NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, August 15, 2012

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

MEETING NO. 13
REGULAR BUSINESS MEETING

Community Education Center
Jack Scott Multipurpose Room
3035 East Foothill Boulevard, Pasadena, California 91107

Enclosed is the Agenda for Meeting No. 13, a Regular Business Meeting. The Open Session will begin at 6:00 p.m. with the Call To Order, Roll Call and Public Comment on Closed Session Agenda items. Closed Session will follow. Open Session will resume at 7:00 p.m. The Board will meet in the Jack Scott Multipurpose Room, Community Education Center, 3035 East Foothill Boulevard, Pasadena, California 91107.
AGENDA

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

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

II. CLOSED SESSION

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

Government Code §54957.6 Negotiation with Unrepresented Employees (Confidential, Management Association)
Designated Negotiator: Ms. Gail S. Cooper, General Counsel

Government Code §54957 Employee Evaluation (Superintendent-President)

Government Code §54954.5(e) Public Employee Performance Evaluation
(Vice President, Instruction/Student and Learning Services; Vice President, Educational Services; Vice President, Information Technology; General Counsel; Executive Director, Foundation)

Government Code §54957 Employee Discipline, Dismissal, Release (one employee)

Government Code §54956.9(b) Conference with Legal Counsel - Anticipated Litigation (two cases)

Government Code §54956.9(a) Conference with Legal Counsel - Existing Litigation (one case)

III. OPEN SESSION (7:00 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. APPROVAL OF MINUTES
Meeting No. 12, Regular Business Meeting, July 18, 2012
E. APPROVAL OF CONSENT ITEMS (see page 4, attached)

REPORTS

F. BUSINESS AND FISCAL SERVICES REPORT AND UPDATE
   1. Close of FY2011-12
   2. FY2012-2013 Monthly Cash Flow Projection

G. CHANGES IN ANNUAL FINANCIAL REPORT MONITORING BY ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES (ACCJC)

H. FY2012-2013 BUDGET DEVELOPMENT: SECOND DRAFT OF PROPOSED ADOPTED BUDGET
   1. Plan for $10.5M reduction
   2. Third draft on August 29; proposed adopted budget on September 5

I. ADMINISTRATIVE INFORMATION SYSTEM SELECTION: REVIEW OF MAJOR OPTIONS

J. FACILITIES SERVICES CAPITAL PROJECTS: U-BUILDING PRESENTATION AND DISCUSSION

ACTION ITEMS

K. AUTHORIZATION TO TRANSMIT FOURTH QUARTERLY FINANCIAL STATUS REPORT: DISCUSSION WITH POSSIBLE ACTION

L. RESOLUTION No. 495 AUTHORIZING THE SUBMISSION OF THE FINAL PROJECT PROPOSAL OF AN A-3 CATEGORY PROJECT TO CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE TO REPLACE ARMEN SARAFIAN HALL (U-BUILDING): RATIFICATION

M. BOARD OF TRUSTEES AD HOC SUBCOMMITTEE FOR ACCREDITATION AND GOVERNANCE: SUBCOMMITTEE RECOMMENDATIONS: DISCUSSION WITH POSSIBLE ACTION
   1. Bylaw 1450: TRUSTEES CODE OF ETHICS (INCLUDING STUDENT TRUSTEE)
   2. Bylaw 1490: BOARD SELF ASSESSMENT

DISCUSSION ITEMS ONLY, FOR POSSIBLE FUTURE ACTION

N. PROPOSED BOARD POLICY 2001: ADMINISTRATIVE ORGANIZATION. DISCUSSION ONLY

O. PROPOSED CHANGE IN STUDENT CALENDAR FOR 2012-2013. DISCUSSION ONLY

P. FUTURE BOARD MEETING DATES

   Wednesday, August 29, 2012
   Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)
   Location TBA

   Wednesday, September 5, 2012
   Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)
   FY2012-13 Budget Adoption
   Location TBA

   Saturday, September 15, 2012
   Proposed Retreat
Q. FUTURE AGENDA ITEMS

Future topics for study sessions
- Revenue Enhancement
- Communications, Marketing, Public Relations and Branding
- EMP Update

IV. ADJOURNMENT
CONSENT ITEMS

2-1 Approve New Faculty Welcome and Semester Seminars
3-1 Approval of Instructional Trip for Geology 30E, October 18-22, 2012
4-1 Approve Biotech Center Workshop
5-1 Approve Distance Education Activities

12-B Approve Change Orders, Science Village Modular Classrooms and Labs
13-B Approve Purchasing Transactions
14-B Approve Information Technology Purchasing Transactions
15-B Approve/Ratify Professional Conference Attendance
16-B Approve Purchase Order to ECWest Corporation
17-B Approve Purchase Order to Wenger Corporation
18-B Reporting and Approval of Revolving Fund Reimbursement
19-B Renewal of Contract for Student Loan Billing & Accounting System, ACS Education Services, Inc.
20-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation
21-B Ratify Grant Application, Continuation of Upward Bound Math/Science Program – Blair, Muir, Pasadena and Mountain View High Schools
22-B Ratify Grant Application, Development of an Upward Bound Math/Science Program – El Monte & South El Monte High Schools
23-B Amend Consent Item No. 1-B, Approval of Organizations for Membership, 2012-13 Fiscal Year
24-B Accept Notice of Completion, C-3000-8, SBS Corporation
25-B Approve/Ratify/Amend/Renew Contracts
26-B Approve Takeover Agreement for Completion of the Center for the Arts Building Project

6-P Approve/Ratify Stipends for Academic Personnel
7-P Employment of Hourly Credit Faculty, Fall 2012
8-P Approve/Ratify Employment and Separation of Academic Employees
9-P Authorization to Reimburse Applicant
10-P Employment and Changes
11-P Employment of Hourly Unclassified Employees, Fall 2012
12-P Employee Discipline, Dismissal, Release (CLOSED SESSION)
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 12 on Wednesday, July 18, 2012, in the Community Room, Altadena Senior Center, 560 East Mariposa Street, Altadena, California 91001.

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

ROLL CALL

Trustees Present
Mr. Geoffrey L. Baum, President
Mr. John Martin, Vice President (arrived 6:06 p.m.)
Ms. Berlinda Brown
Dr. Jeanette Mann
Ms. Linda Wah (arrived 6:03 p.m.)
Mr. William Thomson
Ms. Hanna Israel, Student Trustee

Trustees Excused
Dr. Anthony Fellow, Clerk

Administrative Officers in Attendance
Dr. Robert Bell, Vice President, Instruction/Student and Learning Services
Mr. Robert Miller, Vice President, Educational Services
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 Dr. Dustin Hanvey.
The Classified Senate was not represented.
The Associated Students Board was represented by Mr. Simon Fraser.

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

Mr. Baum adjourned the Board to Closed Session at 6:03 p.m.

II. CLOSED SESSION

Government Code §54957.6

Collective Bargaining (PCCFA; CSEA 777; ISSU, POA)
III. OPEN SESSION
Mr. Baum reconvened Open Session at 7:03 p.m. Mr. Baum reported that no action was taken in Closed Session.

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

B. INTRODUCTIONS AND ANNOUNCEMENTS
Mr. Baum extended a warm welcome to members of the PCC community to District One. He introduced the immediate past student trustee from the La Canada Unified School District, Alex Kalejian, who will be attending PCC in the fall.

   a. SUPERINTENDENT-PRESIDENT
      • Thanked all faculty and staff for servicing the students and the administration for their hard work over the summer.

   b. BOARD OF TRUSTEES

      Ms. Linda Wah, Trustee
      • Attended the Pasadena Sister Cities event last weekend and met two students from Finland who will be coming to PCC.

      Mr. Geoffrey Baum, Trustee
      • Attended the Board of Governors meeting. Will be taking up some recommendations the BOG is addressing including the news that San Francisco City College is threatened with the loss of its accreditation. Will continue to report to PACCD about some of the lessons learned from San Francisco. There is a proposal to establish specific priorities in student registration as the State has mandated specific groups to have priority registration.

   c. SHARED GOVERNANCE REPRESENTATIVES

      Dr. David Douglass, Management Association
      • Reported that the Management Association has elected its new board for the year. Amy Ulmer represents the group at large; Don Eckmann, Supervisors and Classified; Crystal Kollross, Business and Educational Services; Nick Mata, Student and Learning Services; and Dave Douglass represents Instruction.

      Dr. Dustin Hanvey, Academic Senate
      • Reported that 40-50 faculty attended a retreat at Clark Kellogg in Pomona which was an immense success. Thanked the Board and the Superintendent/President for their support.
      • Announced that the Annual Academic Senate retreat is scheduled for Saturday, August 25 at The Huntington, 9:30 a.m.-1:30 p.m.

      Mr. Simon Fraser, Associated Students
      • Introduced the members of the Associated Students Board who were present.
• Reported that the Lobby Committee has been reviewing seven bills federally and two state-wide with the intention of lobbying on them.
• Redesigning new club portal to replace outdated technology. Clubs are one of the biggest draws to PCC and one of the best ways to get students involved.
• Reported that next week the AS will be going over college budgetary issues from the position of the students.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS
There was public comment from Rod Foster.

D. APPROVAL OF MINUTES
Meeting No. 9, Regular Business Meeting, June 6, 2012
Meeting No. 10, Special Meeting, June 20, 2012
Meeting No. 11, Regular Business Meeting, June 20, 2012

MOTION: ON MOTION OF Ms. Brown and seconded by Dr. Mann, the Board voted by a unanimous vote of the six members present to approve the Minutes of Meeting No. 9, Regular Business Meeting, June 6, 2012 (abstained: Brown, Thomson, Israel); Minutes of Meeting No. 10, Special Meeting, June 20, 2012; and Minutes of Meeting No. 11, Regular Business Meeting, June 20, 2012.
Advisory Vote: Aye

E. APPROVAL OF CONSENT ITEMS
Mr. Baum withdrew Consent Item 4-P for a separate vote.

There was public comment from Dave Krause.

MOTION: ON MOTION OF Dr. Mann and seconded by Ms. Brown, the Board voted by a unanimous vote of the six members present to approve Consent Items 1-S through 2-S; 1-I; 1-B through 11-B; and 1-P through 3-P, and 5-P; with 4-P withdrawn for a separate vote.
Advisory Vote: Aye

MOTION: ON MOTION OF Ms. Brown and seconded by Mr. Martin, the Board voted by five affirmative votes [Brown, Mann, Martin, Thomson, Wah] and one negative vote [Baum] to approve Consent Item 4-P.
Advisory Vote: Aye

REPORTS

F. BUSINESS AND FISCAL SERVICES REPORT AND UPDATE
1. Closing of FY2011-12
2. Borrowing, Cash Flow and Fund Balances report
3. Audit RFQ process update

Ms. Renee Graves, of Vicenti, Lloyd, Stutzman, LLP and Bob Miller presented the Closing of FY2011-12, Borrowing, Cash Flow and Fund Balances report and the Audit RFQ process update.

G. PROCUREMENT PROCESS FOR ADMINISTRATIVE INFORMATION SYSTEM
Dwayne Cable presented the procurement process for the Administrative Information System.

H. REPORT OF BOARD OF TRUSTEES AD HOC SUBCOMMITTEE ON BUDGET, FACILITIES AND TECHNOLOGY: DISCUSSION OF
RECOMMENDATIONS TO MEET $10.5M BUDGET REDUCTION FOR FY2012-2013
There was public comment from Kevin Clinton and Dave Krause.

Dr. Rocha gave the report of the Board of Trustees Ad Hoc Subcommittee on Budget, Facilities and Technology with the recommendations to meet the $10.5 budget reduction for FY2012-2013.

ACTION ITEMS

I. ADOPT RESOLUTION No. 494 TO AUTHORIZE AND APPROVE THE BORROWING OF FUNDS FOR FISCAL YEAR 2012-2013; THE ISSUANCE AND SALE OF A 2012-2013 TAX AND REVENUE ANTICIPATION NOTE THEREFOR AND PARTICIPATION IN THE LOS ANGELES COUNTY SCHOOLS POOLED FINANCING PROGRAM – TAX AND REVENUE ANTICIPATION NOTES (TRANs): DISCUSSION WITH POSSIBLE ACTION
Rod Carter, Managing Director, Municipal Finance, RBC Capital Markets Corp., presented information on the TRAN.

Motion by Dr. Mann, second by Mr. Baum, to adopt Resolution No. 494.

MOTION TO AMEND: ON MOTION OF Mr. Thomson and seconded by Ms. Wah, the Board voted by four affirmative votes [Brown, Mann, Thomson, Wah] and two negative votes [Baum, Martin] to amend the motion to adopt Resolution No. 494 by authorizing Resolution No. 494 and the procedure but the issuing of the bonds would not occur until a subsequent ratifying action was taken by the Board.

Advisory Vote: Aye

MOTION: ON MOTION OF Dr. Mann and seconded by Mr. Baum, the Board voted by a unanimous vote of the six members present [Baum, Brown, Mann, Martin, Thomson, Wah] to Adopt Resolution No. 494 to Authorize and Approve the Borrowing of Funds for Fiscal Year 2012-2013; the Issuance and Sale of a 2012-2013 Tax and Revenue Anticipation Note Therefor and Participation in the Los Angeles County Schools Pooled Financing Program – Tax and Revenue Anticipation Notes (TRANs), as amended.
Advisory Vote: Aye

J. AUTHORIZATION OF RFQ/RFP FOR EXTERNAL LINE OF CREDIT: DISCUSSION WITH POSSIBLE ACTION

MOTION: ON MOTION OF Mr. Martin and seconded by Dr. Mann, the Board voted by a unanimous vote of the six members present to approve the Authorization of RFQ/RFP for External Line of Credit.
Advisory Vote: Aye

K. HIRING PLAN FOR 2012-13: AUTHORIZATION TO CONCLUDE SEARCHES FOR POSITIONS TO FILL JOB VACANCIES: DISCUSSION WITH POSSIBLE ACTION
There was public comment from Dave Krause and Kevin Clinton.

Dr. Rocha noted that the eight Information Technology positions have been removed from the hiring plan.

