking the course and that the repetition is warranted for successful continuation of the student’s education,
   b. For improved employment possibilities,
   c. For improvement of a skill, or
   d. When repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students may repeat such courses even if they received a grade of “C” or better; however, the grade received by the student each time will be included in calculations of the student’s grade point average.

3. Activity courses may be repeated for additional experience and credit and are so designated in the PCC Catalog course descriptions. In all such cases, enrollment in the courses is limited to once a semester.

   Activity courses are defined as courses where the content differs each time the course is offered but the primary educational activity remains the same. Examples of activity courses include physical education and courses in music, fine arts, theatre, and dance. Absent substandard work, courses may not be repeated for more than three semesters including winter and summer intersessions.
4. Students with verified disabilities may repeat a special class for students with disabilities any number of times when an individual determination verifies that such repetition is required as a disability-related accommodation. Previous grades and credits will be disregarded in computing the student's grade point average each time the course is repeated, i.e., only the most recent grade will be computed in the student's grade point average.

5. Students need not petition to enroll in a course from which they have previously withdrawn. However, students will not be permitted to enroll in and withdraw from the same course more than three times unless the student can demonstrate extenuating circumstances for the withdrawal (defined as verified cases of accidents, illness, or other circumstances beyond the control of the student). Students may petition for additional repetitions based on extenuating circumstances in the Office of the Vice President of Student and Learning Services. The Vice President of Student and Learning Services or designee may require appropriate interventions by counselors and/or other student services staff. Military Withdrawals (MW) shall not be counted for the permitted number of withdrawals.

6. Due to limitations on apportionments, students are limited to two repetitions (three enrollments) of a course to alleviate any combination of substandard grades (section 1, above) or withdrawals (section 5, above) except by petition to the Vice President of Student and Learning Services. This limitation does not apply to repeatable courses or other exemptions as described in Title 5 regulations.

7. Nothing in these procedures shall conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5, or District procedures relating to the retention and destruction of records.
BILL ANALYSIS

SENATE COMMITTEE ON EDUCATION
Alan Lowenthal, Chair
2011-2012 Regular Session

BILL NO: SB 1062
AUTHOR: Liu
INTRODUCED: February 13, 2012
FISCAL COMM: Yes HEARING DATE: April 18, 2012
URGENCY: No CONSULTANT: Daniel Alvarez

SUBJECT: California Community College Chancellor's Office.

SUMMARY

This bill expands the existing authority of the Board of Governors (BOG) of the California Community Colleges to appoint persons without permanent civil service status to vice chancellor and assistant vice chancellor positions, if the individuals meet specified criteria.

BACKGROUND

Current law requires the BOG of the California Community Colleges to employ and fix the compensation, in accordance with law, of assistants, clerical, and other employees as it deems necessary for the effective conduct of the work of the board and the chancellor's office. (Education Code § 71092) Current law also authorizes the Governor, with the recommendation of the BOG, to appoint up to a total of six deputy and vice chancellors, who are exempt from state civil service. (EC § 71090.5)

Current law outlines a comprehensive personnel system for state civil service, encourages the development and effective use in the civil service of well-qualified and carefully selected executives, and, for this purpose, establishes a category of civil service appointment called a "career executive assignment," or CEA. Until January 1, 2013, eligibility for appointment to a career executive assignment includes: 1) persons with permanent status, or who previously had permanent status, in the civil service; (2) persons employed by the Legislature for two or more consecutive years; and 3) persons holding, for two or more consecutive years, nonelected exempt positions in the executive branch. (Government Code § 19889.3) After
January 1, 2013, eligibility for CEA appointments is reserved exclusively for persons with permanent civil service status.

The California Constitution requires the state to provide a subvention of funds to reimburse costs to local governments, including K-12 and community colleges, whenever the Legislature, executive order, or a state agency through adoption of regulations mandates a new program or higher level of service, with specified exceptions. (Section 6 of Article XIII B of the California Constitution)

At present, any BOG regulation that the Department of Finance determines would create a state-mandated local program cost, the BOG cannot adopt the regulation until the Department of Finance (DOF) has certified to the BOG and Legislature that a source of funds is available to reimburse that cost. (EC§ 70901.5)

ANALYSIS

This bill expands the Board of Governors (BOG) of the California Community Colleges to appoint persons without permanent civil service status to vice chancellor and assistant vice chancellor positions, if the individuals meet specified criteria. More specifically, this bill:

1) Authorizes the BOG to appoint persons without permanent civil service status to vice chancellor or assistant vice chancellor positions classified as CEs, if the individual meets any of the following:

   a) Has a minimum of five years of work experience in any of the following:
        
        i. A local community college.
        ii. A higher education policy position.
        iii. A technical or occupational capacity for which there is a shortage of qualified workers.

   b) Previously held permanent status in the civil service.

   c) Held for two or more consecutive years.

   d) Was employed by the Legislature for two or more consecutive years.

   e) Held for two or more consecutive years one or
more nonelected exempt positions in the executive branch.

1) Specifies the change above, does not limit the application of any law applicable to CEAs, including provisions of the Government Code and rules of the State Personnel Board, except as to authorize appointments as described above.

2) Requires the BOG to identify that a source of funding is available to reimburse the cost of any regulation the Department of Finance determines would create a state-mandated local program cost.

STAFF COMMENTS

1) Need for the bill. According to the author, this bill provides (a) limited hiring flexibility for appointing senior staff by expanding criteria for appointment of vice chancellors or assistant vice chancellors to include persons with a minimum amount of experience, as specified, and (b) proposes an efficiency by streamlining and expediting the regulatory process by enabling the Board of Governors to identify the source of funding for any regulation that the Department of Finance may determine creates a mandated local program. The proposed change in the appointment process would give the Chancellor the ability to hire his/her own staff and ensure each appointment possesses the necessary expertise to address critical community college issues in a timely manner.

2) Opponents of this bill disagree with the notion that eligible civil service employees, including current staff, are insufficient for employment as vice chancellors. The civil service process ensures an ample pool of knowledge and qualified candidates who are not only familiar with governmental operations but also have private sector work experiences, as well as former military service and local community college administrative experiences. In addition, opponents raise concerns that the Board of Governors would be able to mandate programs without funding them.

3) Student Success Task Force. Chapter 409, Statutes of 2009 (SB 1143, Liu) directed the California Community Colleges to establish a task force and develop a plan to promote and improve student success by the beginning of 2012. The 20-member Student Success Task Force composed of community college leaders, faculty, students, researchers, staff and external...
stakeholders, spent a full year researching, studying and debating the best methods to improve student outcomes. Their plan resulted in 22 specific recommendations which identify key strategies to invest in student success and enable students to reach their goals. These recommendations will be implemented through Title 5 regulations, system-wide administrative policies, local best practices, and legislation.

4) Current process for hiring. Under current law, there are two ways in which appointments to the executive management team at the Chancellor's office can occur; through a Governor's appointment, or through the career executive assignment process. In the past, however, appointments from the Governor's office have often taken months before a key appointment can be approved. As a state agency, the BOG also has the authority to hire individuals who have, or had, permanent civil service status, or former legislative or nonelected, exempt executive employees into a CEA position. Current law, however, precludes the appointment of individuals who may have significant community college, higher education, or industry related experience.

5) Who's affected within the Chancellor's Office? This bill expands the BOG authority to hire persons outside the civil service into a position classified as a CEA. According to the Chancellor's Office, nine vice chancellor positions are currently eligible to be filled by persons outside the civil service system. Three of these are currently classified as CEA positions. Six positions are classified as exempt positions. The expanded authority would apply only to those positions classified as CEAs.

6) Mandate costs background. In 1979 voters passed Proposition 4, which added a requirement to the California Constitution that local governments be reimbursed for new programs or higher levels of service the state imposes on them. In November 2004, state voters approved Proposition 1A, which requires the Legislature to appropriate funds in the annual budget to pay outstanding mandate claims, "suspend" the mandate, or "repeal" the mandate. However, these provisions apply to local governments only and - by definition - do not include school districts or community colleges.
Currently, the state has about 50 K-14 education mandates, with each mandate requiring school districts and/or community colleges to perform as many as a dozen specific activities. The 2011 Budget included $90 million for these claims. The state went seven consecutive years (2003-04 through 2009-10) making only negligible mandate payments. As a result, a backlog of unpaid K-14 claims has developed that now totals an estimated $3.6 billion. According to the Senate Budget Committee, the state has a constitutional obligation to pay off this backlog. Moreover, in December 2008, a superior court found the state's practice of deferring education mandate payments unconstitutional and ordered the state to fully fund mandated programs "in the future." While constitutional separation of powers means the court cannot force the Legislature to make appropriations for past mandate costs, its decision increases pressure on the state to pay its mandate obligations.

7) Related and prior legislation

SB 1456 (Lowenthal), a measure implementing recommendations from the SB 1143 Student Success Task Force, requires among other things, any college or district receiving specified funds to provide a strong foundation and support services including orientation, assessment and placement, counseling and education planning, and academic interventions for students' academic success and ability to achieve their educational goals.

SB 629 (Lowenthal, 2011) is very similar to SB 1062, but does not contain provisions related to identification of a funding source for any regulations the Department of Finance determines would create a state-mandated local program cost. This bill is currently in the Assembly Higher Education Committee.

AB 2109 (Ruskin, 2010) would have removed the California Community Colleges (CCC) form the definition of "state agency" for all legislation enacted after January 1, 2011, and would have provided the CCC Chancellor's Office with expanded personnel hiring authority. The hearing for AB 2109 was cancelled at the author's request and the bill was withdrawn from the Assembly Higher Education Committee without further action.
Association of California Community College Administrators
Bay Area Council
California Community Colleges Chancellor's Office (sponsor)
Community College League of California
Glendale Community College District
Kern Community College District
Long Beach Community College District
Little Hoover Commission
Los Angeles Area Chamber of Commerce
Los Angeles Community College District
Los Rios Community College District
Orange County Business Council
Pasadena Community College
Peralta Community College District
Regional Economic Association Leaders (R.E.A.L.) Coalition
San Diego Community College District
San Diego Regional Chamber of Commerce
San Diego Regional Economic Development Corporation
San Gabriel Valley Economic Partnership
San Jose Silicon Valley Chamber of Commerce
Santa Monica College
State Center Community College District
Yosemite Community College District
West Kern Community College District

OPPOSITION

California Teachers Association

Gavilan College Faculty Association
Service Employees International Union, Local 1000
SB 1456 Senate Bill - Bill Analysis

BILL ANALYSIS

SENATE COMMITTEE ON EDUCATION
Alan Lowenthal, Chair
2011-2012 Regular Session

BILL NO: SB 1456
AUTHOR: Lowenthal
AMENDED: March 28, 2012
FISCAL COMM: Yes HEARING DATE: April 18, 2012
URGENCY: No CONSULTANT: Kathleen Chavira

SUBJECT: Student Success Act of 2012.

SUMMARY

This bill establishes new requirements to be met by low-income students in order to receive a Board of Governor's fee waiver at the California Community Colleges (CCC), revises and recasts the Seymour-Campbell Matriculation Act of 1986 as the Seymour-Campbell Success Act of 2012, and establishes new requirements to be met in order for community college districts to receive matriculation funds.

BACKGROUND

Current law requires the Board of Governors (BOG) to charge each student a $46 per unit per semester fee effective with the summer term of 2012. Current law exempts certain students from the fee requirement including students enrolled in noncredit courses, CSU and UC students enrolled in remedial courses offered by the CCC, and students enrolled in credit contract education courses where the full cost of the course is paid by the contracting entity. Current law also authorizes an exemption from these fees for special part-time students.

Current law also requires a waiver of these fees for students meeting specified criteria which include:

Students who meet specified income requirements.