MOTION: ON MOTION OF Dr. Mann and seconded by Mr. Martin, the Board voted by four affirmative votes [Baum, Martin, Mann, Thomson]
to authorize the conducting of the searches for positions to fill job
Advisory Vote: Abstain

L. FUTURE BOARD MEETING DATES
Mr. Baum stated that Dr. Mann would not be present at the August 15 meeting, therefore Area 3, Trustee Brown’s area, will be the location of the August 15 meeting. Area 2, Trustee Mann’s area, will be the location for the meeting in September.

Wednesday, August 15, 2012
Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)

Wednesday, September 5, 2012
Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)
FY2012-13 Budget Adoption

M. FUTURE AGENDA ITEMS
Mr. Baum requested the vote on the issuance of the bond; a review of the policy on video and audio coverage of board meetings; and how to prioritize student enrollment.

Future topics for study sessions
- Revenue Enhancement
- Communications, Marketing, Public Relations and Branding
- EMP Update

IV. ADJOURNMENT
Mr. Baum adjourned Meeting No. 12 at 10:47 p.m.
MOTIONS CARRIED AT MEETING NO. 12 – July 18, 2012

1. Approval of the Minutes of Meeting No. 9, Regular Business Meeting, June 6, 2012; Minutes of Meeting No. 10, Special Meeting, June 20, 2012; and Minutes of Meeting No. 11, Regular Business Meeting, June 20, 2012.

2. Approval of Consent Items 1-S through 2-S; 1-I; 1-B through 11-B; and 1-P through 3-P, and 5-P; with 4-P withdrawn for a separate vote.

3. Approval of Consent Item 4-P.

4. Approval to amend the motion to adopt Resolution No. 494 by authorizing Resolution No. 494 and the procedure but the issuing of the bonds would not occur until a subsequent ratifying action was taken by the Board.

5. Approval to Adopt Resolution No. 494 to Authorize and Approve the Borrowing of Funds for Fiscal Year 2012-2013; the Issuance and Sale of a 2012-2013 Tax and Revenue Anticipation Note Therefor and Participation in the Los Angeles County Schools Pooled Financing Program – Tax and Revenue Anticipation Notes (TRANs), as amended.

6. Approval of the Authorization of RFQ/RFP for External Line of Credit.

7. Approval to authorize the conducting of the searches for positions to fill job vacancies.

Submitted by:

Mark W. Rocha, Secretary
Board of Trustees
**AGENDA**

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

II. CLOSED SESSION

   - Government Code §54957.6 Collective Bargaining (PCCFA; CSEA 777; ISSU, POA)
     Designated Negotiator: Ms. Gail S. Cooper, General Counsel
   - Government Code §54957 Public Employee Appointment: Electronics/Electrical; History

III. OPEN SESSION (7:00 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. APPROVAL OF MINUTES
      Meeting No. 9, Regular Business Meeting, June 6, 2012
      Meeting No. 10, Special Meeting, June 20, 2012
      Meeting No. 11, Regular Business Meeting, June 20, 2012

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

REPORTS

F. BUSINESS AND FISCAL SERVICES REPORT AND UPDATE
   1. Closing of FY2011-12
   2. Borrowing, Cash Flow and Fund Balances report
   3. Audit RFQ process update

G. PROCUREMENT PROCESS FOR ADMINISTRATIVE INFORMATION SYSTEM

H. REPORT OF BOARD OF TRUSTEES AD HOC SUBCOMMITTEE ON BUDGET, FACILITIES AND TECHNOLOGY: DISCUSSION OF RECOMMENDATIONS TO MEET $10.5M BUDGET REDUCTION FOR FY2012-2013
ACTION ITEMS

I. ADOPT RESOLUTION No. 494 TO AUTHORIZE AND APPROVE THE BORROWING OF FUNDS FOR FISCAL YEAR 2012-2013; THE ISSUANCE AND SALE OF A 2012-2013 TAX AND REVENUE ANTICIPATION NOTE THEREFOR AND PARTICIPATION IN THE LOS ANGELES COUNTY SCHOOLS POOLED FINANCING PROGRAM – TAX AND REVENUE ANTICIPATION NOTES (TRANS): DISCUSSION WITH POSSIBLE ACTION

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L. FUTURE BOARD MEETING DATES

Wednesday, August 15, 2012
Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)

Wednesday, September 5, 2012
Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)
FY2012-13 Budget Adoption

M. FUTURE AGENDA ITEMS

Future topics for study sessions
- Revenue Enhancement
- Communications, Marketing, Public Relations and Branding
- EMP Update

IV. ADJOURNMENT
CONSENT ITEMS

1-S Approval of Student Travel – Math/Science Upward Bound Program, Long Beach and San Diego, CA
July 30-August 2, 2012
2-S Approval of Student Travel – PCC Pep Squad to USA Spirit Camp, Anaheim, CA
July 28-30, 2012
1-I Approval of Welcome Day Activities – August 24, 2012
1-B Approval of Organizations for Membership, 2012-13 Fiscal Year
2-B Approve Purchasing Transactions
3-B Approve Information Technology Purchasing Transactions
4-B Reporting and Approval of Revolving Fund Reimbursement
5-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation
6-B Approve/Ratify/Amend/Renew Contracts
7-B Adoption of Resolution #492 – Renewal Agreement – Child Care and Development Services
8-B Adoption of Resolution #493 – Renewal Agreement – Child Care and Development Services
9-B Approve Change Orders, Restroom Upgrade – R Building
10-B Approve Change Orders, Measure P Project, Center for the Arts
11-B Authorization to Destroy Records
1-P Approve/Ratify Stipends for Academic Personnel
2-P Approve/Ratify Employment and Separation of Academic Employees
3-P Employment, Changes and Ratify Separation of Employee
4-P Salary Compensation Factors – Large Group Instruction
5-P Employment of New Faculty – Electronics/Electrical; History – CLOSED SESSION
BUSINESS AND FISCAL SERVICES REPORT AND UPDATE

TAB F

CHANGES IN FINANCIAL REPORT MONITORING BY ACCJC

TAB G

FY2012-2013 BUDGET DEVELOPMENT

TAB H

FACILITIES SERVICES CAPITAL PROJECTS: U BUILDING

TAB J

AUTHORIZATION TO TRANSMIT FOURTH QUARTERLY FINANCIAL STATUS REPORT

TAB K

RESOLUTION No. 495 – FINAL PROJECT PROPOSAL FOR U BUILDING

TAB L

BOARD OF TRUSTEES AD HOC SUBCOMMITTEE FOR ACCREDITATION AND GOVERNANCE

TAB M

PROPOSED BOARD POLICY 2001: ADMINISTRATIVE ORGANIZATION

TAB N

PROPOSED CHANGE IN STUDENT CALENDAR FOR 2012-2013

TAB O
## 2011-12

### PASADENA AREA COMMUNITY COLLEGE DISTRICT

#### FY 2011-12 OPERATING STATEMENT

**TENTATIVE AS OF JUNE 30, 2012 (08/08/12)**

### Revenues

<table>
<thead>
<tr>
<th>Source</th>
<th>Adopted Budget</th>
<th>Budget Adjustments</th>
<th>Revised Budget</th>
<th>Actual to Date</th>
<th>$ Variance</th>
<th>% Variance</th>
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<tr>
<td><strong>FEDERAL</strong></td>
<td>$252,948</td>
<td>$33</td>
<td>$252,981</td>
<td>$214,590</td>
<td>($38,391)</td>
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<td><strong>STATE</strong></td>
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<td>General Apportionment</td>
<td>$71,562,692</td>
<td>$124,362</td>
<td>$124,362</td>
<td>$124,362</td>
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<tr>
<td>Enrollment Fee Waiver (2%)</td>
<td>$748,742</td>
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<td>$484,748</td>
<td>$484,748</td>
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<tr>
<td>Part-time Faculty Compensation</td>
<td>$2,937,987</td>
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<td>$3,018,983</td>
<td>$80,996</td>
<td>3%</td>
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<tr>
<td>State Lottery Proceeds</td>
<td>$365,891</td>
<td>$44,574</td>
<td>$410,465</td>
<td>$365,439</td>
<td>($45,026)</td>
<td>-11%</td>
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<td><strong>TOTAL STATE REVENUE</strong></td>
<td>$75,493,680</td>
<td>$44,574</td>
<td>$75,538,254</td>
<td>$71,313,001</td>
<td>($4,225,253)</td>
<td>-6%</td>
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<td><strong>LOCAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Tax Allocation / Secured Roll</td>
<td>$16,573,402</td>
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<td>$16,573,402</td>
<td>$16,986,703</td>
<td>$413,301</td>
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<td>Tax Allocation / Supplemental Roll</td>
<td>$176,407</td>
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<td>$178,281</td>
<td>$1,874</td>
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<td>Tax Allocation / Unsecured Roll</td>
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<td>$746,742</td>
<td>$748,679</td>
<td>$1,937</td>
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<td>Prior Years Taxes</td>
<td>$1,249,608</td>
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<td>$1,249,608</td>
<td>$1,352,975</td>
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<td>Educational Revenue Augmentation</td>
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<td>$20,000</td>
<td>($28,017)</td>
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<td>Redevelopment Agency Fund</td>
<td>$2,937,987</td>
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<td>$3,018,983</td>
<td>$80,996</td>
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<td><strong>TOTAL LOCAL REVENUE</strong></td>
<td>$38,877,678</td>
<td>$20,000</td>
<td>$38,877,678</td>
<td>$39,265,197</td>
<td>($4,225,253)</td>
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<td><strong>TOTAL REVENUE</strong></td>
<td>$116,018,306</td>
<td>$44,607</td>
<td>$116,062,913</td>
<td>$112,206,003</td>
<td>($3,856,910)</td>
<td>-3%</td>
</tr>
</tbody>
</table>

### Expenditures

#### Academic Salaries

<table>
<thead>
<tr>
<th>Source</th>
<th>Adopted Budget</th>
<th>Budget Adjustments</th>
<th>Revised Budget</th>
<th>Actual to Date</th>
<th>$ Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Monthly</td>
<td>$27,808,681</td>
<td>($463,361)</td>
<td>$27,345,320</td>
<td>$25,894,019</td>
<td>($1,451,301)</td>
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<tr>
<td>Non Teaching Certified</td>
<td>$8,332,100</td>
<td>$331,970</td>
<td>$8,664,070</td>
<td>$8,949,400</td>
<td>$285,330</td>
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<tr>
<td>Instruction Adjunct/Overload/Hrly</td>
<td>$19,625,787</td>
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<td>$19,625,787</td>
<td>$19,473,562</td>
<td>($12,225)</td>
<td>-1%</td>
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<tr>
<td>Non Teaching Stipends</td>
<td>$61,897</td>
<td>$131,391</td>
<td>$193,288</td>
<td>$306,816</td>
<td>$113,528</td>
<td>59%</td>
</tr>
<tr>
<td><strong>TOTAL ACADEMIC SALARIES</strong></td>
<td>$55,828,465</td>
<td></td>
<td>$55,828,465</td>
<td>$54,623,797</td>
<td>($1,204,668)</td>
<td>-2%</td>
</tr>
</tbody>
</table>

#### Classified Salaries

<table>
<thead>
<tr>
<th>Source</th>
<th>Adopted Budget</th>
<th>Budget Adjustments</th>
<th>Revised Budget</th>
<th>Actual to Date</th>
<th>$ Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision/Management</td>
<td>$1,906,170</td>
<td></td>
<td>$1,906,170</td>
<td>$2,106,900</td>
<td>$200,730</td>
<td>11%</td>
</tr>
<tr>
<td>Classified Monthly</td>
<td>$14,898,391</td>
<td>($1,075)</td>
<td>$14,872,316</td>
<td>$14,560,290</td>
<td>($318,026)</td>
<td>-2%</td>
</tr>
<tr>
<td>Hourly/Overtime/Students</td>
<td>$2,832,594</td>
<td>$1,424,043</td>
<td>$4,256,637</td>
<td>$4,476,567</td>
<td>$219,930</td>
<td>10%</td>
</tr>
<tr>
<td>Other</td>
<td>$1,609,475</td>
<td>($1,352,968)</td>
<td>$256,507</td>
<td>$256,507</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>TOTAL CLASSIFIED SALARIES</strong></td>
<td>$21,046,630</td>
<td>($1,352,968)</td>
<td>$21,046,630</td>
<td>$21,142,757</td>
<td>$96,127</td>
<td>0%</td>
</tr>
</tbody>
</table>

#### Employee Benefits

<table>
<thead>
<tr>
<th>Source</th>
<th>Adopted Budget</th>
<th>Budget Adjustments</th>
<th>Revised Budget</th>
<th>Actual to Date</th>
<th>$ Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirement</td>
<td>$9,647,830</td>
<td>($138,930)</td>
<td>$9,509,900</td>
<td>$7,877,170</td>
<td>($1,633,730)</td>
<td>-17%</td>
</tr>
<tr>
<td>Health &amp; Welfare</td>
<td>$10,538,681</td>
<td>$66,419</td>
<td>$10,605,100</td>
<td>$11,401,692</td>
<td>$796,592</td>
<td>8%</td>
</tr>
<tr>
<td>Other</td>
<td>$4,031,691</td>
<td>$70,511</td>
<td>$4,102,202</td>
<td>$4,244,414</td>
<td>$142,212</td>
<td>3%</td>
</tr>
<tr>
<td><strong>TOTAL EMPLOYEE BENEFITS</strong></td>
<td>$24,218,202</td>
<td>($1,075)</td>
<td>$24,218,202</td>
<td>$23,523,276</td>
<td>($694,926)</td>
<td>-3%</td>
</tr>
</tbody>
</table>

#### Supplies

<table>
<thead>
<tr>
<th>Source</th>
<th>Adopted Budget</th>
<th>Budget Adjustments</th>
<th>Revised Budget</th>
<th>Actual to Date</th>
<th>$ Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Services</td>
<td>$1,990,040</td>
<td></td>
<td>$1,990,040</td>
<td>$1,341,845</td>
<td>($648,195)</td>
<td>-33%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$10,289,855</td>
<td></td>
<td>$10,289,855</td>
<td>$9,284,203</td>
<td>($1,005,652)</td>
<td>-10%</td>
</tr>
<tr>
<td>Other</td>
<td>$2,392,889</td>
<td></td>
<td>$2,392,889</td>
<td>$358,001</td>
<td>($2,034,888)</td>
<td>-85%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>$116,018,306</td>
<td>($1,352,968)</td>
<td>$116,062,913</td>
<td>$110,395,836</td>
<td>($5,677,077)</td>
<td>-5%</td>
</tr>
</tbody>
</table>