Students who are the dependent or surviving spouse of a National Guard member who die or was disabled as a result of their service.
The surviving spouse or child of a deceased law enforcement or fire suppression personnel, as specified.

The dependent of an individual killed on September 11, 2001, as specified. (Education Code §76300)

Current law requires that the colleges make available a variety of "matriculation services" to students in order to ensure that students receive educational services necessary to optimize their opportunities for success. Matriculation requirements are only operative if funds are specifically appropriated for these purposes. (EC § 78210-78219)

ANALYSIS

This bill:

1) Establishes new requirements to be met by students in order to be eligible for a waiver of the community college per unit fee Board of Governor's (BOG) fee waiver. More specifically it:

a) Requires a student to:

i) Identify a degree certificate transfer or career advancement goal upon enrollment.

ii) Meet academic and progress standards, including a maximum unit cap, as defined by the BOG.

iii) Demonstrate financial need, as specified.

b) Requires the BOG, in consultation with students, faculty, and other key stakeholders to develop policies for determination of the conditions outlined in #1 and specifically directs that the BOG consider:

i) Minimum uniform academic performance and progress.

ii) Criteria for reviewing extenuating circumstances and granting appeals.

http://www.leginfo.ca.gov/pub/11-12/bill/sen/sb_1451-1500/sb_1456_cfa_20120417_1029... 4/26/2012
iii) A process for reestablishing fee waiver eligibility.

c) Requires the BOG to establish a reasonable phased in implementation period for the policies outlined in (b) to:

i) Ensure that students are not unfairly impacted by the new requirements.

ii) Provide students with adequate notification of requirements and information about support services.

d) Deletes obsolete fee waiver requirements relative to students affected by Hurricane Katrina.

2) Renames and revises the Seymour-Campbell Matriculation Act of 1986 as the Seymour-Campbell Student Success Act of 2012 and changes the requirements to be met in order to receive matriculation funds. More specifically it:

a) Revises the declaration of the Legislature's intent to provide students with resources and support to establish informed educational goals, optimize student's success in completing their goals/studies, recognize the shared responsibility of the institution and student for success, and target state resources to provide critical student services and identify delivery mechanisms to reach a greater number of students.

b) Redefines matriculation services and the purposes of the Act to be:

i) Increased student access and success by providing orientation, assessment and placement, counseling and education planning and academic intervention services.

ii) Focus on entering students' transition into college with a priority toward serving students who enroll to earn degrees, career technical certificates, or transfer.

iii) Target state resources on core matriculation services critical to increasing student ability to reach their
iv) Focus funding on core areas and leverage technology to
more efficiently and effectively serve and
provide a greater number of students with a
solid foundation and opportunity for success
in the community colleges.

c) Expands the responsibilities to be
met by students to include, but not be limited to:
i) Identification of an education goal
upon enrollment.

ii) Declaration of a program of study
within a reasonable period, as defined by the
BOG.

iii) Maintenance of academic progress
toward an educational goal and program of
study as identified in the student's education
plan.

d) Establishes the institution's
responsibility to include the provision of student
services to support their academic success and
ability to achieve their educational goals and to
include, but not be limited to:
i) Orientation services, as specified.

ii) Administration of assessments that
determine student competency in computational
and language skills and readiness for college.

iii) Counseling and education planning
services

e) Requires that funding for the
Student Success and Support program to be targeted
to fully implement orientation, assessment,
counseling and advising, and education planning
services, and to assist students in making informed
decisions about educational goals, programs of
study and the development of an education plan.

f) Requires that districts and colleges
use a system of common assessment, once adopted by
the BOG, and authorizes districts and colleges to
use supplemental measures for course placement.
g) Using accountability metrics, as specified, requires participating districts to evaluate the effectiveness of their programs and services in helping students:

i) Define goals and declare programs of study.

ii) Assess student needs and valid course placement.

iii) Support successful completion of degree certificate or transfer objectives.

h) Requires the BOG, in consultation with students, faculty, student services administrators, and other key stakeholders, to establish policies and processes (to be phased in over a reasonable period of time as determined by the BOG and in consideration of the resources available to provide core services to ensure students are not unfairly impacted by these requirements) for:

i) Requiring all nonexempt students to complete orientation and assessment and to develop education plans.

ii) Exempting students from participation in orientation, assessment testing, or required education planning services.

iii) Requiring districts to adopt a student appeal process.

i) Requires the BOG to develop a formula for allocating Student Success Act funds that considers, among other things, the number of students who receive orientation assessment, counseling and advising, and education planning services.

j) Requires that a district that receives matriculation funds agree to implement these provisions, common assessment and the accountability scorecard.

aa) Authorizes the BOG to identify other non-instructional support services that can be funded under matriculation, if a district is able
to fully implement in person or technology strategies for orientation, assessment, and education planning services.

bb) Requires the BOG to require participating colleges to develop a Student Success and Support Program plan that reflects, among other things:

i) A description of the college's process to identify students at risk for academic or progress probation and the plan for student interventions or services.

ii) Coordination with college student equity plan to ensure identification of strategies to monitor and address equity issues and mitigate any disproportional impacts on student access and achievement.

cc) Makes the matriculation provisions of the bill operative, beginning in 2012-13, contingent upon the specific appropriation of funds for these purposes.

dd) Repeals the requirements that the CCC maintain career resource and placement centers, programs to instruct staff/faculty on performance

of matriculation services, orientation programs, as specified, and publicity programs.

STAFF COMMENTS

1) Source of the bill. Pursuant to Senate Bill 1143 (Chapter 409, Statutes of 2010), the Board of Governors of the California Community Colleges created the Student Success Task Force (SSTF); 20 individuals (community college chief executive officers, faculty, students, researchers, staff and external stakeholders) who spent a year researching, studying and debating the best methods to improve student outcomes at the community colleges.

According to the SSTF report, which was unanimously adopted by the Board of Governors in January 2012, it was their goal to identify best practices for promoting student success and to develop statewide strategies to take these approaches to scale while ensuring that educational opportunity for historically underrepresented students would not just be maintained, but bolstered. The report noted that while a number of
disturbing statistics around student completion reflect the challenges faced by the students they serve, they also clearly demonstrate the need for the system to recommit to finding new and better ways to serve its students.

The SSTF efforts resulted in 22 specific recommendations and the report, per the requirements of the legislation, was presented to the Legislature at a joint informational hearing of the Assembly Higher Education Committee and the Senate Education Committee in February 2012. Implementation of these recommendations will be accomplished through regulatory changes, system-wide administrative policies, local best practices and legislation.

This bill contains statutory changes necessary for implementation of some of the recommendations of the SSTF.

2)  **Is the status quo defensible?** Some concerns have been raised that the provisions of this bill should not be implemented until the impacts on low-income and underrepresented students can be fully assessed. According to the report, Divided We Fail: Improving Completion & Closing Racial Gaps in California's Community Colleges, 70 percent of Latino first-time freshmen that enroll in a California public college or university begin at a community college. Only two in ten of these students complete a certificate, associate's degree, or transfer after 6 years, compared to 37% of white students. Two thirds of African-American students who go to a public college in California choose to start in the California Community College system. Once there, only 1 in 4 earns a certificate, associate degree, or transfers after six years. Should a system that yields these outcomes be considered the standard for effectively serving underrepresented students? Do these outcomes justify preservation of the existing model over the adoption of policies shown by research to result in improved student outcomes? Is the only/best alternative to do nothing?

3)  **Substantive author's amendments.** The author is concerned that provisions in the bill that establish BOG waiver requirements that students declare a goal and provide for a maximum unit cap will compromise access to the California Community Colleges on the basis of economic status. Loss of eligibility for a fee waiver
would, in essence eliminate the ability of low-income students to access postsecondary educational opportunity at the CCC while students who can afford to pay the fees would maintain their access. Additionally, the author notes that SSTF recommendations also call for regulatory changes to require all students, regardless of their economic status, to declare educational goals and meet unit cap requirements in order to maintain enrollment priority.

In response to these concerns, it is the author's desire to eliminate the requirements that students identify a goal upon enrollment and delete the maximum unit cap requirements in order to be eligible for a BOG fee waiver. Accordingly staff recommends the bill be amended on page 3 to delete lines 34 and 35 and to delete "including a maximum unit cap" in line 36.

4) Other recent amendments. In response to concerns that the changes proposed by this bill should require a broad consultative process, that uniform policies be implemented across districts and only as support services are provided, and that the effect on students be monitored, the bill was recently amended to do the following:

a) Clarify that all policies related to the BOG fee waiver eligibility shall be developed and adopted in consultation with students, faculty, and other key stakeholders.

b) That these policies will include consideration of uniform academic performance and progress standards, criteria for review of extenuating circumstances and granting of appeals, and a process for reestablishing fee waiver eligibility.

c) Require the BOG to establish a reasonable and phased in implementation period, to provide students adequate notification of the academic progress requirements and information about available support services.

d) Direct the BOG to phase in these policies as resources are available to provide students with the core services outlined in matriculation (orientation, assessment and placement, counseling and education planning, and academic interventions).
e) Require campuses, as a condition of receiving matriculation funds, to include in their plan a description of their practices for identifying students at risk for academic or progress probation, and the college's plan for intervention services to these students.

f) Require coordination with college student equity plans to identify strategies for monitoring and addressing equity issues and mitigating any disproportionate impacts on student access and achievement.

5) Academic and progress standards. As the result of author's amendments adopted in staff comment #2, low-income students will now only be required to meet academic and progress standards, as defined by the BOG, in order to continue to be eligible for a BOG fee waiver. According to information provided by the Chancellor's Office, several other financial aid programs establish academic and progress standards to be met in order to continue to receive grants/services including EOPS, Cal Grants, and Pell Grants. Nonetheless, without some assurance that matriculation services providing guidance and support are implemented before these conditions are imposed upon students, it is likely that they would simply create a barrier to access for the low-income and underrepresented students who already arrive at the CCC the least prepared. Staff recommends the bill be amended to insert, "It is the intent of the Legislature that academic and progress standards be implemented only as campuses develop and implement the student support services and interventions necessary to ensure no disproportionate impact to students based on ethnicity, gender, or socio-economic status."

6) Double standard ? This bill establishes academic and progress standards to be met by students receiving waivers on the basis of income level. As noted in the background of this analysis, several other groups receive fee waivers based upon criteria other than income. Is it reasonable that academic and progress standards be established exclusively for low-income students? What is the rationale for holding low-income students to a higher standard of academic performance in order to receive a fee waiver? If the goal of these policies is to encourage successful behavior on the part of students, shouldn't these standards be applied to all fee waiver recipients?
7) **Scorecard requirements** . This bill requires all participating districts, as a condition of receiving matriculation funds, to report disaggregated information on the impact of their programs and services on students by ethnicity, age and gender. While the CCC report that data regarding socio-economic status is not currently available, acknowledging and gauging the effect of policies, programs and services on students from varying income levels is critical, and may be able to be accomplished using proxies for income. Staff recommends the bill be amended on Page 10, line 40, to require that disaggregated information additionally be reported "by socio-economic status, to the extent this information is available."

8) **Counselors and other support services** . According to the Chancellor's Office, the current average statewide counselor-faculty to student ratio is 1900:1, with the lowest district's ratio being 900:1. In 2010-11, only 23 percent of students statewide received counseling services and only 19 percent assistance in developing an education plan. While a ratio of 900:1 could still be considered inadequate, the estimated cost to bring the statewide ratio down to even this level is estimated to be $300 million.

While some would contend that this information stresses the need to increase and fund the overall number of counselor-faculty, this bill provides an opportunity to develop, expand, and more reasonably fund alternatives for meeting students' advising and support needs. It also specifically calls for the use of these funds to identify delivery mechanisms, and to leverage technology, to more efficiently and effectively serve a greater number of students. As a categorical program, these funds could be used for technology, paraprofessional and peer advisors, and counselor-faculty, supporting various levels of counseling services to meet the varying complexity of a student's advising needs.

9) **Commit the students, but not the institutions**? This bill requires the BOG to develop policies and processes to require students to complete orientation and assessment and to develop education plans. While institutions that receive matriculation funds must agree to provide these services, the bill also provides that the matriculation provisions are only operative if funds are appropriated for this purpose. Why should students be bound by these requirements if the funding and the services to meet...
these requirements are not provided? Staff recommends the bill be amended to insert in section 78215, "It is the intent of the Legislature that these policies and

processes be developed and implemented only as resources are provided and utilized by campuses to provide the student support services, individual counseling and advising necessary to ensure that students can successfully meet these requirements."

10) Similar study/findings. In February 2012, the Little Hoover Commission issued a report Serving Students, Serving California: Updating the California Community Colleges to Meet Evolving Demands. The report noted that the findings and conclusions of this study were consistent with many of the findings of the Student Success Task Force. Similar to this bill, the report called for, among other things, the implementation of a student success scorecard, establishing additional criteria for BOG fee waivers, and strengthening of support for entering students.

11) LAO evaluation and report. Given the latitude being extended to the community colleges to develop policies for implementing the SSTF recommendations, it may be prudent to have an independent review and report of these efforts and their impact. Staff recommends the bill be amended to require the LAO to review and report to the appropriate fiscal and policy committees of the Legislature by July 2014:

a) The extent to which the provisions of the Student Success Act of 2012 are implemented consistent with the Legislature's intent.

b) The overall progress on the implementation of the Student Success Task Force recommendations.

c) The impacts on student participation, progress and completion, disaggregated by ethnicity, age, gender and socio-economic status.

d) A review of best practices and lessons learned at the district/campus level.

Staff further recommends that the Chancellor's Office be required to report to the LAO any information necessary to meet these reporting requirements.

12) Related budget activity. Currently, the Governor's
proposed budget for 2012-13 consolidates nearly all categorical programs, including matriculation, and permits districts to use the "flexed" categorical funds for any general operating cost. According to a recent agenda of the Budget Subcommittee on Education, matriculation was one of two categorical programs receiving the bulk of transferred dollars as a result of the current flexibility extended to the CCC until 2014-15. However, if matriculation funds remain in the "flex item" as proposed in the Governor's budget, these funds could be used for any purpose, and not necessarily for the purposes outlined in this bill.

SUPPORT

Accrediting Commission for Community and Junior Colleges' Advancement Project
Alliance for a Better Community
Association of California Community College Administrators
AVID
Barrio Logan College Institute
Bay Area Council
Board of Governors, California Community Colleges
California Communities United Institute
California Competes
California State Student Association
California State University
Californians for Justice
Campaign for College Opportunity
Chancellor, San Diego Community College District
College OPTIONS
Community College League of California
Education Trust - West
Families in Schools
Girls Incorporated of Orange County
Greater Sacramento Urban League
Hispanas Organized for Political Equality (HOPE)
Hispanic Foundation of Silicon Valley
Little Hoover Commission
Long Beach Community College District
Los Angeles Area Chamber of Commerce
Mexican American Legal Defense and Educational Fund (MALDEF)
North Bay Leadership Council
One Voice
Orange County Business Council
Parent Institute for Quality Education (PIQUE)
Past President, Student Senate for California Community Colleges
Progressive Christians Uniting
Project GRAD Los Angeles
Regional Economic Association Leaders Coalition (REAL)
San Bernardino Community College District
San Diego Regional Chamber of Commerce
San Diego Regional Economic Development Corporation
San Francisco Chamber of Commerce
San Gabriel Valley Economic Partnership
San Jose Silicon Valley Chamber of Commerce
Santa Monica Community College District
Silicon Valley Leadership Group
Southern California College Access Network
State Center Community College District
Women's Foundation of California
Youth Policy Institute

Two letters from individuals

OPPOSITION

Board of Trustees, San Jose/Evergreen Community College District
California Community College Independents (CCCI)
California Federation of Teachers (CFT)
Faculty Association of the California Community Colleges
President, Gavilan College Faculty Association
April 11, 2012

The Honorable Marty Block
Chair, Higher Education Committee
California State Assembly
State Capitol, Room 3091
Sacramento, CA 95814

RE: AB 2591 (Furutani): Community Colleges: Property Tax Revenues; as amended 4/9/2012; Assembly Higher Education Committee – SUPPORT

Dear Assemblyman Block:

Pasadena City College supports AB 2591 (Furutani): Community Colleges: Property Tax Revenues, as amended on April 9, 2012. As amended, AB 2591 creates an automatic backfill funding mechanism for community colleges when property tax and fee revenues fall short of the amounts estimated in the annual Budget Act. This bill requires the Controller to transfer funds from the General Fund to the State School Fund to resolve the deficit created by the shortfall. AB 2591 removes funding uncertainty and prevents destructive mid-year cuts to California’s community colleges, allowing them to maintain essential educational services to students.

Under current law, General Fund apportionments to K-12 districts automatically adjust for changes in property tax revenues. The law does not provide a similar adjustment for community college districts. If property taxes and fee revenues fall short of the Budget Act estimates, community colleges are forced to absorb the cut unless the Legislature and Governor intervene with a supplemental appropriation from the General Fund. In the past, since legislative relief is not guaranteed, supplemental appropriations have been delayed and/or only partially remedied the shortfall.

In the current year, as a result of the recession and state budget cuts, two factors have impacted the collection of fee revenue: (1) an increase in the number of students receiving the California Community Colleges Board of Governors Fee Waiver (2) a reduction in the overall number of students attending the community colleges. In addition, property tax collections have come in at $40 million below budget estimates. When combined, the total local revenue deficit equals $149 million. This shortfall comes on the heels of a $313 million workload reduction imposed in the Budget Act, and a $102 million midyear trigger cut which have already heavily impacted community colleges’ ability to effectively serve students.

Pasadena City College supports AB 2591 (Furutani): Community Colleges: Property Tax Revenues, as amended on April 9, 2012. As amended, AB 2591 creates an automatic backfill funding mechanism for community colleges when property tax and fee revenues fall short of the amounts estimated in the annual Budget Act. This bill requires the Controller to transfer funds from the General Fund to the State School Fund to resolve the deficit created by the shortfall. AB 2591 removes funding uncertainty and prevents destructive mid-year cuts to California’s community colleges, allowing them to maintain essential educational services to students.

Under current law, General Fund apportionments to K-12 districts automatically adjust for changes in property tax revenues. The law does not provide a similar adjustment for community college districts. If property taxes and fee revenues fall short of the Budget Act estimates, community colleges are forced to absorb the cut unless the Legislature and Governor intervene with a supplemental appropriation from the General Fund. In the past, since legislative relief is not guaranteed, supplemental appropriations have been delayed and/or only partially remedied the shortfall.

In the current year, as a result of the recession and state budget cuts, two factors have impacted the collection of fee revenue: (1) an increase in the number of students receiving the California Community Colleges Board of Governors Fee Waiver (2) a reduction in the overall number of students attending the community colleges. In addition, property tax collections have come in at $40 million below budget estimates. When combined, the total local revenue deficit equals $149 million. This shortfall comes on the heels of a $313 million workload reduction imposed in the Budget Act, and a $102 million midyear trigger cut which have already heavily impacted community colleges’ ability to effectively serve students.
This shortfall affects community colleges’ general-purpose revenues, significantly reducing resources available to support educational services. Without additional funding to make up for the unexpected mid-year shortfall, colleges have to find ways to lower expenses such as cutting courses, reducing services, and laying off employees. This loss in funding severely cripples the ability of community colleges to plan accordingly to meet the educational demands of students.

PCC appreciates your thoughtful consideration of support for AB 2591. AB 2591 would provide funding protections to community colleges that are similar to those now in place for K-12 districts. The Legislature and Governor should honor their state budget estimates, and if additional state budget reductions are necessary, the Legislature should convene to deliberate and vote on such budget reductions. Community colleges should not be “cut” through “inaction” on the part of the Legislature and Governor. The 2.6 million students pursuing their educational goals, who will eventually become the economic engine for the state’s recovery, deserve no less.

Sincerely,

Dr. Mark W. Rocha
Superintendent/President
Pasadena City College
An act to amend Section 1628 and add Article 1.5 (commencing with Section 84730) to Chapter 5 of Part 50 of Division 7 of Title 3 of the Education Code, relating to community colleges, and making an appropriation therefor.

LEGISLATIVE COUNSEL'S DIGEST

AB 2591, as amended, Furutani. -County-educational agencies: county school service fund budgets: posting online.

Community colleges: property tax revenues.

Existing law requires the Board of Governors of the California Community Colleges, in calculating each community college district's revenue level for each fiscal year, to subtract, among other things, local property tax revenue specified by law for general operating support, exclusive of bond interest and redemption, from the total revenues owed.

This bill would express the intent of the Legislature to enact legislation to create a community college local revenue backfill funding mechanism as specified.

This bill would require the Department of Finance, commencing with the Budget Act of 2013 upon enactment of the annual Budget Act, to prominently post on its Internet Web site the total local property tax revenue, as defined, total fee revenue, as defined, and federal oil and mineral resource and donations revenue for community college districts upon which the General Fund appropriation for community college districts in the annual Budget Act is based. The bill would also require the posting of this data for the Budget Act of 2012, as specified.

The bill would require the Chancellor of the California Community Colleges to certify to the Controller, at specified times, the amount of property tax revenue and fee revenue estimated for the current fiscal year and actual property tax revenue and fee revenue for the prior fiscal year.

The bill would require the Controller to transfer funds between the General Fund and Section B of the State School Fund, as applicable, based on whether the amount of property tax revenue and fee revenue received, plus any previous amount transferred to Section B of the State School Fund, is greater or less than the amount certified by the chancellor pursuant to this bill as the basis for the community college appropriations in the annual Budget Act. The bill would thereby make an appropriation. To the extent that the funds appropriated by this bill are allocated to community college districts for purposes of the bill, the funds may be applied toward the minimum funding requirements imposed by Section 8 of Article XVI of the California Constitution.

Existing law requires the county board of education to hold a public hearing on the proposed county school service fund budget for that fiscal year. Existing law further requires that the agenda for
that hearing be posted at least 72 hours prior to the hearing and that it include the location where the budget will be available for inspection.

This bill would authorize the county board of education to post the proposed budget on its Internet Web site for inspection by the public.

Vote: majority. Appropriation: no—yes.

Fiscal committee: no—yes.

State-mandated local program: no.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. It is the intent of the Legislature to enact legislation to create a community college local revenue backfill funding mechanism that effect an automatic backfill of property taxes and fee revenues by requiring the Controller to transfer funds from the General Fund to the State School Fund when community college property tax revenues and fee revenues fall short of the amount on which the appropriation for community colleges in the annual Budget Act are based.

SEC. 2. Article 1.5 (commencing with Section 84730) is added to Chapter 5 of Part 50 of Division 7 of Title 3 of the Education Code, to read:

Article 1.5. Local Property Tax Revenue Allocation

84730. (a) (1) Commencing with the Budget Act of 2013, upon the enactment of the annual Budget Act, the Department of Finance shall prominently post on its Internet Web site the total local property tax revenue (net of excess), total fee revenue (net), and federal oil and mineral resources and donations revenue for community college districts upon which the General Fund appropriation for community college districts in the annual Budget Act is based.

(2) As soon as is practicable after the operative date of the act that adds this section, the Department of Finance shall prominently post the information described in paragraph (1), as it applies to the Budget Act of 2012, on its Internet Web site.

(3) For purposes of this section:

(A) "Total fee revenue" means fee revenue as described in subdivision (b) of Section 84751.

(B) "Total local property tax revenue" means local property tax revenue as described in subdivisions (a) and (d) of Section 84751, and does not include the revenue described in subdivision (b) of Section 84751.