#### Net Operating Surplus (Deficit)

<table>
<thead>
<tr>
<th>Source</th>
<th>Adopted Budget</th>
<th>Budget Adjustments</th>
<th>Revised Budget</th>
<th>Actual to Date</th>
<th>$ Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Balance, Beginning</td>
<td>$12,050,000</td>
<td></td>
<td>$12,050,000</td>
<td>$12,050,000</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Annual Operating Contingencies</td>
<td>$6,847,581</td>
<td></td>
<td>$6,847,581</td>
<td>$6,847,581</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>FUND BALANCE, ENDING</strong></td>
<td>$18,897,581</td>
<td></td>
<td>$18,897,581</td>
<td>$20,707,748</td>
<td>-9%</td>
<td></td>
</tr>
</tbody>
</table>
# 2012/13 Cash Flow Projection

## Tax Initiative Passes

<table>
<thead>
<tr>
<th></th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash In</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Advance Apportionment)</td>
<td>37,600</td>
<td>3,598,000</td>
<td>4,211,000</td>
<td>2,124,000</td>
<td>4,048,000</td>
<td>5,810,000</td>
<td>4,166,000</td>
<td>962,000</td>
<td>460,000</td>
<td>460,000</td>
<td>460,000</td>
<td>460,000</td>
</tr>
<tr>
<td>(Tuition, RDA, Property Tax)</td>
<td>6,000,000</td>
<td>1,500,000</td>
<td>1,500,000</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>12,500,000</td>
<td>2,000,000</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>5,500,000</td>
<td>1,000,000</td>
<td>1,000,000</td>
</tr>
<tr>
<td>(Lottery &amp; Other Sources)</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>100,000</td>
<td>400,000</td>
<td>100,000</td>
<td>1,000,000</td>
<td>600,000</td>
<td>500,000</td>
<td>1,300,000</td>
<td>400,000</td>
<td>600,000</td>
<td></td>
</tr>
<tr>
<td><strong>Cash In</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Deferred Apportionment)</td>
<td>19,126,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cash Out</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Expenditures)</td>
<td>(9,000,000)</td>
<td>(9,000,000)</td>
<td>(9,000,000)</td>
<td>(9,000,000)</td>
<td>(9,000,000)</td>
<td>(9,000,000)</td>
<td>(9,000,000)</td>
<td>(9,000,000)</td>
<td>(9,000,000)</td>
<td>(9,000,000)</td>
<td>(9,000,000)</td>
<td>(9,000,000)</td>
</tr>
<tr>
<td><strong>Surplus/Shortage</strong></td>
<td>$ 18,826,841</td>
<td>$ 15,724,841</td>
<td>$ 13,435,841</td>
<td>$ 9,481,841</td>
<td>$ 18,891,841</td>
<td>$ 17,057,841</td>
<td>$ 10,619,841</td>
<td>$ 3,579,841</td>
<td>$ 1,839,841</td>
<td>$ (5,300,159)</td>
<td>$ 12,240,159</td>
<td></td>
</tr>
</tbody>
</table>

### Note:
- Cash shortage anticipated to be covered by TRAN proceeds and interfund borrowing
- *Balance of 2011/12 owed to District*
- 2011/12 Deferred apportionment - $2.9 Million
- 2011/12 Deferred Redevelopment Agencies Funds - $2.4 million

8/15/2012
# 2012/13 Cash Flow Projection

## Tax Initiative Does Not Pass

### (Portion of Unrestricted Fund Balance)

<table>
<thead>
<tr>
<th></th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$2,463,241</td>
<td>$18,626,841</td>
<td>$15,724,841</td>
<td>$13,435,841</td>
<td>$13,033,841</td>
<td>$9,481,841</td>
<td>$18,891,841</td>
<td>$16,727,841</td>
<td>$12,544,841</td>
<td>$7,760,841</td>
<td>$7,801,841</td>
<td>$1,967,841</td>
</tr>
</tbody>
</table>

### APPORTIONMENT ALLOCATIONS MAY VARY

<table>
<thead>
<tr>
<th>Advance Apportionment</th>
<th>Tuition, RDA, Property Tax</th>
<th>Lottery &amp; Other Sources</th>
<th>Deferred Apportionment</th>
</tr>
</thead>
<tbody>
<tr>
<td>37,600</td>
<td>6,000,000</td>
<td>1,000,000</td>
<td>19,126,000</td>
</tr>
<tr>
<td>3,598,000</td>
<td>1,500,000</td>
<td>1,000,000</td>
<td>* 5,374,000</td>
</tr>
<tr>
<td>4,211,000</td>
<td>1,500,000</td>
<td>100,000</td>
<td></td>
</tr>
<tr>
<td>2,124,000</td>
<td>1,000,000</td>
<td>400,000</td>
<td></td>
</tr>
<tr>
<td>4,048,000</td>
<td>1,000,000</td>
<td>100,000</td>
<td></td>
</tr>
<tr>
<td>5,810,000</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td></td>
</tr>
<tr>
<td>3,336,000</td>
<td>1,000,000</td>
<td>600,000</td>
<td></td>
</tr>
<tr>
<td>3,217,000</td>
<td>1,000,000</td>
<td>500,000</td>
<td></td>
</tr>
<tr>
<td>2,716,000</td>
<td>1,300,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2,241,000</td>
<td>400,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1,766,000</td>
<td>600,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1,668,000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Resulting in Possible Cash Flow Issues

| Expenditures | $9,000,000 | $9,000,000 | $9,000,000 | $9,000,000 | $9,000,000 | $9,000,000 | $9,000,000 | $9,000,000 | $9,000,000 | $9,000,000 | $9,000,000 |

### Surplus/Shortage

| $18,626,841 | $15,724,841 | $13,435,841 | $13,033,841 | $9,481,841 | $18,891,841 | $16,727,841 | $12,544,841 | $7,760,841 | $7,801,841 | $1,967,841 |

---

**Note:**
Cash shortage anticipated to be covered by TRAN proceeds and interfund borrowing

*Balance of 2011/12 owed to District*

- 2011/12 Deferred apportionment - $2.9 Million
- 2011/12 Deferred Redevelopment Agencies Funds - $2.4 million

8/15/2012
I am writing to inform you that the Commission has decided to enhance its process for monitoring the financial condition and stability of ACCJC-accredited institutions. At its June 2012 meeting, the Commission adopted a new monitoring process to enable it to identify institutions that are at potential risk for significant financial difficulties. The monitoring process will involve an advisory team composed of Chief Financial Officers and others from member institutions which will allow the Commission to track financial conditions for multiple years and, in many cases, provide advisory letters to institutions before taking any actions to require a report and/or an evaluation team visit. The reasons for this change of approach, and the new process, are described below in the Background and Monitoring Process sections of this advisory.

Background
The Commission is required by its Accreditation Standards and federal regulations to monitor the fiscal condition of accredited colleges on an annual basis. The monitoring is conducted through the Annual Financial Report (AFR), due in March of each year, which reports on a number of financial metrics. The Commission also reviews each institution’s annual external financial audit to monitor additional financial information.

As the financial conditions affecting higher education institutions changed rapidly and dramatically over the past several years, the Commission recognized the need to provide closer monitoring of the financial health of institutions while at the same time acknowledging that institutions need some time to adapt to the rapid changes in revenue streams and the expenditures and policy implications impacted by those changes. The Commission decided an expanded process that tracked financial conditions over multiple years might address both needs.

The Commission sought the advice of its Ad Hoc Financial Task Force, which is composed of CEO’s and CBO’s from member institutions, in the development of the factors for analysis of financial health and the rubric used to assess risk. The Commission also examined the financial health monitoring practices of other regional accrediting bodies, some of which have also implemented the practice of using an advisory body of institutional fiscal experts to review the annual reports from its member institutions.
New Monitoring Process

Between March and June each year, ACCJC Staff will use a common set of factors identified by the Financial Review Task Force to assess risk. At present these factors include ending balances, reserves, full time equivalent student enrollment decreases, default rates on Federal Student Loans, external audit report findings, and other financial information. An analysis of these factors, using a rubric approved by the Financial Review Task Force, will be used to assign one of three grades representing the measure of institutional financial risk.

At the June Commission meeting each year, the Commission will review the Staff Report and take action to refer institutions at higher levels of risk to the Financial Review Group (FRG) for a closer examination of the data submitted. The FRG will consist of reviewers with expertise in finances, enrollment management and planning, and full budget responsibility (CEOs and Chief Business Officers) from a cross section of member institutions.

Between June and December each year, the FRG will conduct a further evaluation of each referred institution’s fiscal data and compile a report to the Commission. The charge of the FRG is to evaluate and make recommendations to the Commission on the financial health of institutions.

At the January Commission meeting each year, if warranted, the Commission may take action to continue monitoring any institution described in the report, or to request a Special Report, with or without a visit, on specified fiscal issues. The Commission anticipates that this process will enable it to identify financially challenged institutions earlier and engage with them about achieving and sustaining institutional effectiveness in the area of financial resources in a manner that helps institutions maintain compliance with Accreditation Standards as well as fiscal stability.

The Commission’s new financial monitoring process begins immediately and consists of the following stages/timeline:

1. The ACCJC staff will review the March AFR and annual external audit report submitted by member institutions to ACCJC.
2. June Commission meeting each year: The ACCJC staff will report on the analysis of college information and identify institutions at sufficient risk to be referred to the (new) Financial Review Group (FRG). The institutional CEO will be informed if the institution has been referred to the FRG and the reasons for the referral.
3. January Commission meeting each year: The FRG will report its recommendations for any follow up action to the Commission, and the Commission will vote on whether any follow up is needed from the institution. The institution will be informed by a letter from the Commission of any Special or Follow-Up Report needed.

Please feel free to call or write if you have any questions about the Commission’s process for monitoring the fiscal health of accredited institutions. The Commission is open to adapting this process as it undergoes implementation, and is interested in all feedback designed to help assure the process is useful and fair.
# 2012/13 $10.5 Million Budget Balance Proposal

## 2012-2013 10.5M Balancing Budget Proposal

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10.5M GOAL</strong></td>
<td>10,500,000</td>
</tr>
<tr>
<td><strong>INCREASE IN REVENUE</strong></td>
<td></td>
</tr>
<tr>
<td>Mandated Cost Claim (i.e. Collective Bargaining, Enrollment Fee Collection and Waivers, Open Meeting Act/Brown Act Reform, Mandate Reimbursement Process)</td>
<td>500,000</td>
</tr>
<tr>
<td>Out of State Tuition</td>
<td>600,000</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td>1,100,000</td>
</tr>
<tr>
<td><strong>REDUCTIONS IN EXPENDITURES</strong></td>
<td></td>
</tr>
<tr>
<td>Adjunct</td>
<td>3,100,000</td>
</tr>
<tr>
<td>Unclassified Hourly</td>
<td>900,000</td>
</tr>
<tr>
<td>No contribution to Fund 64</td>
<td>1,050,000</td>
</tr>
<tr>
<td>Reassigned time</td>
<td>750,000</td>
</tr>
<tr>
<td>Vacant Positions</td>
<td>800,000</td>
</tr>
<tr>
<td>Board of Trustee's Election</td>
<td>400,000</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td>7,000,000</td>
</tr>
<tr>
<td><strong>TOTAL BUDGET ADJUSTMENT</strong></td>
<td>8,100,000</td>
</tr>
<tr>
<td><strong>SHORTFALL</strong></td>
<td>* 2,400,000</td>
</tr>
</tbody>
</table>

8/15/2012  * See 2012/13 Projected Budget Slide
# 2012/13 Projected Budget

## 2012-2013 Projected Budget

### UNRESTRICTED GENERAL FUND - 01

*Accrual Basis as Opposed to Cash Basis*

<table>
<thead>
<tr>
<th></th>
<th>2011-12 Budget</th>
<th>2011-12 Actual *</th>
<th>2012-13 Projected Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Funding</td>
<td>252,981</td>
<td>214,590</td>
<td>307,000</td>
</tr>
<tr>
<td>State Funding</td>
<td>75,538,235</td>
<td>71,313,001</td>
<td>66,369,680</td>
</tr>
<tr>
<td>Local Funding</td>
<td>38,877,678</td>
<td>39,265,197</td>
<td>40,550,728</td>
</tr>
<tr>
<td>Other Financing Sources</td>
<td>1,394,000</td>
<td>1,413,215</td>
<td>10,000</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>116,062,894</td>
<td>112,206,003</td>
<td>107,237,408</td>
</tr>
</tbody>
</table>

|                      |                |                  |                          |
| **Expenditures**     |                |                  |                          |
| Academic Salaries    | 55,828,465     | 54,623,797       | 53,238,129               |
| Classified & Non Academic Salaries | 21,046,630 | 21,142,757 | 20,075,111 |
| Employee Benefits    | 24,218,202     | 23,523,276       | 24,306,004               |
| Supplies & Materials | 1,990,040      | 1,341,845        | 2,213,305                |
| Other Operating Expenses and Services | 10,289,855 | 9,284,203 | 9,420,067 |
| Equipment Purchase   | 2,392,889      | 358,001          | 222,000                  |
| Other Outgo          | 296,813        | 121,957          | 252,225                  |
| **Total Expenditures** | 116,062,894  | 110,395,836      | 109,726,841              |

### Revenue Over(Under) Expenditures

- 1,810,167

### Fund Balance, Beginning

<table>
<thead>
<tr>
<th></th>
<th>2011-12</th>
<th>2012-13</th>
<th>2013-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Balance Reserved</td>
<td>12,050,000</td>
<td>12,050,000</td>
<td>12,050,000</td>
</tr>
<tr>
<td>Annual Operating Contingencies</td>
<td>6,847,581</td>
<td>6,847,581</td>
<td>8,658,992</td>
</tr>
<tr>
<td><strong>Total Fund Balance</strong></td>
<td>18,897,581</td>
<td>18,897,581</td>
<td>20,708,992</td>
</tr>
</tbody>
</table>

### Projected Fund Balance, Ending

<table>
<thead>
<tr>
<th></th>
<th>2011-12</th>
<th>2012-13</th>
<th>2013-14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Projected Fund Balance</strong></td>
<td>18,897,581</td>
<td>20,708,992</td>
<td>18,219,559</td>
</tr>
</tbody>
</table>

### Options to Fund Deficit

1. Trimester Calendar
2. Furlough
3. Reduce Contingencies

Amount to be determined

* Subject to minor revisions

** Proceeds from a TRAN issue cannot be used to balance the 2012-13 budget; rather, it will be used for cash flow purposes caused by potential deficit spending and deferrals by the State.

8/15/2012
## 2011/12 Fund Balance

**Fiscal Year 11-12**  
**As of June 30, 2012 (August 8, 2012)**

<table>
<thead>
<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
<th>BEGINNING FUND BALANCE</th>
<th>YEAR TO DATE</th>
<th>ENDING FUND BALANCE</th>
<th>CASH IN COUNTY</th>
</tr>
</thead>
<tbody>
<tr>
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<td>GENERAL FUND - UNRESTRICTED</td>
<td>18,897,581</td>
<td>112,206,003</td>
<td>110,395,836</td>
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<td>14,974,788</td>
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<td>GENERAL FUND - RES. TEMP. LOAN</td>
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<td>CAPITAL OUTLAY FUND Previously approved expenditures</td>
<td>25,657,352</td>
<td>2,036,757</td>
<td>9,836,250</td>
<td>17,857,859</td>
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<td>AIS and Technology Upgrade Plan</td>
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<td>13,000,000</td>
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<td>Facilities Renovations/Replace Equipment-Furniture</td>
<td>-</td>
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<td>Classroom Conversion</td>
<td>-</td>
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<td>2,113,613</td>
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<td>Miscellaneous Projects (e.g. asbestos abatement)</td>
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<td>-</td>
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<td>Total Capital Outlay Projects</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>17,857,859</td>
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<td>64</td>
<td>SELF INSURANCE FD - SUPL HLT/GASB45</td>
<td>15,598,490</td>
<td>1,197,523</td>
<td>1,572,398</td>
<td>15,223,616</td>
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<td>63</td>
<td>SELF INSURANCE FD - DENTAL COVERAGE</td>
<td>2,910,222</td>
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<td>2,736,081</td>
<td>1,736,465</td>
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<td>SCHEDULED MAINTENANCE FUND</td>
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<td>STUDENT FINANCIAL AID</td>
<td>692,914</td>
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<td>SELF INSURANCE FD - PROPERTY &amp; LIABILITY</td>
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<td>CHILD DEVELOPMENT</td>
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<td>1,079,996</td>
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<td>(336,922)</td>
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<td>BUILDING FUND - MEASURE P</td>
<td>64,853,670</td>
<td>568,850</td>
<td>12,518,087</td>
<td>52,904,433</td>
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</tbody>
</table>

**Fund 01 General Fund - Unrestricted**

**FY 11-12 As of June 30, 2012 (August 8, 2012)**

Fund Ending Balance of $20,708,992 includes a Receivable of $24,493,602 from the State (11-12 Deferred Apportionment/RDA)

11-12 Deferred Apportionment/RDA Received in FY12-13 is $19,126,108, remaining balance is $5,367,494

8/15/2012
Multiple Seismic Investigations identified earthquake preparedness deficiencies with the ‘U’ Building.

- 2008 DASSE Design, Inc
  - ASCE 31-03 Tier 1 Evaluation
- 2009 DASSE Design, Inc
  - ASCE 31-03 Tier 2 Evaluation
- 2009 Thorton Tomasetti (solicited by DASSE Design, Inc.)
  - Non-linear static procedure evaluation (pushover analysis)
- 2010 AMARR Studios
  - Structural report appraisal
  - Summary report of all seismic evaluations conducted
  - Structural opinion based on seismic engineering principles and practices
- 2011 Thorton Tomasetti
  - Summary of Seismic Vulnerability Assessments of Building ‘U’
    (Thornton Tomasetti acquired DASSE)

Abandon the ‘U’ Building
‘U’ Building Abandonment

- Vacate the ‘U’ Building
  - Relocate The Health & Natural Sciences Departments
  - Abandon 5-story 81,205 Square Foot Facility
- New U Building Swing Space Projects
  - Health Center Relocated to ‘D’ Building
  - TRIO Remodel
  - Nursing & Medical Assisting (Health Science) Programs Relocated to CEC
  - CEC Nursing labs & CEC Multi-purpose Room Carpet
  - Student Study Hall Relocated to CEC
  - Radiology (Rad Tech) Relocated to CEC
  - Subsequent Office Relocations to ‘C’ & ‘LL’ Buildings
  - Natural Sciences Relocated to Lot 5A
Building ‘D’
Health Center Remodel
D105 & D106

Project Included:
• Relocating Health Services from the ‘U’ Building to the ‘D’ Building
• Demolition
• Utility Upgrade
• Structural Changes
• Construction of Health Center as seen in Figure 4.0
• Furniture Fixtures & Equipment (FF+E)

Figure 4.0
Building ‘D’ TRIO Remodel D112

Project included:
- Relocating Upward bound programs from the ‘U’ Building to the ‘D’ Building, and the PASS program from the ‘L’ Building to the ‘D’ Building
- Demolition
- HVAC Upgrade
- Flooring
- Lighting
- FF+E
- Construction of TRIO Offices as seen in Figure 5.0
Community Education Center (CEC) Health Sciences Relocation

Project included:
• The relocation of health sciences (nursing and medical assistant programs) to the CEC (Figure 6.0B) for faculty office space and classrooms and laboratories
• Leasing modular units
• Utility infrastructure
• Site work
• Modifications to the CEC (Figure 6.0B) building south wing 2nd floor
• Relocating FF+E from then ‘U’ Building
• Painting

Figure 6.0A B5 Bungalow Enlargement

Figure 6.0B CEC Site Plan
CEC 206 Nursing Labs & CEC 126 Multipurpose Room Carpeting

Project included:
- CEC 206 Nursing lab modification (Figure 7.0B & 7.0C)
  - Interior walls
  - Doors & Hardware
- CEC126 Multipurpose room flooring (Figure 7.0A)
  - Carpet

Carpet tiles installed to dissipate noise and eliminate echoing as experienced when conducting lectures for large groups (i.e. EMT programs)
Student Study Hall
CEC122

Project included:
- Relocation of the student study area from ‘U’ Building to CEC (Figure 8.0)
- Demolition of the old foster care area which was relocated to the ‘B’ bungalows.
- Cap and abandon plumbing
- Interior wall construction
- Electrical
- Data
- Flooring
- Reconfigure reflected ceiling plan
- Relocate FF+E from ‘U’ Bldg.
Radiology (Rad Tech) Remodel

Project includes:
- Relocating the radiology
- Construct new x-ray room, dark room observation room, classroom and storage area at CEC 208 (Figure 9.0B)
- Interior wall construction
- LEAD walls and doors in x-ray room
- HVAC
- Electrical
- Data
- Reflected ceiling plan
- FF+E
- Relocation of various FF+E from ‘U’ Bldg.
‘C’ Bldg. & ‘LL’ Bldg. Relocation & LL 142 Remodel

Project included:
- Relocate Public Relations to the ‘C’ Building
- Relocate IT offices to the ‘LL’ Building (Figure 10.0)
- Install new server at the ‘LL’ Building
- Flooring
- Electrical
- HVAC
- Lighting
- Security
- Data

Figure 10.0
Science Village (Lot 5A)

Project Includes:
- 36 Modular Buildings with 44,000 square feet of laboratories, classrooms, faculty offices and restroom spaces (Figure 11.0)
- DSA Approved New Construction Project
- Utility infrastructure
- Rough & precise grading
- Storm drainage
- Mechanical, electrical and plumbing
- ADA path of travel
- Interior/Exterior Lighting
- Security
- Deionized water system
- Gates, fencing and bollards
- Relocation and reuse of existing FF+E where applicable

Figure 11.0
Health Center Relocation Project
   - Complete
TRIO Relocation Project
   - Complete
Nursing & Medical Assisting Relocation Project
   - 95% Complete, Scheduled to Open August 27, 2012
Student Study Hall Relocation Project
   - Complete
Rad Tech Project
   - 95% Complete, Scheduled to Open August 27, 2012
‘C’ Bldg. & ‘LL’ Bldg. Office Relocation Projects
   - Complete
Natural Sciences Relocation to Lot 5A (Science Village)
   - 95% Complete, Scheduled to Open August 27, 2012

‘U’ Building Swing Space Projects are not managed by Measure ‘P’ Construction Management Team
Capital Outlay Fund (Fund 41)  
(Non-Measure ‘P’ Projects)

- $6.2 Million Budget only covered the Lot 5A Science Village Project
- $6.6M Spent
  - Lot 5A Science Village $5.18M
  - ‘D’ Bldg. Renovations $387k
  - CEC Renovations $1.03M
  - ‘C’ & ‘LL’ Bldg. $33.5k
- Projected Cost to Complete the Work $8.5M
District Budget Oversight

- No Budget established for the following Projects:
  - Health Center Relocated to ‘D’ Building
  - TRIO Remodel
  - Nursing & Medical Assisting (Health Science) Programs Relocated to CEC
  - CEC Nursing labs & CEC Multi-purpose Room Carpet
  - Student Study Hall Relocated to CEC
  - Radiology (Rad Tech) Relocated to CEC
  - Subsequent Office Relocations to ‘C’ & ‘LL’ Buildings
Project Management Oversight

- Science Village Project Estimate Omissions
  - Site Work
  - Various FF+E
  - Added Scope of Work
  - Fume Hoods
  - Deionized Water System for Science Classrooms
  - Off-site DSA inspections

- Rad Tech
  - X-Ray Room Lead Floor
  - FF+E Coordination

‘U’ Building Swing Space Projects are not managed by Measure ‘P’ Construction Management Team
Procedural Concerns

- Multiparty Project Budget
- Dissimilarities in Exercising Construction Management Procedures with District Projects vs. Measure ‘P’ Projects
  - No definitive process followed with aforementioned Non-Measure ‘P’ District projects
- District Projects not submitted to DSA
  - Plan review, inspections and verification for:
    - Fire, Life & Safety
    - ADA Compliance
- Project Schedules & Critical Path
- Project Monitoring & Control
- Cost Control/Schedule of Values
- Project Specifications (Division 1) & Supplemental Conditions
- Program Criteria (Project Requirements)
- Project Planning & Lifecycle Cost
- Commissioning
- Review and revise SWPPP
Recommendations

- Implement Project Management Guidelines Akin to the Measure ‘P’ Construction Management Structure
- Adopt Project Lifecycle Process
- Review and Revise Project Specifications
- Post Construction Management & Transition Planning
- Program Controls and Monitoring Protocol
- Individual Project Budget and Planning
  - Establish sub-projects and track accordingly
- Lessons Learned
  - Review challenges and concerns experienced during execution and implement process to prevent reoccurrence
Project Phases Defined By:

- What work will be performed in each phase
  - Project Initiation
  - Planning
  - Execution
  - Monitoring & Controlling
  - Closeout

- What deliverables will be produced and when

- Who is involved in each phase

- How management will control and approve work produced in each phase
Project Lifecycle

- Project Initiation
- Project Criteria/Programming
- Design/Pre-Construction
- Post-Construction/M & O
- Construction
- Project Planning
- Project Execution
- Project Closure
- Definition
Division 1 Specifications
Add Commissioning (Cx) Specifications
Supplemental Conditions
Schedule of Values
Develop Campus Standards
Post Construction Management & Transition Planning

- Project Closeout and Archiving
- Training
- Develop M&O Plan
- Permitting and Compliance Management
Disposition of the ‘U’ Building
Seismic Evaluation Results
- Tier 2 evaluation confirmed the Tier 1 findings.
- Additional structural evaluation concluded that moderate to severe seismic activity could lead to partial collapse of one or more stories.
- 2010 recommendation for emergency resolution
  - Evacuate the building
  - Demolish or repair (seismic retrofit) the building
- 2011 Thornton Tomasetti Seismic Vulnerability Assessment of Building ‘U’ Summary
- 2011 PBWS Architects Conceptual Design
Replacement vs. Retrofit

- Has the ‘U’ Building exceeded its life?
  - Built in 1973
  - Renovation/Retrofit Requires Abatement in Addition to the structural Repair Cost

- What are the Alternatives?
  - Seismic Retrofit
  - Demolition & Replacement
# Replacement vs. Retrofit

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Provide seismically sound building for Sciences programs to reside in.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Provide code compliant facilities</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Provide adequate and efficient program space</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Be consistent with college master plan</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Provide a cost effective solution</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Frees up land on Campus</td>
<td>Yes</td>
<td>No</td>
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</table>
‘U’ Building Alternatives

**ALTERNATIVE ‘A’**

Construct New Building  
$44,708,443

**ALTERNATIVE ‘B’**

Existing Building  
Seismic Retrofit  
$31,239,914

**Basis of Estimate:**
Cost estimate completed by DC Construction Management (dated: 1/11/12)  
Conceptual design submitted by PBWS Architects (dated: 11/21/11)  
Currently, based on the age and condition of the building the Facility Cost Index is 101.9% of the project cost to replace the building. With the addition of abatement and structural repairs costs exceed the cost to rebuild.

Facility Condition:
Estimated Repair Cost: $31,239,914
Estimated Replacement Value per FUSION: $30,873,329
Demolish the ‘U’ Building and construct a new Health and Natural Sciences Building that meets the District’s Educational Master Plan (EMP).
Board Agenda Item K: Authorization to Transmit Fourth Quarterly Financial Status Report

Board Meeting: August 15, 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 Fourth Quarterly Financial Status Report to the Chancellor’s Office, California Community Colleges, as required by AB2910.