(b) The chancellor shall certify to the Controller, on or before December 31 of each fiscal year and on or before May 31 of each fiscal year, the amount of property tax revenue and fee revenue estimated for the current fiscal year and the prior year as reported to the board of governors pursuant to paragraph (3) of subdivision (b) of Section 70901 and Section 84207 for use in the calculation of the state general apportionment.

(c) If the total amount of local revenue identified in subdivision (a) is greater than the amount of local revenue identified in subdivision (b), plus any previous amount transferred to Section B of the State School Fund pursuant to this section for the same period, the Controller, at the time of the next general apportionment certification by the chancellor, shall transfer an amount equal to
the difference from the General Fund to Section B of the State School Fund for the purposes of Section 84750.5. If the amount of local revenue identified in subdivision (b), plus any previous amount transferred to Section B of the State School Fund pursuant to this section, is greater than the amount of local revenue identified in subdivision (a) for the same period, the Controller, at the time of the next general apportionment certification by the chancellor, shall transfer an amount equal to the difference from Section B of the State School Fund to the General Fund.

SECTION 1. Section 1628 of the Education Code is amended to read:

1628. On or before July 1 of each fiscal year, the county board of education shall hold a public hearing on the proposed county school service fund budget for that fiscal year (the "budget year"). The public hearing shall be held before the adoption of the budget by the county board of education, and shall occur not less than three days following the availability of the proposed budget for public inspection. The agenda for that hearing shall be posted at least 72 hours before the hearing and shall include the location of where the budget will be available for inspection. The county board of education may post the proposed budget on its Internet Web site for inspection by the public. At the hearing, any taxpayer directly affected by the county school service fund budget may appear before the county board of education and speak on the proposed budget or any item therein.
### Student Progress and Achievement: Degree/Certificate/Transfer

**Table 1.1:**
Student Progress and Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Student Progress and Achievement Rate</td>
<td>58.6%</td>
<td>59.0%</td>
<td>58.1%</td>
</tr>
</tbody>
</table>

**Table 1.1a:**
Percent of Students Who Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of Students Who Earned at Least 30 Units</td>
<td>80.6%</td>
<td>78.0%</td>
<td>79.0%</td>
</tr>
</tbody>
</table>

**Table 1.2:**
Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

<table>
<thead>
<tr>
<th></th>
<th>Fall 2007 to Fall 2008</th>
<th>Fall 2008 to Fall 2009</th>
<th>Fall 2009 to Fall 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Persistence Rate</td>
<td>78.0%</td>
<td>80.9%</td>
<td>82.1%</td>
</tr>
</tbody>
</table>
### Table 1.3: Annual Successful Course Completion Rate for Credit Vocational Courses

<table>
<thead>
<tr>
<th></th>
<th>2008-2009</th>
<th>2009-2010</th>
<th>2010-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Successful Course Completion Rate for Vocational Courses</td>
<td>73.1%</td>
<td>74.7%</td>
<td>75.8%</td>
</tr>
</tbody>
</table>

### Table 1.4: Annual Successful Course Completion Rate for Credit Basic Skills Courses

<table>
<thead>
<tr>
<th></th>
<th>2008-2009</th>
<th>2009-2010</th>
<th>2010-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Successful Course Completion Rate for Basic Skills Courses</td>
<td>63.3%</td>
<td>64.7%</td>
<td>68.7%</td>
</tr>
</tbody>
</table>

### Table 1.5: Improvement Rates for ESL and Credit Basic Skills Courses

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL Improvement Rate</td>
<td>59.8%</td>
<td>60.0%</td>
<td>60.3%</td>
</tr>
<tr>
<td>Basic Skills Improvement Rate</td>
<td>56.4%</td>
<td>53.3%</td>
<td>56.4%</td>
</tr>
</tbody>
</table>

### Table 1.6: Career Development and College Preparation (CDCP) Progress and Achievement Rate

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CDCP Progress and Achievement Rate</td>
<td>9.7%</td>
<td>8.1%</td>
<td>5.7%</td>
</tr>
<tr>
<td>Table 1.7: Annual Unduplicated Headcount and Full-Time Equivalent Students (FTES)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>---------------------------------------------------------------</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2008-2009</td>
<td>2009-2010</td>
<td>2010-2011</td>
</tr>
<tr>
<td>Annual Unduplicated Headcount</td>
<td>45,322</td>
<td>42,615</td>
<td>40,827</td>
</tr>
<tr>
<td>Full-Time Equivalent Students (FTES)</td>
<td>24,055</td>
<td>23,422</td>
<td>23,230</td>
</tr>
</tbody>
</table>

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data (Resident only) are produced from the Chancellor's Office, Fiscal Services 320 Report.

<table>
<thead>
<tr>
<th>Table 1.8: Age of Students at Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td>19 or less</td>
</tr>
<tr>
<td>20 - 24</td>
</tr>
<tr>
<td>25 - 49</td>
</tr>
<tr>
<td>Over 49</td>
</tr>
<tr>
<td>Unknown</td>
</tr>
</tbody>
</table>

Source: Chancellor's Office, Management Information System

<table>
<thead>
<tr>
<th>Table 1.9: Gender of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Female</td>
</tr>
<tr>
<td>Male</td>
</tr>
<tr>
<td>Unknown</td>
</tr>
</tbody>
</table>

Source: Chancellor's Office, Management Information System
### Table 1.10: Ethnicity of Students

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>2008-2009</th>
<th>2009-2010</th>
<th>2010-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American</td>
<td>5.9%</td>
<td>5.4%</td>
<td>5.3%</td>
</tr>
<tr>
<td>American Indian/Alaskan Native</td>
<td>0.5%</td>
<td>0.3%</td>
<td>0.2%</td>
</tr>
<tr>
<td>Asian</td>
<td>26.6%</td>
<td>25.4%</td>
<td>24.1%</td>
</tr>
<tr>
<td>Filipino</td>
<td>3.8%</td>
<td>3.6%</td>
<td>3.4%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>34.0%</td>
<td>36.1%</td>
<td>38.5%</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0.5%</td>
<td>0.3%</td>
<td>0.3%</td>
</tr>
<tr>
<td>Two or More Races</td>
<td>.%</td>
<td>1.5%</td>
<td>2.1%</td>
</tr>
<tr>
<td>Unknown/Non-Respondent</td>
<td>11.3%</td>
<td>9.5%</td>
<td>8.0%</td>
</tr>
<tr>
<td>White Non-Hispanic</td>
<td>17.3%</td>
<td>18.0%</td>
<td>18.1%</td>
</tr>
</tbody>
</table>

Source: Chancellor's Office, Management Information System
Table 1.11: Peer Grouping

<table>
<thead>
<tr>
<th>Indicator</th>
<th>College's Rate</th>
<th>Peer Group Low</th>
<th>Peer Group High</th>
<th>Peer Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Student Progress and Achievement Rate</td>
<td>58.1</td>
<td>49.8</td>
<td>68.8</td>
<td>A2</td>
</tr>
<tr>
<td>B Percent of Students Who Earned at Least 30 Units</td>
<td>79.0</td>
<td>70.8</td>
<td>85.9</td>
<td>B4</td>
</tr>
<tr>
<td>C Persistence Rate</td>
<td>82.1</td>
<td>69.3</td>
<td>82.1</td>
<td>C2</td>
</tr>
<tr>
<td>D Annual Successful Course Completion Rate for Credit Vocational Courses</td>
<td>75.8</td>
<td>62.6</td>
<td>81.3</td>
<td>D2</td>
</tr>
<tr>
<td>E Annual Successful Course Completion Rate for Credit Basic Skills Courses</td>
<td>68.7</td>
<td>57.3</td>
<td>68.7</td>
<td>E5</td>
</tr>
<tr>
<td>F Improvement Rate for Credit Basic Skills Courses</td>
<td>56.4</td>
<td>38.8</td>
<td>76.9</td>
<td>F2</td>
</tr>
<tr>
<td>G Improvement Rate for Credit ESL Courses</td>
<td>60.3</td>
<td>40.8</td>
<td>69.2</td>
<td>G5</td>
</tr>
</tbody>
</table>

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.
Pasadena City College (PCC) was founded in 1924 in the spirit of innovation to respond to the needs of our community. Now in its 88th year of service to the Southern California area, the district includes the cities of Altadena, Arcadia, La Canada Flintridge, Pasadena, Rosemead, San Marino, Sierra Madre, South Pasadena, Temple City, and a portion of El Monte. The dynamic and supportive learning environment the college provides draws nearly two thirds of our credit students from outside the district.

In December, 2010, Board of Trustees approved the Pasadena City College Educational Master Plan (EMP): Project 90 and Beyond. The purpose of the EMP is to guide the college's transformation to educate students for this global 21st century. The EMP establishes the college’s most important priorities and goals and is a continuing guide to our actions and decisions about resource allocation.

In the 2012 ARCC report the college demonstrated gains in 6 of the 7 credit performance indicators. The college was able to show minimal growth on Indicator 1: Student Progress and Achievement despite the California State Universities reducing the number of seats available for transfer and increasing the transfer qualification requirements. This was especially impactful since CSU Los Angeles, Cal Poly Pomona, and CSU Northridge are the top transfer destinations for PCC students. The reduction in CSU transfer seats is reflected in an increasing number of students having to stay at PCC longer. PCC is responding to this by developing new SB1440 CSU transfer degrees.

Pasadena City College has placed considerable emphasis this past year in improving the success of our Basic Skills students. Through the introduction and expansion of supplemental education, Math JAM, revision of our basic skills course curriculum, and our early assessment program the college has targeted our basic skills students to improve their success rates and their progression through the basic skills sequence. In each of the three indicators: Annual Successful Course Completion rate for Basic Skills Courses, ESL Improvement Rate, and Basic Skills Improvement Rate the college has seen gains. This year the college has introduced an accelerated basic skills English composition series to further promote student progression to college level coursework.

Moreover in the Peer Group Analysis, PCC is again the peer group leader for fall to fall persistence for first-time students. Currently the college is undertaking a redesign of our registration and course scheduling priorities to ensure students are getting the courses they need when they need it. Additionally in fall 2011 PCC implemented a First Year Experience (FYE) program for 300 first time students and guaranteed the Math and English courses they need throughout their first year. In fall 2012 PCC intends to expand this program to 1000 first time students. The college is committed to the Student Success Task Force Recommendations and the states completion agenda. The FYE is designed to provide the success interventions needed as well as to lead to degrees, transfers, or career and technical education certificates in a much more timely fashion.
### ARCC Measure

#### Indicator 1
- **Student Progress And Achievement Rate:**
  - Degree/Certificate/Transfer
  - Years: PCC Cerritos Citrus El Camino Glendale Long Beach Mt. SAC Rio Hondo Santa Monica
  - 03/04-09/09: 58.6% 45.1% 53.5% 49.8% 62.0% 45.8% 51.4% 48.0% 66.4%
  - 04/05-09/10: 59.0% 46.8% 54.3% 50.4% 61.8% 44.5% 52.0% 46.4% 60.6%
  - 05/06-10/11: 58.1% 50.1% 50.2% 50.0% 62.0% 45.0% 52.1% 46.9% 59.2%

#### Indicator 2
- **Percent of Students who Earned at Least 30 Units:**
  - 2003-2007: 78.0% 75.6% 68.4% 78.5% 73.7% 74.6% 78.1% 66.1% 74.7%
  - 2004-2008: 80.6% 76.4% 73.8% 67.7% 81.9% 72.9% 76.4% 71.5% 78.8%
  - 2005-2009: 78.0% 75.5% 69.4% 80.3% 73.4% 77.3% 71.0% 67.7% 74.7%
  - 2006-2010: 79.0% 78.4% 74.6% 71.5% 80.4% 74.2% 76.2% 72.1% 76.0%