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

Recommended for Approval:

[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  
**Quarter Ended:** (Q4) Jun 30, 2012

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

#### A. Revenues:
- **A.1** Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)
  - 2008-09: 122,927,825  
  - 2009-10: 121,383,834  
  - 2010-11: 120,709,759  
  - 2011-2012: 119,792,788
- **A.2** Other Financing Sources (Object 8900)
  - 2008-09: 38,541  
  - 2009-10: 127,488  
  - 2010-11: 20,335  
  - 2011-2012: 1,413,215
- **A.3** Total Unrestricted Revenue (A.1 + A.2)
  - 2008-09: 122,966,366  
  - 2009-10: 121,511,318  
  - 2010-11: 120,730,094  
  - 2011-2012: 112,206,003

#### B. Expenditures:
- **B.1** Unrestricted General Fund Expenditures (Objects 1000-6000)
  - 2008-09: 118,557,094  
  - 2009-10: 115,195,015  
  - 2010-11: 116,602,589  
  - 2011-2012: 110,273,880
- **B.2** Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)
  - 2008-09: 1,713,284  
  - 2009-10: 6,047,673  
  - 2010-11: 4,996,858  
  - 2011-2012: 121,956
- **B.3** Total Unrestricted Expenditures (B.1 + B.2)
  - 2008-09: 120,270,378  
  - 2009-10: 121,242,688  
  - 2010-11: 121,599,447  
  - 2011-2012: 110,395,836

#### C. Revenues Over(Under) Expenditures (A.3 - B.3)
- 2008-09: 2,695,988  
- 2009-10: 268,630  
- 2010-11: 1,810,167

#### D. Fund Balance, Beginning
- 2008-09: 15,862,854  
- 2009-10: 18,558,842  
- 2010-11: 19,766,934  
- 2011-2012: 18,897,581

#### E. Prior Year Adjustments + (-)
- 2009-10: 0  
- 2010-11: 0  
- 2011-2012: 0

#### F. Adjusted Fund Balance, Beginning (D + E.2)
- 2008-09: 15,862,854  
- 2009-10: 19,498,304  
- 2010-11: 19,766,934  
- 2011-2012: 18,897,581

#### G. Fund Balance, Ending (F + 0.2)
- 2008-09: 18,558,842  
- 2009-10: 19,766,934  
- 2010-11: 18,897,581  
- 2011-2012: 20,707,748

#### H. Percentage of GF Fund Balance to GF Expenditures (G / B.3)
- 2008-09: 15.4%  
- 2009-10: 16.3%  
- 2010-11: 15.5%  
- 2011-2012: 18.8%

### II. Annualized Attendance FTES:

- **G.1** Annualized FTES (excluding apprentice and non-resident)
  - 2008-09: 23,230  
  - 2009-10: 23,230  
  - 2010-11: 23,230  
  - 2011-2012: 23,230

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

#### H.1 Cash, excluding borrowed funds
- 2008-09: 15,777,049  
- 2009-10: 12,635,298  
- 2010-11: 6,525,144

#### H.2 Cash, borrowed funds only
- 2008-09: 0  
- 2009-10: 0  
- 2010-11: 5,000,000

#### H.3 Total Cash (H.1 + H.2)
- 2008-09: 21,154,090  
- 2009-10: 12,635,298  
- 2010-11: 11,525,144

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

#### I. Revenues:
- **I.1** Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)
  - 2008-09: 114,624,306  
  - 2009-10: 114,668,913  
  - 2010-11: 110,792,788  
  - 2011-2012: 96.6%
- **I.2** Other Financing Sources (Object 8900)
  - 2008-09: 1,394,000  
  - 2009-10: 1,394,000  
  - 2010-11: 1,413,215  
  - 2011-2012: 101.4%
- **I.3** Total Unrestricted Revenue (I.1 + I.2)
  - 2008-09: 116,018,306  
  - 2009-10: 116,062,913  
  - 2010-11: 112,206,003  
  - 2011-2012: 96.7%

#### J. Expenditures:
- **J.1** Unrestricted General Fund Expenditures (Objects 1000-6000)
  - 2008-09: 115,766,081  
  - 2009-10: 115,766,081  
  - 2010-11: 110,273,880  
  - 2011-2012: 95.3%
- **J.2** Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)
  - 2008-09: 252,225  
  - 2009-10: 252,225  
  - 2010-11: 121,956  
  - 2011-2012: 48.4%
- **J.3** Total Unrestricted Expenditures (J.1 + J.2)
  - 2008-09: 116,018,306  
  - 2009-10: 116,018,306  
  - 2010-11: 110,395,836  
  - 2011-2012: 95.2%

#### K. Revenues Over(Under) Expenditures (I.3 - J.3)
- 2008-09: 0  
- 2009-10: 44,607  
- 2010-11: 1,810,167

#### L. Fund Balance, Ending (C. + J.3)
- 2008-09: 21,154,090  
- 2009-10: 15,777,049  
- 2010-11: 18,897,581  
- 2011-2012: 20,707,748

#### M. Percentage of GF Fund Balance to GF Expenditures (L / J.3)
- 2008-09: 15.4%  
- 2009-10: 16.3%  
- 2010-11: 15.5%  
- 2011-2012: 18.8%

### 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.)

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<th>Contract Period Settled (Specify)</th>
<th>Management</th>
<th>Permanent</th>
<th>Academic</th>
<th>Temporary</th>
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https://misweb.cccco.edu/cc311Q/view.aspx  
8/9/2012
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</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.)?  
NO

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

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

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)
Your Quarterly Data is ready for certification.
Please complete the fields below and click on the 'Certify This Quarter' button.

Chief Business Officer:
CBO Name: Robert Miller
CBO Phone: 626-586-7545
CBO Signature: [Signature]
Date Signed: 6/10/2012

Chief Executive Officer:
CEO Name: [Name]
CEO Phone: [Phone]
CEO Signature: [Signature]
Date Signed: [Date]

District Contact Person:
Name: Maria Descalzo
Title: Supervisor, Acctg. Fiscal Services
Telephone: 626-586-7310
Fax: 626-586-7968
E-Mail: mbdescalzo@pasadena.edu

Certify This Quarter
## PASADENA AREA COMMUNITY COLLEGE DISTRICT

### FISCAL YEAR 2011-12

#### FUND 01 GENERAL FUND, UNRESTRICTED

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</table>

### **LIABILITIES**

<table>
<thead>
<tr>
<th>OBJECT</th>
<th>DESCRIPTION</th>
<th>BEG BALANCE/ADJ. BUDGET</th>
<th>QUARTERLY TRANSACTIONS</th>
<th>YEAR-TO-DATE TRANSACTIONS</th>
<th>ENCUMBRANCES</th>
<th>ENDING BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>952X</td>
<td>ACCTS PAYABLE-MANUAL ACCR/PEOP</td>
<td>.00</td>
<td>.00</td>
<td>39,220.06</td>
<td>.00</td>
<td>39,220.06</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td></td>
<td>.00</td>
<td>.00</td>
<td>39,220.06</td>
<td>.00</td>
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</table>

### **FUND BALANCE**

<table>
<thead>
<tr>
<th>OBJECT</th>
<th>DESCRIPTION</th>
<th>BEG BALANCE/ADJ. BUDGET</th>
<th>QUARTERLY TRANSACTIONS</th>
<th>YEAR-TO-DATE TRANSACTIONS</th>
<th>ENCUMBRANCES</th>
<th>ENDING BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>979X</td>
<td>FUND BALANCE UNRESTRICTED</td>
<td>401.82</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>401.82</td>
</tr>
<tr>
<td><strong>TOTAL FUND BALANCE</strong></td>
<td></td>
<td>401.82</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>401.82</td>
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</table>

### **REVENUES**

<table>
<thead>
<tr>
<th>OBJECT</th>
<th>DESCRIPTION</th>
<th>BEG BALANCE/ADJ. BUDGET</th>
<th>QUARTERLY TRANSACTIONS</th>
<th>YEAR-TO-DATE TRANSACTIONS</th>
<th>ENCUMBRANCES</th>
<th>ENDING BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>88XX</td>
<td>LOCAL REVENUES</td>
<td>.00</td>
<td>141.36</td>
<td>143.26</td>
<td>.00</td>
<td>143.26-</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td></td>
<td>.00</td>
<td>141.36</td>
<td>143.26</td>
<td>.00</td>
<td>143.26-</td>
</tr>
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</table>

### **EXPENDITURES**

<table>
<thead>
<tr>
<th>OBJECT</th>
<th>DESCRIPTION</th>
<th>BEG BALANCE/ADJ. BUDGET</th>
<th>QUARTERLY TRANSACTIONS</th>
<th>YEAR-TO-DATE TRANSACTIONS</th>
<th>ENCUMBRANCES</th>
<th>ENDING BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TOTAL EXPENDITURES</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
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</tbody>
</table>

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END OF REPORT GLD198-02
RESOLUTION NO. 495
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

AUTHORIZING SUBMISSION OF THE FINAL PROJECT PROPOSAL (FPP)
OF AN A-3 CATEGORY PROJECT TO THE CALIFORNIA COMMUNITY
COLLEGES CHANCELLOR’S OFFICE TO REPLACE THE ARMEN SARAFIAN HALL
(U-BUILDING)

WHEREAS, the existing Armen Sarafian Hall (U-Building) housed both Health and Natural
Sciences Divisions; and

WHEREAS, a seismic study was commissioned by the District and the U-Building was identified
as having earthquake preparedness deficiencies; and

WHEREAS, these deficiencies are of a severe enough nature that it was critical to address the
issues immediately; and

WHEREAS, this action would authorize the submission of a Final Project Proposal to the
Chancellor’s Office; and

WHEREAS, the proposed project would replace the existing Health and Natural Sciences
programs in a new building with minimal changes to the assignable square footage other than
code compliance requirements; and

WHEREAS, submission of this request is required in order to be eligible for potential state bond
financing as secured by the Chancellor’s office for community college projects in fiscals 2012/13

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Pasadena Area
Community College District authorizes the submission of the Final Project Proposal (FPP) of an
A-3 category project to the California Community Colleges Chancellor’s Office to replace the
Armen Sarafian Hall (U-building).

ADOPTED this 15th day of August, 2012

Aye:       
No:        
Abstain:   
Absent:    

Geoffrey L. Baum
President, Board of Trustees
Pasadena Area Community College District
Mark W. Rocha  
Secretary to the Board of Trustees  
Pasadena Area Community College District
APPROVAL PAGE
Final Project Proposal
Budget Year ___________________

District: ____________________________________________

Project Location: ____________________________________
(College, campus, or center)

Project Name: _______________________________________

The district proposes funds for inclusion in the State capital outlay budget (check items):
- site acquisition ☐, preliminary plans ☐, working drawings ☐, construction ☐, equipment ☐

District Certification

Contact Person: ________________________________________
(Facilities, Planning and Development)

Telephone: (____) __________________

E-Mail Address: ______________________________

Fax: (____) __________________

Approved for submission: ______________________________
(Chancellor/President/Superintendent Signature)

Date: __________________

District Board of Trustees Certification

The Governing Board of the District approves the submission of this application to the Board of Governors of the California Community Colleges and promises to fulfill the succeeding list of Project Terms and Conditions.

(President of the Board of Trustees Signature and Date) (Secretary of the Board of Trustees Signature and Date)

Attach a copy of the Board Resolution that substantiates approval of the application and promises to fulfill the Project Terms and Conditions.

Submit proposal to:
Facilities Planning and Utilization
Chancellor's Office
California Community Colleges
1102 Q Street, 4th Floor
Sacramento, CA 95814

Chancellor's Office Certification

Reviewed by ______________________________

Date Completed _____________________________

(Revised 02/02)
<table>
<thead>
<tr>
<th><strong>Board Agenda Item M:</strong></th>
<th>Approval of District Bylaw No. 1450: Trustees Code of Ethics; District Bylaw No. 1490: Board Self Assessment; and District Bylaw No. 1680: Evaluation of the Performance of the Superintendent/President</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Board Meeting:</strong></td>
<td>August 15, 2012</td>
</tr>
<tr>
<td><strong>Recommendation:</strong></td>
<td>It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve District Bylaw No. 1450: Trustees Code of Ethics; District Bylaw No. 1490: Board Self Assessment; and District Bylaw No. 1680: Evaluation of the Performance of the Superintendent/President.</td>
</tr>
<tr>
<td><strong>Fiscal Impact:</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Background:</strong></td>
<td>The policies were compared to model policies provided by the Community College League of California and reviewed by the Board of Trustees subcommittee on Accreditation and Governance.</td>
</tr>
<tr>
<td></td>
<td>Additions to the policy are shown in bold text, deletions show as strike throughs.</td>
</tr>
</tbody>
</table>

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
In support of the mission and goals of the College, the Board of Trustees of Pasadena City College adopts this Code of Ethics in order to promote and secure the Board’s commitment to quality education:

1. Understanding that the Board can legally function only as a group, each member should exercise appropriate care to speak as a member of the Board and accurately represent Board policy to the community. Personal opinions should be identified as such.

2. It is recognized that Trustees may from time to time have to balance the special needs and desired advantages of their own areas with the good of the entire community college district and its student population. Each Trustee shall, as to such matters, make a particular effort to consider all of the facts and arrive at a sound and fair conclusion.

3. Board members should recognize that the Board makes policy and employs the Superintendent/President to administer the policies. Rather than dealing directly with the staff, it is appropriate for Board members to take their concerns directly to the Superintendent/President. (See attached Protocols)

4. Trustees should understand that while each Board member has the right, if not the duty, to speak strongly as to issues, a demonstration of respect and consideration for each other, the College staff, and members of the community, will facilitate positive decision making at the College. (See attached Norms) Attempts should be made to re-establish collegial communications in the event that violations of norms are perceived to have occurred.

5. Trustees should commit appropriate and reasonable time to College governance; support the College in the community; and make reasonable attempts to maintain and upgrade their governance skills. To this end they should willingly participate in such educational conferences and workshops as will be appropriate for the respective Trustees. Each trustee is encouraged to attend at least one meeting of a professional association of his/her choice, such as the California Community College League, during each four-year, elected term.

6. Trustees should be aware of the California laws governing conflicts of interest of public officials. In addition to the laws, Trustees should also be aware of activities that create the perception of favoritism or personal gain. Public perceptions that
Board members are furthering their own interests rather than those of the District do harm to the College.

7. Board members shall maintain confidentiality as to closed sessions. While most of what the Board does is and should be public, closed session confidentiality is required. Of prime importance are such closed session matters as the hiring and dismissing of personnel, collective bargaining with employee groups, real property sales and purchases, liability claims against the district, and other closed session items. Further, the Board will be deprived of a frank exchange of views if Board members breach confidentiality with the result that other Board members will thereafter refrain from such exchanges. (See attached Norms)

8. The Board president and the Superintendent/ President are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations by a member of the Board of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as prescribed by law.

9. Violation of the Board’s Code of Ethics will be addressed by the Board president, who will first discuss the violation with the trustee to seek to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Board president may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Board officers and may include a recommendation to the Board to censure the trustee. If the president of the Board is perceived to have violated the Code of Ethics, the vice president of the Board is authorized to pursue resolution.
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1. Protocol For Responding To Needs Or Complaints Expressed To An Individual Board Member
   a. Be accessible; listen respectfully and impartially.
   b. If the concern is not urgent or does not have policy implications:
      (1) Refer the individual or group to the appropriate college process/person.
      (2) Do not make any promises to the individual or group.
      (3) Do not attempt to solve the problem
      (4) Inform the College President and receive clarification.
   c. If the concern is urgent or could have policy implications:
      (1) Refer the individual or group to the appropriate college process/person.
      (2) Do not make any promises to the individual or group.
      (3) Do not attempt to solve the problem.
      (4) Inform the College President and receive clarification.
      (5) The College President will alert the Board President.
      (6) Board officers, with the College President, will decide how to handle the issue.
         (a) May request written report.
         (b) May place on the Board agenda for further discussion.

2. Protocol For Responding To Needs Or Complaints Expressed In Board Meetings During Public Comment On Non-Agenda Items
   a. The Board President thanks the speaker(s) and acknowledges that the need or complaint has been heard by the Board.
   b. If appropriate, the Board President may make a brief statement about the issue.
   c. The Board President will ask the College President if there is any comment from the Administration.
   d. The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda, but members may make a brief comment or ask questions in response to public comments.
   e. The Board President will ask the College President to look into the issue and report back to the Board. The Board President will determine what form the report will take (e-mail, formal written report, etc.)
   f. After receiving the report from the administration, the Board may decide to place the issue on a future Board agenda.

3. Protocol For Responding To Concerns Expressed During A Crisis
   a. Be respectful; listen respectfully and impartially.
   b. Refer the individual or group to the appropriate college process/person.
   c. Do not make any promises to the individual or group.
   d. Do not attempt to solve the problem.
   e. Inform the College President and receive clarification.
   f. The College President will alert the Board President.
   g. Board officers, with the College President, will decide how to handle the issue.
   h. Any written communication with the individual or group expressing the concern, or with the media, will be made by the College President and/or the Board President.
   i. The Board may request a more formal investigation of the concerns.
4. Protocol For The Confidentiality Of Closed Sessions
   a. The confidentiality of Closed Session creates a safe space for the candid discussion of appropriate topics.
   b. All participants in Closed Session are required to maintain the absolute confidentiality of Closed Session discussions.
   c. Any suspected breach of Closed Session confidentiality should be referred to the Board President immediately in accordance with Bylaw 1450.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BOARD NORMS

In public session:
1. Assume everyone means well.
2. Listen with an open mind; be open to new ideas; try it on.
3. Allow all opinions to be heard without interruption.
4. Demonstrate respect and support for one another.
5. Hold yourself accountable: be responsible; do your homework and follow through on assignments.
6. Approach issues professionally, not personally.
7. Seek consensus that is in the best interest of PCC.

In closed session:
1. Assume everyone means well.
2. Listen with an open mind; be open to new ideas; try it on.
3. Allow all opinions to be heard without interruption.
4. Demonstrate respect and support for one another.
5. Hold yourself accountable: be responsible; do your homework and follow through on assignments.
6. Approach issues professionally, not personally.
7. Seek consensus that is in best interest of PCC.
8. Honor absolute confidentiality.
9. Create a safe space for open discussion and frank discussion through check in/check out (start and finish of session).

Approved by the Board of Trustees: February 7, 2007
Values that give rise to our interactions as Trustees

Work Ethic
Team work
Service
Integrity
Impact
Honesty
Compassion/Social justice

And align with our Organizational Values

Passion for Learning
Commitment to Integrity
Appreciation for Diversity
Respect for Collegiality
Recognition of Our Heritage of Excellence

In support of our mission

The mission of Pasadena City College is successful student learning. The College provides high-quality, academically rigorous instruction in a comprehensive transfer and vocational curriculum, as well as learning activities designed to improve the economic condition and quality of life of the diverse communities within the College service area.

Approved by the Board: January 20, 2010
1. The Board of Trustees shall conduct an annual self-assessment in accordance with applicable regional accreditation standards. The goal of the assessment is to provide for improvement in the Board’s operation and, where possible, the assessment will be based on objective measures.

2. The assessment shall be based upon performance of duties according to the Board’s Code of Ethics and upon progress made in achieving the goals and objectives developed annually by the Board.

3. The Board shall review the Code of Ethics annually. Instruments used in the self-assessment will be reviewed periodically and revised as appropriate.

4. The assessment form as prepared by the Board shall be completed by each Board member and submitted to the Board President no later than the last regular Board meeting in June, unless the Board by a majority vote acts to extend this deadline.

5. The Board President shall consolidate the assessments into one written report. This report shall be discussed, be subject to amendment by the Board, and be approved no later than the first regular Board meeting in August, unless the Board by a majority vote acts to extend this deadline.

6. All the documents referred to herein shall constitute public records and all discussion and actions taken shall be in open session of the Board.

7. In addition to the foregoing process, all Board members are subject to ultimate evaluation by the voters of their respective areas.

Approved by the Board of Trustees: Original version as Resolution No. 227, December 20, 1994; revised September 20, 2000; revised June 4, 2008
INSTRUCTIONS:
Below are a series of statements that relate to the duties and responsibilities of the Board of Trustees. Please think back over the past calendar year and rate on a scale from "Strongly Disagree" to "Strongly Agree" how much, in your opinion, the statement describes the performance of the Pasadena City College Board of Trustees.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Approved/reaffirmed the College Mission Statement</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>2. Served as an independent policy-making body that reflects the public interest in Board activities and decisions</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>3. Acted as a whole, once the Board reaches a decision</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>4. Advocated for, and defended the institution and protected it from undue influence and pressure</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>5. Established/reaffirmed policies consistent with the Mission Statement to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>6. Adopted/reaffirmed and publicized policies on academic freedom and responsibility, student academic honesty and specific institutional beliefs or worldviews</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>7. Adopted/reaffirmed and made available personnel policies and procedures that are equitable and consistently administered</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>8. Adopted/reaffirmed and implemented a written policy providing for faculty, staff, administrator, and student participation in decision-making processes</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>9. Through established governance structures, processes, and practices, worked together with administrators, faculty, staff, and students to facilitate the discussion of ideas and effective communication among the institution's constituencies</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>10. Assumed ultimate responsibility for educational quality, legal matters, and financial integrity</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>11. Established/reaffirmed and publicized Board bylaws specifying the Board size, Trustee district areas, duties, responsibilities, and operating procedures</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>12. Acted in a manner consistent with its policies</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>13. Provided a program for Board development and new member orientation</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>14. Had a self-evaluation process for assessing Board performance that is clearly defined, implemented, and published in its policies or bylaws</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>15. Has followed a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>16. Remained informed about, and involved in, the accreditation process</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>17. Maintained the responsibility for selecting and evaluating the College President</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>18. Delegated to the College President full responsibility and authority to administer Board policies without Board interferences, and holds the College President accountable for the operation of the College</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
</tbody>
</table>
19. The Boards relationship with the President is effective.................................
20. The Boards relationship to Instructional programs is effective......................
21. The Boards relationship with the Associated Student Body is effective...........
22. The Boards relationship with college staff is effective..................................
23. The Boards relationship with the Community is effective............................
24. The relationship among Board members is effective....................................
25. The Board has an effective strategy for Financial Management of the college.................................................................

Did the Board meet the following adopted goals for 2011-2012 (adopted September 10, 2011)?

1. **REALIGNMENT** – Develop, recommend, and complete in this year 1) a college-wide realignment of the administration and staff that includes the division of Instruction and 2) continue to streamline the administration and staff to reduce costs and improve efficiency and service.

2. **TECHNOLOGY** – Develop, recommend, and begin to implement, the Technology Plan that will include a business process revision, improved student service, and improved support for teaching and learning.

3. **STUDENT-CENTERED CLASS SCHEDULE** – Develop, recommend, and implement a college-wide student-centered class schedule for Fall 2012 that will 1) accord priority to SB1440 transfer degree programs and other cohort-based programs; 2) maintain priority for in-district ‘pathways’ students; and 3) maximize student access to class sections needed for progress to graduation.

4. **BASIC SKILLS REVISION** – Continue the fundamental revision of assessment and basic skills instruction in English and math to improve the rate of students proceeding successfully to college-level courses within a one year period.

5. **CTE PROGRAM DEVELOPMENT** – Assess vocational, workforce, and professional programs of all types so that they are responsive to job market needs and federal ‘gainful employment’ provisions.

6. **CTE ACCESS** – Develop preparation programs for CTE programs so that in-district students, especially underrepresented students, have an assured opportunity to qualify for admission.

7. **SUSTAINABILITY** – Make measurable progress on the college’s sustainability goals, including the President’s Global Climate Initiative.

8. **REVENUE ENHANCEMENT** – 1) Clarify and strengthen the relationship with the PCC Foundation to increase annual fundraising revenue and net distribution to the college and 2) implement other revenue enhancement initiatives.

9. **COMPLIANCE** – Perform an internal audit of college operations to provide a “compliance gap analysis” to the Board with a plan focused on closing the gap in this year.

10. **PERSONNEL** – Develop and implement a comprehensive professional development plan for all administrators, faculty, and staff to improve and provide support for student learning and success.
Overall Reflections

As you reflect over the past year of your work and what you have shared in the previous questions, please provide further feedback in each of the following categories:

1. What is to be affirmed/praised about our Board?

2. What is problematic or missing?

3. What concrete solutions do you propose?
Title: Board Self-Assessment

Legal Authority: California Education Code Section 70902;
WASC/ACCJC 2002 Standard IV.B.1e and g

1. The Board of Trustees shall conduct an annual self-assessment in accordance with applicable regional accreditation standards. The goal of the assessment is to provide for improvement in the Board's operations and, where possible, the assessment will be based on objective measures.

2. The assessment shall be based upon performance of duties according to the Board's Code of Ethics and upon progress made in achieving the goals and objectives developed annually by the Board.

3. The Board shall review the Code of Ethics annually. Instruments used in the self-assessment will be reviewed periodically and revised as appropriate.

4. The assessment form as prepared by the Board shall be completed by each Board member and submitted to the Board President no later than the last regular Board meeting in June.

5. The Board President shall consolidate the assessments into one written report. This report shall be discussed, be subject to amendment by the Board, and be approved no later than the first regular Board meeting in August.

6. All the documents referred to herein shall constitute public records and all discussion and actions taken shall be in open session of the Board.

7. In addition to the foregoing process, all Board members are subject to ultimate evaluation by the voters of their respective areas.
Evaluation of the Performance of the Superintendent/President

Each year by July 31, the Board of Trustees shall conduct a confidential annual evaluation of the performance of the Superintendent-President for the prior complete fiscal year ending on June 30.

This evaluation will be based primarily on the progress the college has made on the approved Educational Master Plan and the Board's Annual Goals adopted for each new academic year.

The annual evaluation of the Superintendent-President shall be of two types:

1. A regular developmental annual evaluation for each of the Superintendent-President's first three years of service. The regular annual evaluation shall be the result of mutual agreement between the Superintendent-President and the Board, but shall at a minimum include:
   a. the self-evaluation of the Superintendent-President; and
   b. each Trustee's review of the Superintendent-President's self-evaluation plus each trustee's response to a questionnaire developed and approved by the Board.
   c. The Board President will gather the trustees' responses, consult with the Board and write a summary evaluation to be shared with the Superintendent-President.

2. A comprehensive evaluation in the fourth year of service. The comprehensive evaluation shall consist of the regular developmental evaluation described above plus an additional formal process to:
   a. gather broader attributed comment from the faculty, staff and administration. Anonymous and unattributed comment will not be included.
   b. By mutual agreement with the Superintendent-President, the Board will engage an external, independent evaluation firm or consultant to conduct the evaluation, to receive attributed comment in person and to prepare a written report for the Board. This report will be shared with the Superintendent-President.
Student Learning and Services
Promotes academic and instructional excellence in the teaching-learning process ........................................ 0 0 0 0 0 0
Promotes academic and instructional innovation ........................................................................................ 0 0 0 0 0 0
Fosters the learning-centered focus of the curriculum and instructional programs of the college .............. 0 0 0 0 0 0
Encourages the use of technology, where appropriate, to support:
- quality teaching and learning ........................................................................................................ 0 0 0 0 0 0
- access to services for students (e.g., grades on-line) ........................................................................ 0 0 0 0 0 0
Promotes student-friendly and effective services to support student success... .............................. 0 0 0 0 0 0
Supports the diverse learning needs of the students ........................................................................... 0 0 0 0 0 0
Fosters cultural inclusiveness in the college curriculum ............................................................................. 0 0 0 0 0 0
Faculty, Staff, and Administrative Relations
Fosters an environment conducive to harmonious employee relations ...................................................... 0 0 0 0 0 0
Treats all personnel with fairness and respect ............................................................................................. 0 0 0 0 0 0
Fosters an environment conducive to productive collective bargaining negotiations ................................. 0 0 0 0 0 0
Within the Board’s budget guidelines, supports the college’s:
- faculty by providing the necessary resources for quality instruction .............................................. 0 0 0 0 0 0
- managers by providing the necessary resources to carry out their responsibilities ............................... 0 0 0 0 0 0
- classified staff by providing the necessary resources to carry out their responsibilities .................... 0 0 0 0 0 0
Promotes the recruitment of highly qualified personnel ............................................................................. 0 0 0 0 0 0
Public and Community Relations
Promotes community involvement and ensures that the college is responsive to the needs of the community .......................................................... 0 0 0 0 0 0
Advocates for the college’s programs and students to the community ...................................................... 0 0 0 0 0 0
Advocates for the college’s programs and students to state and federal agencies and officials .................. 0 0 0 0 0 0
Develops effective relationships with K-12 districts, colleges, and universities ......................................... 0 0 0 0 0 0
Develops effective relationships with businesses, civic, and community agencies .................................... 0 0 0 0 0 0
Governance and Institutional Leadership
Fosters a campus environment that values integrity, fairness, and ethical conduct........................................ 0 0 0 0 0 0
Promotes a campus climate that values the cultural and ethnic diversity of students, faculty, and staff.... 0 0 0 0 0 0
Promotes long-range planning that provides an effective vision for the college ........................................ 0 0 0 0 0 0
Promotes participation by all groups in planning and shared governance structures ................................. 0 0 0 0 0 0