#### Indicator 3
- **Persistence Rate:**
  - 2007-2008: 78.0% 75.6% 68.4% 78.5% 73.7% 74.6% 78.1% 66.1% 74.7%
  - 2008-2009: 80.9% 72.8% 63.7% 76.6% 75.4% 76.0% 71.0% 67.7% 73.2%
  - 2009-2010: 82.1% 78.4% 70.9% 75.7% 76.1% 68.6% 76.1% 65.0% 76.2%
  - 2010-2011: 77.5% 70.9% 67.2% 69.6% 71.0% 67.7% 73.2% 66.1% 74.7%

#### Indicator 4
- **Annual Successful Course Completion Rate - Vocational Courses (Credit):**
  - 2008-2009: 73.1% 71.2% 77.6% 73.5% 78.2% 70.3% 75.6% 85.1% 68.3%
  - 2009-2010: 74.7% 72.0% 77.8% 74.3% 77.5% 70.1% 76.5% 83.6% 69.2%
  - 2010-2011: 75.8% 72.1% 78.2% 72.0% 77.5% 73.2% 78.0% 83.1% 70.4%

#### Indicator 5
- **Annual Successful Course Completion Rate - Basic Skills Courses (Credit):**
  - 2008-2009: 63.3% 58.2% 70.4% 54.3% 60.5% 55.5% 61.5% 48.6% 56.5%
  - 2009-2010: 64.7% 60.2% 72.8% 57.6% 64.1% 56.6% 59.7% 51.2% 59.0%
  - 2010-2011: 68.7% 61.9% 71.3% 57.8% 64.2% 60.5% 61.4% 57.3% 60.6%

#### Indicator 6a
- **Credit ESL Improvement Rate:**
  - Years: 06/07-09/08 07/08-09/10 08/09-10/11
  - 06/07-09/08: 59.8% 50.2% 54.3% 61.4% 59.6% 46.9% 67.3% N/A 67.2%
  - 07/08-09/10: 60.0% 49.3% 62.6% 64.4% 61.7% 51.8% 69.3% N/A 68.2%
  - 08/09-10/11: 60.3% 45.7% 63.3% 60.9% 61.3% 52.9% 61.1% N/A 66.2%

#### Indicator 6b
- **Credit Basic Skills Improvement Rate:**
  - Years: 06/07-09/08 07/08-09/10 08/09-10/11
  - 06/07-09/08: 56.4% 61.8% 53.3% 51.1% 59.7% 64.4% 65.7% 51.2% 67.9%
  - 07/08-09/10: 53.3% 62.4% 57.3% 62.7% 59.5% 64.2% 69.6% 49.0% 67.5%
  - 08/09-10/11: 56.4% 61.2% 60.2% 63.2% 59.9% 66.7% 67.3% 50.7% 67.3%

#### Indicator 7
- **Enhanced Non-Credit Progress & Achievement Rate:**
  - Years: 06/07-09/08 07/08-09/10 08/09-10/11
  - 06/07-09/08: 9.7% 9.1% 2.8% 0.0% 12.1% 7.1% 12.3% 1.1% 15.3%
  - 07/08-09/10: 8.1% 6.3% 5.8% 0.0% 11.2% 9.3% 5.0% 2.2% 11.5%
  - 08/09-10/11: 5.7% 9.1% 4.9% 0.0% 12.2% 8.3% 2.7% 0.0% 8.1%
## ARCC 2012 Report
### Peer Group Analysis

<table>
<thead>
<tr>
<th>ARCC Measure</th>
<th>PCC Rate</th>
<th>Peer Average</th>
<th>Peer Group Low</th>
<th>Peer Group High</th>
<th># Peer Group</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indicator 1</strong> Student Progress and Achievement Rate</td>
<td>58.1%</td>
<td>61.0%</td>
<td>49.8%</td>
<td>68.8%</td>
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<td>(Crafton Hills; Cuesta; De Anza; Diablo Valley; Fullerton; Golden West; Grossmont; L.A. Pierce; Las Positas; Moorpark; Orange Coast; Sacramento City; San Diego Mesa; Santa Barbara City; Santa Monica City; Sierra; Skyline; Ventura)</td>
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<td><strong>Indicator 2</strong> Percent of Students Who Earn at Least 30 Units</td>
<td>79.0%</td>
<td>76.0%</td>
<td>70.8%</td>
<td>85.9%</td>
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<td>(American River; De Anza; Diablo Valley; El Camino; Long Beach City; Moorpark; Mt. San Antonio; Orange Coast; Palomar; Riverside; Sacramento City; Saddleback; San Francisco City; Santa Ana; Santa Monica City; Santa Rosa)</td>
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<tr>
<td><strong>Indicator 3</strong> Persistence Rate</td>
<td>82.1%</td>
<td>74.7%</td>
<td>69.3%</td>
<td>82.1%</td>
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<td>(American River; Mt. San Antonio; Palomar; Riverside; San Francisco City; Santa Ana; Santa Monica City; Santa Rosa)</td>
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<tr>
<td><strong>Indicator 4</strong> Annual Successful Course Completion Rate for Credit Vocational Courses</td>
<td>75.8%</td>
<td>73.3%</td>
<td>62.6%</td>
<td>81.3%</td>
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<td></td>
<td></td>
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<tr>
<td><strong>Indicator 5</strong> Annual Successful Course Completion Rate for Credit Basic Skills Courses</td>
<td>68.7%</td>
<td>63.0%</td>
<td>57.3%</td>
<td>68.7%</td>
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<td>(Cerritos; Chaffey; East L.A.; El Camino; Glendale; L.A. Pierce; Modesto; Mt. San Jacinto; Rio Hondo; Riverside; Santa Barbara City; Santa Monica City)</td>
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<td></td>
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<tr>
<td><strong>Indicator 6a</strong> Improvement Rate for Credit ESL Courses</td>
<td>56.4%</td>
<td>58.4%</td>
<td>38.8%</td>
<td>76.9%</td>
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<td></td>
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<td><strong>Indicator 6b</strong> Improvement Rate for Credit Basic Skills Courses</td>
<td>60.3%</td>
<td>57.9%</td>
<td>40.8%</td>
<td>69.2%</td>
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Advancing Student Success in the
California Community Colleges

Recommendations of the
California Community Colleges
Student Success Task Force
TABLE OF CONTENTS

PART I
Advancing Student Success in the California Community Colleges
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- Task Force Origins and Process
- State and National Context
- Implementation Processes
- Conclusion

PART II
Recommendations of the Student Success Task Force

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Increase College and Career Readiness
1.1. Collaborate with K-12 to jointly develop common standards for college and career readiness

page 21 | Recommendation 2
Strengthen Support for Entering Students
2.1. Develop and implement common centralized diagnostic assessments
2.2. Require students to participate in diagnostic assessment, orientation and the development of an educational plan
2.3. Develop and use technology applications to better guide students in educational processes
2.4. Require students showing a lack of college readiness to participate in support resources
2.5. Require students to declare a program of study early in their academic careers

page 33 | Recommendation 3
Incentivize Successful Student Behaviors
3.1. Adopt system-wide enrollment priorities reflecting the core mission of community colleges
3.2. Require students receiving Board of Governors Fee Waivers to meet various conditions and requirements
3.3. Provide students the opportunity to consider attending full time
3.4. Require students to begin addressing basic skills deficiencies in their first year
Recommendation 4
Align Course Offerings to Meet Student Needs
4.1. Give highest priority for courses advancing student academic progress

Recommendation 5
Improve the Education of Basic Skills Students
5.1. Support the development of alternative basic skills curriculum
5.2. Develop a comprehensive strategy for addressing basic skills education in California

Recommendation 6
Revitalize and Re-Envision Professional Development
6.1. Create a continuum of mandatory professional development opportunities
6.2. Direct professional development resources toward improving basic skills instruction and support services

Recommendation 7
Enable Efficient Statewide Leadership & Increase Coordination Among Colleges
7.1. Develop and support a strong community college system office
7.2. Set local student success goals consistent with statewide goals
7.3. Implement a student success scorecard
7.4. Develop and support a longitudinal student record system

Recommendation 8
Align Resources with Student Success Recommendations
8.1. Encourage categorical program streamlining and cooperation
8.2. Invest in the new Student Support Initiative
8.3. Encourage innovation and flexibility in the delivery of basic skills instruction

A Review of Outcome-Based Funding
Project 90: Student Success

Achievement Areas and Targets - Updated
### Project 90: Student Success

#### Achievement Areas and Targets - Updated

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<thead>
<tr>
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<td>Transfer to In-State Public</td>
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<td>1787</td>
<td>1920</td>
<td>1958</td>
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<td>Transfer to Privates</td>
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<td>637</td>
<td>734</td>
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<td>Transfer to Out-of-State</td>
<td>176</td>
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<td>338</td>
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<td><em>Transfer Prepared</em></td>
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<td>791</td>
<td>867</td>
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<td>AA/AS degrees</td>
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<td>STEM Degrees</td>
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<td>166</td>
<td>182</td>
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<td>100</td>
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<td>CTE Certificates</td>
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<td>832</td>
<td>902</td>
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<td>Award Total</td>
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<td>3315</td>
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<td>Basic Skills Completion</td>
<td><strong>Math-13% English-36% ESL-21%</strong></td>
<td><strong>Math-13% English-36% ESL-21%</strong></td>
<td><strong>Math-13% English-36% ESL-21%</strong></td>
<td><strong>Math-16% English-43% ESL-25%</strong></td>
<td><strong>Math-18% English-50% ESL-29%</strong></td>
<td><strong>Math-21% English-58% ESL-34%</strong></td>
<td><strong>Math-23% English-65% ESL-38%</strong></td>
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</table>

*Transfer Prepared and did not return to the college the following academic year.*
Accountability Reporting for Community Colleges

- First ARCC report in 2007 (replaced PFE)
- Initially 7 credit indicators
- 2009 introduced the non-credit indicator - Career Development and College Preparation (CDCP)
- 2009 Froze the Peer Groups
- Official Board reporting required
- Packets – full PCC report
- PCC and Local Single College District Comparison
- Breakout of Peer Group Analysis
Transfer Velocity – PCC and Statewide

- PCC
- Statewide
Transfer Velocity - PCC and Local District Comparison

Santa Monica
Glendale
PCC
Ci
trus
Mt. SAC
Long Beach
El Camino
Cerritos
Rio Hondo


Santa Monica
Glendale
PCC
Ci
trus
Mt. SAC
Long Beach
El Camino
Cerritos
Rio Hondo
EMP and SSTF
Moving PCC Forward
## EMP and SSTF - Activities to Date

<table>
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<tr>
<th>SSTF</th>
<th>EMP Mission Critical Priorities</th>
<th>EMP Strategies</th>
<th>Activities to Date</th>
</tr>
</thead>
</table>
| 1    | A, B, C, D                      | A1.1, A2.1, A2.2, A3.2; B1.1; C2, C2.2, C2.3, C3.2, C3.3, C4.1; D2.1, D2.2, D2.4, D4.1, D4.3 | • English and Math Collaboratives to align curriculum and accelerate progress toward basic skills sequence completion  
• PUSD/PCC/CSULA pipeline proposal – math and English curriculum alignment and professional development |
| 2    | A, B, C, D, E                   | A1.1, A3.1, A3.2; B1.1, C2.1, C2.2, C2.3, C3.1, C3.2, C3.3; D3; E1.1, E1.2, E1.3, E1.4, E2, E3, E4.1, E5, E6 | • Pilot of student portal – My PCC – for FY Pathway students  
• Web and Portal Self-Service component in place for upcoming AIS vendor presentations  
• Current web redesign project  
• FY Pathway programs – e.g., Puente, Ujima, XL – with study centers and support services  
• Student Success team (FY counselors, coaches and tutor/mentors) for FY Pathway students  
• Student Success course (College 1) piloted in Fall 2011; full scale implementation in Fall 2012  
• Revising Registration Priorities to include a lower priority registration for students who have not declared a program of study after 30 units |
# EMP and SSTF - Activities to Date

<table>
<thead>
<tr>
<th>SSTF</th>
<th>EMP Mission Critical Priorities</th>
<th>EMP Strategies</th>
<th>Activities to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Revision of Registration Priorities to be submitted to the BOT for consideration that, among other recommendations, provides enrollment priority for to new in-district HS seniors and F1 Visa students who participate in a First Year Pathway</td>
</tr>
</tbody>
</table>
| 3    | A, D, E, G                     | A1.1, A2.1; D2.1; E1.2; G1, G4, G5 | • Revision of Registration Priorities to penalize students who are not following an ed plan, have not declared a program of study after 30 units, or have accrued more than 100 units  
• Increased sections of basic skills English and math and ESL courses  
• Growth of FY Pathways to 1000 students in 2012-13 |
| 4    | A, D, G, K                     | A2.1, A2.2; D2, D2.1, D2.2, D2.3, D2.4, D3, D4.1; G1, G3, G4, G5; K1, K3, K4 | • Increased sections of basic skills English and math and ESL  
• Development of First Year Pathways to 1000 students in 2012-13  
• Development of career pathways in design tech, music, business with STEM pathways in development stage |
|      |                                | A1.1, A2.1, A3, A3.1, A3.2; B1.1, B1.4; C2; D2.1; E1, E1.1, E5 | • Redesign of the math curriculum (non-STEM and STEM)  
• Growth of acceleration/compression models in math – Math Path and Modularized Math, StatsPath  
• Development of acceleration model in English  
• Growth of FYE Pathway programs 1000 (2012-13)  
• Growth of F1 Visa blocks and pathways to 3000 (2012-13) |
<table>
<thead>
<tr>
<th>SSTF</th>
<th>EMP Mission Critical Priorities</th>
<th>EMP Strategies</th>
<th>Activities to Date</th>
</tr>
</thead>
</table>
- SASI-Funded Kellogg West Leadership retreat and subsequent workshops for managers and faculty |
| 7    | D, F, G                       | D2.1, D2.3, D3, D4, D4.2, D4.3; F1.1, F5; G1, G2 | - Active participant in 3CSN – California Community College Success Network  
- Educational Master Plan Project 90 Student Success Achievements (Transfers, Associate Degrees, Associate STEM Degrees, Certificates, Basic Skills Sequence Achievement) |
| 8    | A, E                          | A2.1; E4, E4.1, E6 | - English and Math Collaboratives to align curriculum and accelerate progress through basic skills sequence completion |
Public Hearing Regarding Initial Bargaining Proposal received April 4, 2012 from the Pasadena Area Community College District (PACCD) to the Pasadena City College Faculty Association (PCCFA), Part 2

May 2, 2012

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) Part 2, and adopt the proposal, Part 1 and Part 2.

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

Article 8, Section 3547 of the Government Code states:

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

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

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.
- Recalendaring 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.
COMPENSATION: SALARY AND PAID BENEFITS

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 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:

\[ \text{NCN} + 10\% - 33\% \text{ NCN} = \$1,000 \]
\[ \text{NCN} + 34\% - 66\% \text{ NCN} = \$1,500 \]
\[ \text{NCN} + 67\% - 100\% \text{ NCN} = \$2,000 \]

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

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

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

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

Approved by the Board of Trustees: August 17, 1994, Revised July 16, 2008
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 0: Public Hearing Regarding Initial Bargaining Proposal received April 4, 2012 from the Pasadena Area Community College District (PACCD) to the Pasadena City College Police Officers Association (POA)

Board Meeting: May 2, 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 (PACCD) to the Pasadena City College Police Officers Association (POA), and adopt the proposal.

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. 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
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.

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   a. New subjects of meeting and negotiating arising after the presentation of initial proposals
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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:

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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 P: Public Hearing Regarding Initial Bargaining Proposal received April 4, 2012 from the Pasadena City College Police Officers Association (POA) to the Pasadena Area Community College District (PACCD)

Board Meeting: May 2, 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 City College Police Officers Association (POA) 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:

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)
1. Public Presentation of Initial Proposals
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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.
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following compensation for 2 faculty members at $750.00 per assignment, $1,500.00 total compensation, for the period of May 15, 2012 to June 1, 2012, and 3 faculty members at $100.00 per assignment, $300.00 total compensation, from May 10-11, 2012, May 13-14, 2012 and May 17-18, 2012. EMP: E.5

<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evangelina Quintanar</td>
<td>$750.00</td>
<td>Train student tutors for the Nursing Program</td>
</tr>
<tr>
<td>Yoshi Yamato</td>
<td>$750.00</td>
<td>Train student tutors in the Math Resources Center</td>
</tr>
<tr>
<td>Ricardo Castillo</td>
<td>$100.00</td>
<td>Two presentations for tutor training on the topic of Learning Disabilities</td>
</tr>
<tr>
<td>A. C. Panella</td>
<td>$100.00</td>
<td>Two presentations for tutor training on the topic of Listening/Communication Skills</td>
</tr>
<tr>
<td>Steve Pell</td>
<td>$100.00</td>
<td>Two presentations for tutor training on the topic of Intercultural Communications</td>
</tr>
</tbody>
</table>

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

BACKGROUND: This assignment shall be determined by College need.
CONSENT ITEM TITLE:
Approval of Instructional Trip for COSMT 114B,C,D
June 8-11, 2012

Board Meeting Date: May 16, 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: COSMT 114B,C,D students
NUMBER: 18 students; 2 advisors
DATE: June 8-11, 2012
TIME: Depart: 06/08/12, 8:00 a.m.
      Return: 06/11/12, 5:00 p.m.
DESTINATION: International Esthetics, Cosmetics and Spa Conference
Las Vegas Convention Center, 3150 Paradise Rd., Las Vegas, Nevada
EVENT: To obtain information on current trends and practices
TRANSPORTATION: Private automobile, air
ADVISOR: Community Education Center: Nadege Williams, Instructor; Martha Granados, Technical Assistant, Cosmetology Program.
NOT TO EXCEED: $5,929.27 (registration, $1,998 [$37 x 3 days x 18 students]; lodging, $3,931.27 [$190.97 x 1 day for 7 student rooms, $213.99 x 1 night for 7 student rooms, and $157.07 x 1 night for 7 student rooms]).
EMP: A1

Students will provide their own transportation and meals.

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 in the 2011-2012 Adopted Budget of the Student Services Fund.

BACKGROUND: This instructional field trip is requested by the Vice President, Educational Services.
CONSENT ITEM No. 100-1

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Career and Technical Education Activities

Board Meeting Date: May 2, 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 Career and Technical Education activities listed below:

Approve:

May 18, 2012 – Road Trip Nation and CTE Showcase sponsored by the CTE Office through the CTEA Grant, the CTE Collaborative Grant and the CTE Transitions Grant. Approximately 300-400 students from Pasadena City College, Glendale City College and local area high schools will be introduced to Road Trip Nation. This all-day event will be held at PCC and will feature a showcase and tour of PCC’s CTE Programs. All event costs will be fully sponsored by the grants. Expenses are not to exceed $14,000, for presenters, coordinators, transportation, printed materials, supplies, refreshments, technicians, lab assistants, custodians, and misc. materials and will be paid from cost centers: 03-5210-5112-0000, CTEA - Across All, 03-5210-5130-0000, CTE Collaborative, and 03-5210-5127-0000, CTE Transitions.

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

BACKGROUND: Road Trip Nation established in 2009 is education organization with curricula focused on helping high school students explore pathways and possibilities for their future. Road Trip Nation produces a documentary TV series on public television (which now reaches 80 million households), published three books, established 350 college partnerships, and provided career development curricula that has reached more than 150,000 at-risk students who seek to learn about real-world learning opportunities.

Recommended for Approval:

Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent /President
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the Pasadena City College/Pasadena Unified School Partnership Program – Math Collaborative Activity listed below:

Approve:

May 15, 2012 – PUSD-PCC Partnership – Math Collaborative Program will host students in the collaborative program for a field trip to PCC. The students will familiarize themselves with the campus and services offered including the Pathways Program. Expenses are not-to-exceed $1500.00 for supplies, facilities, and food, for PUSD students and their teachers, and approximately 10-15 PCC faculty and administrators. Cost Center 01-5210-1451-0080, (Mathematics – SASI Student Access and Success Initiative). EMP: A1; A2; B1; B5;

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

BACKGROUND: These activities are intended to enhance the working relationship between PCC and PUSD.
CONSECE ITEM TITLE: Approve College Calendar for 2012-2013

Board Meeting Date: May 2, 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 recommended college calendar for 2012-2013. EMP: F2, F3

FISCAL IMPLICATIONS: There is no cost to the District.

BACKGROUND: Each year a committee of representatives from the participatory governance groups (Academic Senate, Classified Senate, Associated Students and Management Association); the collective bargaining groups (Faculty Association, ISSU, CSEA 777, PCCPOA); and the Confidentials and Division Deans collegially develop a recommended college calendar. The recommended calendar is then sent to each of the participating groups for formal acceptance. All groups have accepted the calendar as documented by the attached signature sheet.
The undersigned representatives agree to approve the 2012-2013 College Calendar:

<table>
<thead>
<tr>
<th>NAME</th>
<th>BARGAINING UNIT</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loknath Persaud</td>
<td>Academic Senate</td>
<td>Loknath Persaud</td>
</tr>
<tr>
<td>Ashley Jackson</td>
<td>Associated Students</td>
<td>Ashley Jackson</td>
</tr>
<tr>
<td>Glenna Watterson</td>
<td>Classified Senate</td>
<td>Glenna Watterson</td>
</tr>
<tr>
<td>Cynthia Smith</td>
<td>Confidentials</td>
<td>Cynthia Smith</td>
</tr>
<tr>
<td>Richard Harsha</td>
<td>CSEA 777</td>
<td>Richard Harsha</td>
</tr>
<tr>
<td>Robert Bell</td>
<td>District Representative</td>
<td>Robert Bell</td>
</tr>
<tr>
<td>James Arnwine</td>
<td>Division Deans</td>
<td>James Arnwine</td>
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<tr>
<td>Haroldine Gardner</td>
<td>ISSU</td>
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<tr>
<td>Dina Chase</td>
<td>Management Association</td>
<td>Dina Chase</td>
</tr>
<tr>
<td>Krista Walter</td>
<td>PCCFA</td>
<td>Krista Walter</td>
</tr>
<tr>
<td>Peter Benson</td>
<td>PCCPOA</td>
<td>Peter Benson</td>
</tr>
</tbody>
</table>
# ACADEMIC CALENDAR FOR 2012-2013

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

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

## Winter Intersession 2013
- **Jan. 7**: First day of classes – Winter Intersession (6 Weeks)
- **Pre Census Drops**: Faculty to refer to class rosters for specific dates.
- **Feb. 14**: Last day of classes – Winter Intersession
- **Feb. 20**: Final grades for Winter due from faculty by noon in Records – Room L113

## Spring 2013
- **Feb. 19**: First day of classes – Spring Semester (16 Weeks)
- **Feb. 27**: Pre Census Drops due
- **Mar. 2**: Last date to add a 16-week course. Last date to drop a 16-week course without receiving a “W” online
- **Mar. 15**: Last day to apply for spring graduation
- **Apr. 7-13**: Midterm exams administered
- **Apr. 15-21**: Spring Break
- **Apr. 24**: Midterm grade reports available online
- **May 12**: Last day to drop and receive a “W” online
- **May 17**: Last day to withdraw from the college (in person at the Registration Counter)
- **June 10-16**: Final Examinations
- **June 14**: Commencement
- **June 16**: Last day of classes – Spring Semester
- **June 18**: Final grades for Spring due from faculty by noon in Records – L113
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

Board Meeting Date: May 2, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the person on the attached list to be employed in a special project, approved for the College year 2011-2012, unless otherwise indicated, or any portion thereof, as stated in the contract. This project will involve planning, implementing, and facilitating the Professional Learning Community for Non-credit ESL Professional Learning Community meetings focused on moving to Managed Enrollment and creating Common Formative Assessments. The length of time of the employment and the assignment shall be determined by College need.