Page 1
Budgetary and Fiscal Management

Recommends a balanced budget ................................................................. 0 0 0 0 0 0

Supports a comprehensive program of research and accountability that regularly monitors the needs and effectiveness of the college's:
- instructional programs ................................................................. 0 0 0 0 0 0
- services for students ................................................................. 0 0 0 0 0 0

Actively seeks outside funding in support of the college ................................................................. 0 0 0 0 0 0

Effectively manages the college's financial resources ................................................................. 0 0 0 0 0 0

Maintains a prudent reserve for the college ................................................................. 0 0 0 0 0 0

Demonstrates the link from planning to budgeting ................................................................. 0 0 0 0 0 0

Board of Trustees Relations

Provides support to the Board in carrying out their responsibilities ................................................................. 0 0 0 0 0 0

Provides accurate and complete information on college operations and programs ................................................................. 0 0 0 0 0 0

Carries out Board policies in a conscientious manner ................................................................. 0 0 0 0 0 0

College Goals for 2011-12 (adopted September 10, 2011)

1. REALIGNMENT - Develop, recommend, and complete in this year 1) a college-wide realignment of the administration and staff that includes the division of Instruction and 2) continue to streamline the administration and staff to reduce costs and improve efficiency and service ................................................................. 0 0 0 0 0 0

2. TECHNOLOGY - Develop, recommend, and begin to implement, the Technology Plan that will include a business process revision, improved student service, and improved support for teaching and learning ................................................................. 0 0 0 0 0 0

3. STUDENT-CENTERED CLASS SCHEDULE - Develop, recommend, and implement a college-wide student-centered class schedule for Fall 2012 that will 1) accord priority to SB1440 transfer degree programs and other cohort-based programs; 2) maintain priority for in-district 'pathways' students; and 3) maximize student access to class sections needed for progress to graduation ................................................................. 0 0 0 0 0 0

4. BASIC SKILLS REVISION - Continue the fundamental revision of assessment and basic skills instruction in English and math to improve the rate of students proceeding successfully to college-level courses within a one year period ................................................................. 0 0 0 0 0 0

5. CTE PROGRAM DEVELOPMENT - Assess vocational, workforce, and professional programs of all types so that they are responsive to job market needs and federal 'gainful employment' provisions ................................................................. 0 0 0 0 0 0

6. CTE ACCESS - Develop preparation programs for CTE programs so that in-district students, especially underrepresented students, have an assured opportunity to qualify for admission ................................................................. 0 0 0 0 0 0

7. SUSTAINABILITY - Make measurable progress on the college's sustainability goals, including the President's Global Climate Initiative ................................................................. 0 0 0 0 0 0

8. REVENUE ENHANCEMENT - 1) Clarify and strengthen the relationship with the PCC Foundation to increase annual fundraising revenue and net distribution to the college and 2) implement other revenue enhancement initiatives ................................................................. 0 0 0 0 0 0

9. COMPLIANCE - Perform an internal audit of college operations to provide a "compliance gap analysis" to the Board with a plan focused on closing the gap in this year ................................................................. 0 0 0 0 0 0

10. PERSONNEL - Develop and implement a comprehensive professional development plan for all administrators, faculty, and staff to improve and provide support for student learning and success ................................................................. 0 0 0 0 0 0
Title: Evaluation of the Performance of the Superintendent/President

Legal Authority: Board Minutes, Accreditation Standard IV.B.I

Bylaw No. 1680

Page 1 of 2

1. The Superintendent/President will be evaluated annually by the Board of Trustees.
   a. When the fall semester begins in an odd-numbered year, the evaluation will be conducted with input from the Board alone.
   b. When the fall semester begins in an even-numbered year, the evaluation will be conducted by the Board with input from the faculty, staff and students as described in paragraph 4, below.
   c. On an annual basis, the Board shall set the schedule for the Superintendent/President's evaluation.
   d. Concurrently, with the evaluation, the Board shall review the Superintendent/President's contract.

2. When the fall semester begins in an odd-numbered year, the recommended schedule for the evaluation will be as follows:
   a. At or before the first meeting in March, the Board will review and approve the current job description of the Superintendent/President and the evaluation instrument that the Board members will use.
   b. At or before the second Board meeting in March, the Board members will receive their individual evaluation instruments, the Superintendent/President's approved job description, the Superintendent/President's self evaluation of progress toward meeting his/her annual goals, and a copy of the previous year's evaluation of his/her performance.
   c. At or before the first Board meeting in April, the Board members will return their completed evaluation instruments to the Board president.
   d. At or before the second Board meeting in April, the Board president will deliver to the members of the Board a draft consolidated evaluation report, together with copies of the data received from the Board members. The evaluation report shall detail areas of achievement as well as areas that require extra attention.
   e. At or before the first Board meeting in May, the Board will approve the consolidated evaluation report.
   f. At or before the second Board meeting in May, the Board will share the evaluation report with the Superintendent/President.
   g. At or before the first Board meeting in June, the Superintendent/President will have the opportunity to respond to the Board regarding the evaluation report.
   h. At or before the second Board meeting in June, the Board will make a decision regarding the extension of the contract of the Superintendent/President.

3. When the fall semester begins in an even-numbered year, the recommended schedule for the evaluation will be as follows:
   a. At or before the first Board meeting in February, the Board will review and approve the current job description of the Superintendent/President and the evaluation instruments that those providing input to the Board and that the Board members themselves will use.
   b. At or before the second Board meeting in February, evaluation instruments and the Superintendent/President's approved job description will be sent to those providing input to the Board.
c. At or before the first Board meeting in March, those providing input to the Board will return their completed evaluation instruments addressed to the President of the Board of Trustees.

d. At or before the second Board meeting in March, the Board members will receive their individual instruments, the Superintendent/President's approved job description, the Superintendent/President's self evaluation of progress toward meeting his/her annual goals, and a copy of the previous year's evaluation of his/her performance, four evaluation summary reports (one from each constituent group) and copies of all the completed evaluation instruments.

e. At or before the first Board meeting in April, the Board members will return their completed evaluation instruments to the Board president.

f. At or before the second Board meeting in April, the Board president will deliver to the members of the Board a draft consolidated evaluation report, together with copies of the data received from the other Board members. The evaluation report shall detail areas of achievement as well as areas that require extra attention.

g. At or before the first Board meeting in May, the Board will approve the consolidated evaluation report.

h. At or before the second Board meeting in May, the Board will share the evaluation report with the Superintendent/President.

i. At or before the first Board meeting in June, the Superintendent/President will have the opportunity to respond to the Board regarding the evaluation report.

j. At or before the second Board meeting in June, the Board will make a decision regarding the extension of the contract of the Superintendent/President.

4. When the fall semester begins in an even-numbered year, the Board will seek input from those listed in subparagraphs a through d, below, in preparing their evaluation of the Superintendent/President:

   a. Officers of the Academic Senate, the Classified Senate, and the Management Association. Officers shall not exceed six from each organization.

   b. The members of the Executive Board of the Associated Students and the current and active members of the Interclub Council.

   c. Those managers who report directly to the Superintendent/President.

   d. In addition to the officers, ten percent (10%) of the members of the faculty, the classified staff, and the management staff, randomly selected. Not more than forty (40) participants will be selected from any one group.

   e. The Dean for Human Resources will consult with the organizations and provide the names of the individuals described in subparagraph a, above.

   f. The Assistant Dean for Student Affairs will consult with the organizations and provide the names of the individuals described in subparagraph b, above.

   g. The Dean for Institutional Planning and Research will oversee the random selection process, and will distribute, collect, and tally all the evaluation responses in such a way as to ensure the anonymity of those individuals providing input to the Board. The dean will provide to the Board separate tallies for students, faculty, staff, and management. The dean will be directed to destroy all original data used in the input process. The dean will not keep a copy of the summary or detailed reports.
The Superintendent-President recommends that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, authorize and approve the Administration Organization for 2012-2013, and annually thereafter. In so doing, the Board of Trustees will reinstate its previous Board Policy 2000, first approved July 23, 1987. (policy attached)

Funds are provided in the 2012-2013 operating budget.

The Pasadena Area Community College District once followed the transparent practice of annually approving the administrative organization of the College. This practice made it clear that:

1) The administrative organization and structure of the College is solely a matter under the authority of the Superintendent-President and the Board of Trustees (cf. the enclosed opinion of Liebert Cassidy Whitmore)

2) the accrediting agency (ACCJC), the college community and the external community could readily identify those administrators accountable for college operations.

In addition, the ACCJC shifted to the “new standards” in 2001, requiring, among many other things:

- An administration organization chart in the self-study document submission.
- “The role of leadership and the institution’s governance and decision-making structures and processes are regularly evaluated to insure their integrity and effectiveness”. (Standard IV.A.5, Leadership and Governance)
- “The president plans, oversees and evaluates an administrative structure organized and staffed to reflect the institution’s purposes, size and complexity”. (Standard IV.B.2.a, Board and Administrative Organization)

Moreover, the recent sanction of Show Cause for San Francisco City College documents in writing that the ACCJC requires the Board to have a clear administration organization and a sufficient number of administrators to implement the standards required by the ACCJC.

There has been broad and lengthy consultation within the College’s shared governance throughout the academic year 2011-2012. The Superintendent-President and the administration have taken the extensive record of this consultation into consideration. The Administration Organization for 2012-2013 is proposed as fully meeting the standard of “an administrative structure organized and staffed to reflect the institution’s purposes, size and complexity.”
Recommended for Approval:

Vice President, Technology

Vice President, Educational and Administrative Services

Vice President, Instruction and Student and Learning Services

Recommended for Submission to the Board of Trustees

Superintendent-President
Dr. Mark W. Rocha
2000 Administration

The Board of Trustees of the Pasadena Area Community College District delegates the authority for the administration of the College to the Superintendent/President who is responsible for the formulation and submission of policies and recommendations for Board policies into administrative procedures and prescribed action.

The Superintendent/President may delegate functions and responsibilities to other members of the staff of the Pasadena Area Community College District. These duties and responsibilities are outlined as a guide to incumbents of these positions and do not, in any way, limit the responsibility for basic authority of the Superintendent/President for the administration of any part of the District's function.

To assist employees of the District in understanding their relationship to the administration and to each other, the Board of Trustees authorizes the accompanying administrative organization chart.
August 9, 2012

ATTORNEY CLIENT COMMUNICATION

VIA E-MAIL MWROCHA@PASADENA.EDU

Mark W. Rocha, Ph.D
Superintendent/President
Pasadena Area Community College District
1570 E. Colorado Blvd.
Pasadena, CA 91106

Re: Obligation to Engage in Consultation over District Administrative Structure
Client-Matter: PA040-001

Dear Dr. Rocha:

You asked me to comment briefly on the obligation of a community college district board of trustees to engage in collegial consultation with the faculty senate before implementing an administrative reorganization. In my view, the case law is very clear. The board is not required to consult with the faculty senate because an administrative reorganization is not one of the academic and professional matters on which the board is required to consult under Title 5.

In Diablo Valley College Faculty Senate v. Contra Costa Community College District (2007) 148 Cal. App. 4th 1023, the Court of Appeal ruled that the district was not obligated to engage in collegial consultation when it transferred management duties from Division Chairs, which were faculty bargaining unit positions, to academic administrators. The Court stated that a district must consult collegially with faculty senates only with regard to specific "academic and professional matters." (5 CCR 53203) In analyzing the question as to whether a transfer of administrative duties related to academic and professional matters, the Court stated,

"only when a district seeks to change aspects of such governance structures that are related to 'faculty roles' - such as, for example, curriculum or faculty hiring committees - must it consult collegially with the faculty... we construe the term 'faculty roles'... as referring to the traditionally understood roles faculty members play in a college... [such as] instruct students and assess their work, to design and implement curriculum, to develop the college's educational offerings, and to address broader institutional issues such as accreditation and budgeting to the extent these issues depend upon or impact student instruction."

620749.1 PA040-001
In the case of the District, the Board is being asked to consider a restructuring of the administration organizational chart. No faculty member's role or responsibilities will be affected by it. Under the *Diablo Valley College* case, there is no obligation to consult with the Senate.

Please do not hesitate to let me know if you have any additional questions regarding this matter. Thank you for the opportunity to be of assistance to you.

Very truly yours,

LIEBERT CASSIDY WHITMORE

Mary L. Dowell

MLD:dlr
Standard IV: Leadership and Governance

The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

A. Decision-Making Roles and Processes

The institution recognizes that ethical and effective leadership throughout the organization enables the institution to identify institutional values, set and achieve goals, learn, and improve.

1. Institutional leaders create an environment for empowerment, innovation, and institutional excellence. They encourage staff, faculty, administrators, and students, no matter what their official titles, to take initiative in improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective discussion, planning, and implementation.

2. The institution establishes and implements a written policy providing for faculty, staff, administrator, and student participation in decision-making processes. The policy specifies the manner in which individuals bring forward ideas from their constituencies and work together on appropriate policy, planning, and special-purpose bodies.

   a. Faculty and administrators have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise. Students and staff also have established mechanisms or organizations for providing input into institutional decisions.

   b. The institution relies on faculty, its academic senate or other appropriate faculty structures, the curriculum committee, and academic administrators for recommendations about student learning programs and services.

3. Through established governance structures, processes, and practices, the governing board, administrators, faculty, staff, and students work together for the good of the institution. These processes facilitate discussion of ideas and effective communication among the institution's constituencies.