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

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

Submitted and Recommended by:

VICE PRESIDENT, INSTRUCTION

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

SUPERINTENDENT/PRESIDENT
<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monn, Rachel</td>
<td>$3,000</td>
<td>Professional Learning Community, Building will continue collaborative culture in preparation for the move from open to managed enrollment. 04/28/12 – 06/30/12. EMP: A1.1 A2.1, B1.1</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 on the attached list to be employed as a consultant to the ESL Coordinator on the progress and productivity of the Bridge Program 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.

Submitted and Recommended by:

Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>BASIC SKILLS INITIATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheeseman, Bonnie</td>
<td>$2000</td>
<td>Basic Skills Initiative – coordinate supplemental instruction to increase student success as defined by accelerated movement through the Non-credit ESL program to credit ELS classes. Create a Bridge Program Handbook for the students and faculty. 01/30/12 to 06/15/12. <strong>EMP:</strong> A2.1; C1.2.1; E1.1; E5; J1; K3; L2</td>
</tr>
</tbody>
</table>
CONSENT ITEM TITLE:
Approve Budget Augmentation

Board Meeting Date: May 2, 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:

PERSONAL & HOME CARE AIDE STATE TRAINING (PHCAST): EMP: A2, K31
2011-2012 Adopted Budget: Increase 2011-2012 Revised Budget
$0 $115,494 $115,494

EOP&S/EVALUATION & ACCOUNTABILITY: EMP: I
2011-2012 Adopted Budget: Increase 2011-2012 Revised Budget
$0 $8,390 $92,285

STATE MATRICULATION: EMP: I
2011-2012 Adopted Budget: Increase 2011-2012 Revised Budget
$262,313 $34,091 $637,313

YESS-LA: EMP: A1.1, A2, A3, E3
2011-2012 Adopted Budget: Increase 2011-2012 Revised Budget
$76,100 $10,400 $86,500

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.

Submitted by:

Supervisor, Accounting/Fiscal Services

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
CONSENT ITEM TITLE: Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: May 2, 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 $4,654.31. EMP: L

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-23-12</td>
<td>196389074</td>
<td>$2,320.48</td>
</tr>
<tr>
<td>03-29-12</td>
<td>19649219</td>
<td>$797.44</td>
</tr>
<tr>
<td>04-06-12</td>
<td>19666920</td>
<td>$1,536.39</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$4,654.31</td>
</tr>
</tbody>
</table>

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

Submitted by: [Signature]
Supervisor, Accounting/Fiscal Services

Recommended for Approval:
[Signature]
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
[Signature]
Superintendent/President
<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
<th>DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/23/2012</td>
<td>19636074</td>
<td>$2,320.48</td>
<td>Supplies $2,212.38, Postage $11.10, Activity fee refund $10.00, ASB fee refund $2.00, Health fee refund $20.00, Parking fee refund $69.00, Records refund $6.00, Processing fee -$10.00</td>
</tr>
<tr>
<td>3/29/2012</td>
<td>19649219</td>
<td>$797.44</td>
<td>Supplies $786.44, Activity fee refund $5.00, ASB fee refund $1.00, Health fee refund $10.00, Processing fee refund -$5.00</td>
</tr>
<tr>
<td>4/6/2012</td>
<td>19666220</td>
<td>$1,536.39</td>
<td>Supplies $1,523.14, Postage $8.25, Lost key charge $5.00</td>
</tr>
</tbody>
</table>

**Grand total:** $4,654.31
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 $27,084.43. EMP: L

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBERS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/28/12</td>
<td>19645739</td>
<td>$27,084.43</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$27,084.43</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$16,966.43</td>
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<tr>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$2,201.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$7,917.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$27,084.43</td>
</tr>
</tbody>
</table>

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

Board Meeting Date: May 2, 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 purchasing transactions P12-02663 through P12-02860. EMP: L

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

BACKGROUND: Orders have been issued in accordance with legal requirements and with Purchasing Policies revised by the Board of Trustees on July 16, 2008, Bylaw No. 1600. The purchase orders listed on the attached report include orders that are over $500.

Submitted by:
Office for Administrative Services
Recommended for Approval: [Signature]
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
[Signature]
<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>P12-02685</td>
<td>UNITED RENTALS</td>
<td>RENTAL OF EQUIP./TOOLS</td>
<td>ENGTECH</td>
<td>1,246.92</td>
</tr>
<tr>
<td>P12-02701</td>
<td>C.V. TILE AND C &amp; M DESIGN</td>
<td>BUILDING MATERIALS</td>
<td>ENGTECH</td>
<td>10,983.35</td>
</tr>
</tbody>
</table>

**FUND 02 UNRESTRICTED FUND**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P12-02755</td>
<td>DAHAWARE: VICTOR</td>
<td>PRINTING SERVICES</td>
<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
<td>1,000.00</td>
</tr>
</tbody>
</table>

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

> Indicates local branch utilized outside of District as required by Vendor.
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P12-02776</td>
<td>* LAKESHORE LEARNING MATERIALS</td>
<td>INSTRUCTIONAL/EDUCATIONAL MATL</td>
<td>COMMUNITY EDUCATION CENTER</td>
<td>629.25</td>
</tr>
<tr>
<td>P12-02777</td>
<td>DISCOUNT SCHOOL SUPPLY</td>
<td>INSTRUCTIONAL/EDUCATIONAL MATL</td>
<td>COMMUNITY EDUCATION CENTER</td>
<td>597.29</td>
</tr>
<tr>
<td>P12-02738</td>
<td>GOODSON TOOLS</td>
<td>AUTOMOTIVE PARTS AND SUP.</td>
<td>ENG/TECH</td>
<td>883.21</td>
</tr>
<tr>
<td>P12-02752</td>
<td>MOLOGAN SUPPLY</td>
<td>PRINTING SUP. &amp; EQUIP.</td>
<td>ENG/TECH</td>
<td>1,353.88</td>
</tr>
<tr>
<td>P12-02838</td>
<td>MOUSER ELECTRONICS</td>
<td>ELECTRONIC SUP. &amp; EQUIP.</td>
<td>ENG/TECH</td>
<td>957.00</td>
</tr>
<tr>
<td>P12-02854</td>
<td>&gt; STAPLES</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>ENGLISH</td>
<td>725.29</td>
</tr>
<tr>
<td>P12-02860</td>
<td>* ALLIED AUTO SUPPLY OF PASADENA</td>
<td>AUTOMOTIVE PARTS AND SUP.</td>
<td>ENGLISH</td>
<td>560.80</td>
</tr>
<tr>
<td>P12-02747</td>
<td>&gt; STAPLES</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>ENGLISH</td>
<td>3,286.43</td>
</tr>
<tr>
<td>P12-02664</td>
<td>MERRY X-RAY EQUIPMENT</td>
<td>HEALTH EQUIP.</td>
<td>HEALTH SCI</td>
<td>26,997.19</td>
</tr>
<tr>
<td>P12-02668</td>
<td>POCKET NURSE</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>HEALTH SCI</td>
<td>1,086.57</td>
</tr>
<tr>
<td>P12-02749</td>
<td>SULLIVAN-SCHEN DENTAL</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>HEALTH SCI</td>
<td>3,631.66</td>
</tr>
<tr>
<td>P12-02850</td>
<td>&gt; STAPLES</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>HEALTH SCI</td>
<td>1,130.99</td>
</tr>
<tr>
<td>P12-02743</td>
<td>QUEST DIAGNOSTIC LABS</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>HLTH PCC</td>
<td>5,437.50</td>
</tr>
<tr>
<td>P12-02745</td>
<td>MOORE MEDICAL</td>
<td>NURSING SUP.</td>
<td>HLTH PCC</td>
<td>1,392.28</td>
</tr>
<tr>
<td>P12-02775</td>
<td>BAKER &amp; TAYLOR CO.</td>
<td>BOOKS</td>
<td>LIBRARY</td>
<td>1,288.46</td>
</tr>
<tr>
<td>P12-02778</td>
<td>YBP LIBRARY SERVICES</td>
<td>BOOKS</td>
<td>LIBRARY</td>
<td>3,049.15</td>
</tr>
<tr>
<td>P12-02783</td>
<td>DATA IMPRESSIONS</td>
<td>AUDIO/VISUAL SUP. &amp; EQUIP.</td>
<td>MATH</td>
<td>3,240.94</td>
</tr>
<tr>
<td>P12-02719</td>
<td>SO. CA. BIOMEDICAL COUNCIL</td>
<td>ADVERTISING</td>
<td>NATURAL SCIENCE</td>
<td>2,500.00</td>
</tr>
<tr>
<td>P12-02788</td>
<td>INVITROGEN</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>NATURAL SCIENCE</td>
<td>701.94</td>
</tr>
<tr>
<td>P12-02789</td>
<td>MILLIPORE CORPORATION</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>NATURAL SCIENCE</td>
<td>1,481.07</td>
</tr>
<tr>
<td>P12-02722</td>
<td>&gt; STAPLES</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>STUDENT ACTIVITIES</td>
<td>1,453.09</td>
</tr>
<tr>
<td>P12-02796</td>
<td>PAPERDIRECT, INC.</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>STUDENT ACTIVITIES</td>
<td>938.84</td>
</tr>
<tr>
<td>P12-02705</td>
<td>LEGO EDUCATION</td>
<td>INSTRUCTIONAL/EDUCATIONAL MATL</td>
<td>TITLE V</td>
<td>633.37</td>
</tr>
</tbody>
</table>

**FUND 33 CHILD DEVELOPMENT FUND**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P12-02744</td>
<td>HOME DEPOT</td>
<td>FURNITURE-CLASSROOM</td>
<td>CHILDEDEV</td>
<td>586.96</td>
</tr>
<tr>
<td>P12-02746</td>
<td>BENITEZ WROUGHT IRON, INC.</td>
<td>BUILDING MATERIALS</td>
<td>CHILDEDEV</td>
<td>2,455.00</td>
</tr>
<tr>
<td>P12-02815</td>
<td>ADVENTUOUS CHILD: THE</td>
<td>FURNITURE-CLASSROOM</td>
<td>CHILDEDEV</td>
<td>1,438.00</td>
</tr>
</tbody>
</table>

**FUND 41**

<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>P12-02861</td>
<td>CONCRETE CORING COMPANY</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>4,510.00</td>
</tr>
<tr>
<td>P12-02767</td>
<td>CUSTOM ELECTRIC, INC.</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>14,500.00</td>
</tr>
<tr>
<td>P12-02814</td>
<td>* SAV-ON CARPET &amp; DRAPERY</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>PURCHASING SERVICES</td>
<td>1,888.00</td>
</tr>
</tbody>
</table>

**FUND 42 BUILDING FUND**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P12-02786</td>
<td>SEESMART, INC.</td>
<td>LIGHTING</td>
<td>FACILITIES</td>
<td>58,601.50</td>
</tr>
<tr>
<td>P12-02819</td>
<td>* ASHCRAFT COMPANY</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>8,390.00</td>
</tr>
<tr>
<td>P12-02824</td>
<td>CERTIFIED CONTRACTING SERVICES</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>1,860.00</td>
</tr>
</tbody>
</table>

**FUND 43 SCHEDULED MAINTENANCE FUND**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P12-02789</td>
<td>SCHINDLER ELEVATOR CORP.</td>
<td>REPAIRS</td>
<td>FACILITIES</td>
<td>14,468.00</td>
</tr>
</tbody>
</table>

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

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

Total 263,708.12
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Change</th>
<th>New Total</th>
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</thead>
<tbody>
<tr>
<td>P12-00119</td>
<td>KELLY PAPER</td>
<td>INCREASE PO PER THE DEPT. OFFICE SERVICES</td>
<td>1,500.00</td>
<td>5,500.00</td>
<td>5,500.00</td>
</tr>
<tr>
<td>P12-00284</td>
<td>ARCO BUSINESS SOLUTIONS</td>
<td>INCREASE PO PER THE DEPT. POLICE</td>
<td>10,000.00</td>
<td>40,000.00</td>
<td>40,000.00</td>
</tr>
<tr>
<td>P12-02514</td>
<td>SAMY'S CAMERA</td>
<td>DECREASE PO PER THE DEPT. PUBLIC RELATIONS</td>
<td>-814.54</td>
<td>2,086.48</td>
<td>2,086.48</td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Information Technology Purchasing Transactions

Board Meeting Date: May 2, 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 P12-02663 through P12-02860. 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

Recommender for Approval: 
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P12-02821</td>
<td>AERIAERSC0330</td>
<td>SOFTWARE</td>
<td>ENG/TECH</td>
<td>530.00</td>
</tr>
<tr>
<td>P12-02691</td>
<td>APPLE COMPUTER, INC.</td>
<td>SOFTWARE</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>946.13</td>
</tr>
<tr>
<td>P12-02694</td>
<td>COMPUTERLAND OF SILICON VALLEY</td>
<td>SOFTWARE</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>1,134.38</td>
</tr>
<tr>
<td>P12-02759</td>
<td>EASTMAN KODAK COMPANY</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>2,935.00</td>
</tr>
<tr>
<td>P12-02763</td>
<td>QUANTUM CORP DEPT 0596</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>7,327.14</td>
</tr>
<tr>
<td>P12-02764</td>
<td>EX LIBRIS</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>3,747.39</td>
</tr>
<tr>
<td>P12-02765</td>
<td>HARLAND TECHNOLOGY SERVICES</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>2,784.00</td>
</tr>
<tr>
<td>P12-02804</td>
<td>ADVANCED SYSTEM GROUP</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>5,112.80</td>
</tr>
<tr>
<td>P12-02782</td>
<td>DELL, INC.</td>
<td>COMPUTER EQUIP.</td>
<td>FIN AID</td>
<td>1,534.28</td>
</tr>
<tr>
<td>P12-02823</td>
<td>AMAZON.COM</td>
<td>COMPUTER EQUIP.</td>
<td>NATURAL SCIENCE</td>
<td>639.71</td>
</tr>
<tr>
<td>P12-02784</td>
<td>DELL, INC.</td>
<td>COMPUTER EQUIP.</td>
<td>CHILDDEV</td>
<td>17,861.12</td>
</tr>
<tr>
<td>P12-02806</td>
<td>COMPUTERLAND OF SILICON VALLEY</td>
<td>SOFTWARE</td>
<td>FACILITIES</td>
<td>596.13</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:
Approve/Ratify/Amend/Renew Contracts

Board Meeting Date: May 2, 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
<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-98127-2</td>
<td>College of South Nevada</td>
<td>No cost to</td>
<td>To provide graduate student field experience for College of South Nevada students in the field of Dental Hygiene. EMP: D4, K1</td>
<td>Health Sciences</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>District</td>
<td>5/03/12 until terminated</td>
<td>Division</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FUND 01 – UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-98126-2</td>
<td>Vavrinek, Trine, Day &amp; Co., LLP</td>
<td>$5,850.00</td>
<td>To provide supplemental auditing services in connection with investigation by District. EMP: L</td>
<td>Administrative</td>
<td>01-5720</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12/01/11 thru 1/31/12</td>
<td>Services</td>
<td>3000-0000</td>
</tr>
<tr>
<td><strong>FUND 03 RESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-97897-1</td>
<td>Los Angeles Southwest College</td>
<td>$50.00 per</td>
<td>To provide presenters, facilities, materials and refreshments for four DNA workshops for an amount not-to-exceed $4,000.00. EMP: D4, K3</td>
<td>Natural Sciences</td>
<td>03-5820</td>
</tr>
<tr>
<td></td>
<td></td>
<td>hour</td>
<td>6/01/12 thru 6/30/12</td>
<td>Division: Center for Applied Biotechnology</td>
<td>5118-0000</td>
</tr>
</tbody>
</table>
## REVIEW OF TRANSACTIONS AND CONTRACTS

### PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
</table>
| B-98039-2       | Oak Crest Institute of Science | $2,000.00 per month | To provide services to manage the Science Technology Engineering and Math (STEM) activities for Career and Technical Education Community Collaborative projects for an amount not to exceed $14,000.00  
*EMP: A, B1, K3  
7/01/12 thru 2/28/13* | Career and Technical Education | 03-5120          |
| C-3000-2        | Emcor Mesa Energy Systems | $3,971.00 | To increase amount of agreement for additional services to relocate steel supports for an amount not-to-exceed $3,780,421.00.  
*EMP: L* | Measure P: Center for the Arts | 42-6250          |

**FUND 42 – BUILDING FUND**

**Amend**

Consent Item No. 132-B  
May 2, 2012
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Amend Consent Item No. 1-B, Approval of Organizations for Membership, 2011-12 Fiscal Year

Board Meeting Date: May 2, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, amend Consent Item No. 1-B, approved on July 6, 2011, to include membership in the OpenCourseWare (OCW) Consortium in the amount of $368.00.

FISCAL IMPLICATIONS: Funds for this purpose will be budgeted in the 2011-12 Adopted Budget in Object 5310, Membership, under Cost Center 4212 (Online Education).

BACKGROUND: The OCW Consortium is a worldwide community of hundreds of higher education institutions and associated organizations committed to advancing OpenCourseWare and its impact on global education. The Consortium's mission is to serve both the individuals who use OCW and the institutions that make OCW possible. The Consortium provides a gateway to OCW projects and courses for the entire OCW community, fostering the success of the OCW movement and articulating its benefits. Through its public-relations efforts, the Consortium educates general audiences about the movement, directing potential users to resources that best suit their needs. For members, the Consortium collects broad expertise regarding the ongoing development of open education projects and connects its members with an even broader network of Open Educational Resource (OER) practitioners. In other words, the OCW Consortium is an ideal meeting place for people wanting to make structured contributions to the development of open education worldwide.

Submitted by:

Vice President, Educational Services

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following conference attendance outside the United States or with anticipated costs in excess of $1,500.00.

FUND 01 GENERAL FUND

APPROVE:

ATTENDEE: Elaine Chapman
LOCATION: LERN Summer Institute: Contract Training, Cleveland, Ohio
DATES: June 3, 2012 – June 7, 2012*
PURPOSE: Contract Education provided in this training is now a part of the responsibilities of a Certified Contract Trainer.
CHARGES: $2,633.00
COST CENTER: 01-5210-4202-0000
RECOMMENDED BY: Robert Miller
EMP: B1, B1.4, B2.1, B2.2, D4, I2, I4, J2, K3
*June 8 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: Approve Change Orders, Science Village Modular Classrooms and Labs

Board Meeting Date: May 2, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Change Order Number Six (6) 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 #6: Add to create 36 new two-student work spaces between existing case work island in seven H-1 buildings and five H-4 buildings. Add to provide 72 4” high apron rails to be installed between existing casework to create a 54” wide span. Add to provide 36 1” x 54” x 36” epoxy resin work surfaces to create new work station counter tops. Add for delivery of all materials to the jobsite, full installation and sales tax included in proposal price. The total cost of this change order is Twenty-Four Thousand Nine Hundred Fifty-Six Dollar ($24,956.00).

FISCAL IMPLICATIONS: The total amount of all six 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; therefore, funds are 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.
## Change Order Record

### Change Order Recap

**Original Contract Award:**
- **Total Amount:** $3,990,582
- **Contingency:** $399,058

### Change Order Details

<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>
</tr>
<tr>
<td>6</td>
<td>04/02/12</td>
<td>Add to create a total of 36 new two-student work spaces between existing casework islands which occurs in seven H-1 buildings and five H-4 buildings; to provide 72.4&quot; high apron rails to be installed between existing casework to create a 54&quot; wide span; to provide 36 1&quot; x 54&quot; x 36&quot; epoxy resin work surfaces to create new work station countertops; to deliver all materials to the jobsite, full installation and sales tax included in proposal price.</td>
<td>$24,956</td>
</tr>
</tbody>
</table>

**Value of Executed Change Orders:** $287,675

**Contract Amount with Executed Change Orders:** $4,278,257

**Remaining Project Contingency:** $111,383

**Percentage of Impact by Change Orders to Overall Contract:** 6.72%
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, ratify the Staff/Professional Development activity listed below:

Ratify

March 15, 2012 – January 31, 2013 – Western Association of Schools & Colleges Assessment Leadership Academy, to participate in face-to-face and on-line courses to develop assessment expertise and to serve in an on-going assessment leadership role on our campus. Anticipated expenses not-to-exceed $3,950.00 for tuition for Matthew Jordan. Cost Center: 01-5210-4302-2900, District Staff Development

FISCAL IMPLICATIONS: Funds for these classes are budgeted for 2011-12 and will be budgeted for 2012-13 in the cost center indicated.

BACKGROUND: Staff Development activities are designed to enhance excellence and enable the staff to meet the needs of a changing student population. Training sessions, retreats and workshops are held on various topics.
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>Cruz, Evette</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Health Sciences</td>
<td>04-23-2012</td>
</tr>
<tr>
<td>Lucko, Wendy</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>7</td>
<td>Engineering and Technology</td>
<td>04-09-2012</td>
</tr>
<tr>
<td>Sanchez, Deana</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Health Sciences</td>
<td>04-23-2012</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
RECOMMENDATION: It is recommended that the Board of Trustees of the Pasadena Area Community College District of Los Angeles County, California, approve the following employment pertaining to academic employees. 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, CLASSIFICATION AND DEPARTMENT/DIVISION</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adney, Mary</td>
<td>B-15</td>
<td>100% - 11 months</td>
<td>07/01/12 - 06/30/13</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Grant funded.

BACKGROUND: Routine personnel transactions.
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following changes pertaining to the following classified service employees. All 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><strong>Davis, Anna</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From: Intermediate Clerk II</td>
<td>36A*</td>
<td>100% - 12 mo.</td>
<td>05/03/12 until position is filled</td>
</tr>
<tr>
<td>To: Acting, Secretary II</td>
<td>40A</td>
<td>100% - 12 mo.</td>
<td></td>
</tr>
<tr>
<td>English Division</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sargsyan, Alina</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From: Acting, Scheduling Technician</td>
<td>38D</td>
<td>100% - 12 mo.</td>
<td>05/03/12</td>
</tr>
<tr>
<td>To: Acting, Scheduling Technician</td>
<td>39E</td>
<td>100% - 12 mo.</td>
<td></td>
</tr>
<tr>
<td>Educational Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer under Article 15 of the ISSU contract</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Wong, Gloria</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From: Acting, Media Services Technician</td>
<td>42C</td>
<td>100% - 12 mo.</td>
<td>05/03/12</td>
</tr>
<tr>
<td>To: Media Services Technician</td>
<td>42C</td>
<td>100% - 12 mo.</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter of agreement between ISSU and the District</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Includes 5% shift differential

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: Routine personnel transactions.
Consent Item 64-P
May 2, 2012
Page 2 of 2

CHANGES (cont.)

Wood, Elizabeth
From: Acting, Curriculum and Catalog 40F Technician
To: Curriculum and Catalog 40F Technician Educational Services
Transfer under Article 15 of the ISSU contract

100% - 12 mo. 05/03/12