4. The institution advocates and demonstrates honesty and integrity in its relationships with external agencies. It agrees to comply with Accrediting Commission Standards, policies, and guidelines, and Commission requirements for public disclosure, self study and other reports, team visits, and prior approval of substantive changes. The institution moves expeditiously to respond to recommendations made by the Commission.

5. The role of leadership and the institution's governance and decision-making structures and processes are regularly evaluated to assure their integrity and effectiveness. The institution widely communicates the results of these evaluations and uses them as the basis for improvement.
B. Board and Administrative Organization

In addition to the leadership of individuals and constituencies, institutions recognize the designated responsibilities of the governing board for setting policies and of the chief administrator for the effective operation of the institution. Multi-college districts/systems clearly define the organizational roles of the district/system and the colleges.

1. The institution has a governing board that is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. The governing board adheres to a clearly defined policy for selecting and evaluating the chief administrator for the college or the district/system.

a. The governing board is an independent policy-making body that reflects the public interest in board activities and decisions. Once the board reaches a decision, it acts as a whole. It advocates for and defends the institution and protects it from undue influence or pressure.

b. The governing board establishes policies consistent with the mission statement to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them.

c. The governing board has ultimate responsibility for educational quality, legal matters, and financial integrity.

d. The institution or the governing board publishes the board bylaws and policies specifying the board's size, duties, responsibilities, structure, and operating procedures.

e. The governing board acts in a manner consistent with its policies and bylaws. The board regularly evaluates its policies and practices and revises them as necessary.

f. The governing board has a program for board development and new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.

g. The governing board’s self evaluation processes for assessing board performance are clearly defined, implemented, and published in its policies or bylaws.

h. The governing board has a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code.

i. The governing board is informed about and involved in the accreditation process.

j. The governing board has the responsibility for selecting and evaluating the district/system chief administrator (most often known as the chancellor) in a multi-college district/system or the college chief administrator (most often known as the president) in the case of a single college. The governing board delegates full responsibility and authority to him/her to implement and administer board policies without board interference and holds him/her accountable for the operation of the district/system or college, respectively.

In multi-college districts/systems, the governing board establishes a clearly defined policy for selecting and evaluating the presidents of the colleges.
2. The president has primary responsibility for the quality of the institution he/she leads. He/she provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness:
   a. The president plans, oversees, and evaluates an administrative structure organized and staffed to reflect the institution's purposes, size, and complexity. He/she delegates authority to administrators and others consistent with their responsibilities, as appropriate.
   b. The president guides institutional improvement of the teaching and learning environment by the following:
      • establishing a collegial process that sets values, goals, and priorities;
      • ensuring that evaluation and planning rely on high quality research and analysis on external and internal conditions;
      • ensuring that educational planning is integrated with resource planning and distribution to achieve student learning outcomes; and
      • establishing procedures to evaluate overall institutional planning and implementation efforts.
   c. The president assures the implementation of statutes, regulations, and governing board policies and assures that institutional practices are consistent with institutional mission and policies.
   d. The president effectively controls budget and expenditures.
   e. The president works and communicates effectively with the communities served by the institution.

3. In multi-college districts or systems, the district/system provides primary leadership in setting and communicating expectations of educational excellence and integrity throughout the district/system and assures support for the effective operation of the colleges. It establishes clearly defined roles of authority and responsibility between the colleges and the district/system and acts as the liaison between the colleges and the governing board.7
   a. The district/system clearly delineates and communicates the operational responsibilities and functions of the district/system from those of the colleges and consistently adheres to this delineation in practice.
   b. The district/system provides effective services that support the colleges in their missions and functions.
   c. The district/system provides fair distribution of resources that are adequate to support the effective operations of the colleges.
   d. The district/system effectively controls its expenditures.
   e. The chancellor gives full responsibility and authority to the presidents of the colleges to implement and administer delegated district/system policies without his/her interference and holds them accountable for the operation of the colleges.
f. The district/system acts as the liaison between the colleges and the governing board. The district/system and the colleges use effective methods of communication, and they exchange information in a timely manner.

g. The district/system regularly evaluates district/system role delineation and governance and decision-making structures and processes to assure their integrity and effectiveness in assisting the colleges in meeting educational goals. The district/system widely communicates the results of these evaluations and uses them as the basis for improvement.
• CEC will not be cut but its programs will gradually be disaggregated and reassigned to the appropriate deans.

• The four major instructional divisions (green shaded), now schools, are the ones that have long been identified in the current college catalogue.
Academic Affairs
School-based organization that adapts interim plan approved by College Council on 5/23/12

The current divisions will continue in 2012-2013 with their current deans or interim deans per the approved interim plan. Divisions will work together in a School "pod" with one dean as pod leader. A School will eventually migrate to one dean through attrition. Each discipline will migrate to a faculty chair.
BUSINESS AND COLLEGE SERVICES

SENIOR VP & ASST SVP
BUSINESS & COLLEGE
SERVICES
Bob Miller

INSTITUTIONAL
EFFECTIVENESS &
OFFICE OF GRANTS AND
RESEARCH

ENTREPRENEURIAL & SPECIAL
PROGRAMS
Centers, Specialization, Extended
Education

ACCOUNTING
PAYROLL

HUMAN RESOURCES
Vacant Search Approved

INFORMATION
TECHNOLOGY
Dwayne Cable

CHIEF OF POLICE
Starr Perez

FACILITIES &
CONSTRUCTION
Vacant Search Approved

Buildings and
Grounds
Bond
Construction
This approved interim plan has been lifted and grafted into the school-based organization that appears on slide 3 of the Academic Affairs organization chart.
August 15, 2012

To: Members of the Board of Trustees

From: Mark Rocha, Superintendent-President

Re: Recommendation for Implementation of Tentative Student Calendar

Based on the legal opinion rendered below and based on the administration’s view of what is in the best academic interests of our students, I recommend that the Board adopt a tentative student calendar (see Appendix A). This calendar changes the academic year by canceling the Winter Intersession and moving the beginning of the Spring semester to the beginning of January 7.

This recommendation is made in consideration of two available options for the Winter:

(1) The Board may adopt a tentative student calendar which changes the academic year by canceling the Winter Intersession and moving the beginning of the Spring semester to the beginning of January, or

(2) The Board may keep the student calendar as it currently exists with no classes offered during the period of the Winter Intersession.

This recommendation for Option (1) is made based upon the District’s current budget situation and the need for the Board to adopt a balanced budget at the September 5, 2012, and the recommendation is based upon sound reasons why Option (1) is in the best interests of the College and especially the students.

1. Why is Option (1) a better choice for the District’s budget than Option (2)?

ANSWER: Option (2) only eliminates the cost of offering classes during the Winter Intersession, not the operational costs of paying utilities and administrators and staff to come to work during a Winter session when there are no classes. If this is going to be the actual situation in Winter 2013, the administration will recommend furloughs for all administrators and staff to
save costs and balance the budget. *By choosing Option (1), the District defers and possibly entirely eliminates the possibility of furloughs for all administrators and staff in 2012-2013.*

The specific cost savings of Option (1) are estimated at $1.55M over a two-year period. For a specific breakdown of the estimated budget savings, please see **Appendix B** attached, *"The Trimester Model: Two year Cost Savings and Enhanced Revenue Projection."*

2. **Are there valid academic reasons favoring a trimester calendar over the current calendar?**

**ANSWER:** Yes, there is a strong case that the academic program and student achievement and progress to degree will benefit from moving to a “normal” academic calendar without a long winter session break, especially one in which no classes will be offered. For a specific description of the case for Option (1), please see the following attached appendices:

- **Appendix C:** *"A Case Statement on the Traditional Trimester Calendar and Move to the Carnegie Hour."* Prepared by Dean Jim Arnwine and Dean Dave Douglass, in consultation with the academic deans. First presented to the Board of Trustees in its public meeting of April 4, 2012.

- **Appendix D:** *"Trimester Model: Why is the elimination of the winter session and the move to a new trimester system better for faculty, staff, students and the mission of the college"*. Document created July 20, 2012, by administration to provide to Faculty Association.

- **Appendix E:** *"The Effects of Scheduled Academic Breaks on Academic Achievement."* Research document prepared by IPRO.

- **Appendix F:** Minutes of the PCC Calendar Committee that developed and approved the alternative tentative student calendar. Here it is crucially important to note that the proposed calendar (Appendix A), is not a product of the administration but rather that of the appropriate shared governance committee. The enclosed minutes clearly reflect an extensive record of open consultation on this issue back to 2010.
Based upon the foregoing, the Administration recommends that the Board adopt the tentative student calendar eliminating the Winter Intersession and moving the start of Spring semester to the beginning of January. Such action is a valid measure in response to the financial circumstances now facing the District and it is in the best interests of the College and students.

Sincerely yours,

Mark W. Rocha, Superintendent-President
# Pasadena City College Tentative Student Calendar 2012-2013

## June 2012
- 18-24: Classes Not In Session
- 25: First Day of Classes – Summer Intersession

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

## August 2012
- 1: First Day of Classes – Fall Semester – 16 Weeks

## September 2012
- 7: Labor Day - Campus Closed

## October 2012
- 3: Commencement – 2013

## November 2012
- 19: Veterans Day – Campus Closed

## December 2012
- 16: Last Day of Classes – Fall Semester

## January 2013
- 7: First Day of Classes – Spring Semester – 16 Weeks
- 21: Martin Luther King Jr. Day – Campus Closed

## February 2013
- 1: President’s Day – Campus Closed

## March 2013
- 1: First Day of Classes – Summer Intersession

## April 2013
- 15-16: Lincoln’s Birthday – Campus Closed

## May 2013
- 3: Last Day of Spring 2013 semester

## June 2013
- 20: Last Day of Classes – Summer Intersession

## July 2013
- 4: Independence Day – Campus Closed

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

*See Schedule of Classes for Class Start/End Dates
Trimester Model - Two Year Cost Savings and Enhanced Revenue Projection – 8/15/12

2012/13 and 2013/14 Fiscals - Savings and Revenue Enhancement

• Total Savings - $785,000
• Additional Revenue - $800,000

• Total Cash to Bottom Line over Fiscals 2012/13 and 2013/14 - $1,550,000

Cash Related Items

Item 5 - Managers and classified staff would be more productive by preparing for three starts as opposed to four. Shared Governance for faculty, staff, and managers would proceed more efficiently and effectively.

• Admissions and Records and Counseling -- $50,000
• Division Offices -- $10,000
• Promotional Materials - $5,000
• Productivity - $250,000 (reassigned staff, professional learning opportunity time, non-fill vacant positions when appropriate)

Item 6 - The new Banner Ellucian administrative information system will be far less expensive to implement if it does not need to work around the current anomalous academic calendar. There also will be more uninterrupted downtime for implementation and staff training.

• Ellucian consultant programmer time is valued at $180 to $220/hour.
• Estimated Cost Savings - $20,000

Item 7 - Utilities costs would decline because there would be less demand during the hottest summer months assuming the majority of these sections would be 8-week in length and based on the earlier start.

• Savings $50,000

Item 8 - Facilities staff could be scheduled more efficiently so that scheduled maintenance and renovations could be accomplished by existing staff during a longer summer. This also reduces the need to run small renovation contracts year-around.

• Savings $250,000

Item 9 - With a longer summer, more employees could schedule a greater amount of vacation in the summer, reducing vacation accrual and the resultant booked liability and exit payout.

• Savings $150,000

Item 10 - Revenue - Every 1,000 international students increases college revenue by $5 million and increases seats and sections for domestic resident students. A normative academic calendar is a better sell in the international market place.

• Additional Revenue - $800,000 - 10% increase over current non-resident tuition
A Case Statement on the Traditional Trimester Calendar and Move to the Carnegie Hour

Prepared by Jim Arnwine and Dave Douglass

In consultation with the Academic Deans

Traditional Fall-Spring-Summer Schedule (Trimester)

The traditional Fall-Spring-Summer Schedule currently being sunshined by the district would eliminate the winter intersession, move courses that were to be offered in winter into summer, and begin spring semester after the Christmas Holiday. In addition, the district is proposing to allow faculty to take part of their annual teaching load (taught in fall and spring semesters) and move it into into a more robust summer semester.

We see the following as possible benefits to moving to a traditional fall-spring-summer trimester system:

- A longer but flexible summer intersession would allow for greater latitude in scheduling courses.
  - Courses could be scheduled in a variety of lengths from 4 to 14 weeks.
  - Courses which contain a laboratory component could be scheduled for more weeks requiring less in-class time per day
  - Two courses in a sequence could be compressed into two-6 week sessions to accelerate completion.
  - Some summer session classes could be started later to target recent high school graduates.

- Greater continuity of instructional programs throughout the year. For example, programs such as basic skills, the arts, forensics etc. are likely to benefit from eliminating the almost two month break between fall and spring in the current calendar.

- Less reliance on intersession courses to fulfill transfer requirements.

- Greater continuity in shared governance activities from fall to spring.

- Faculty would have the option of spreading their teaching load over 3 semesters instead of two; alternatively they might be able to take their full load over different semesters such as Spring and Summer or Summer and fall.

- Possibly avoid staff furloughs that might occur as a result of a diminished winter intersession.

- Summer FTES can be used either forward (for the upcoming year) or backward (previous year) making it easier to manage our overall FTES.

Conversion of Class Schedule to the traditional “Carnegie Hour”

The district has sunshined a proposal to move current class scheduling from a compressed calendar model to the traditional “Carnegie hour”. This will result in shortening in-class time for courses. For example, a class currently scheduled for 1 hour and 35 minutes twice a week under the current system would be shortened to 1 hour and 30 minutes twice a week resulting in a loss of 10 minutes per week of class time. The semester would also have to be slightly longer than the current 16
week; Class time for holidays that occur during the semester would need to be made up at the end of the term.

We see the following possible benefits of moving to a Carnegie Hour:

- It will allow classes to be offered in 1 hour or 1 ½ hour blocks
- Students will have a significantly easier time putting together a course schedule without class conflicts
- More courses can be scheduled into the typical day
- All classes will start on the hour or half-hour eliminating confusing, seemingly random class start and stop times
- It could create the potential for a “college hour” which is a full hour, and could extend to four or five days a week
- Potentially create better, more flexible time for professional development
- Greater use of college facilities on Fridays
- Easier to create “block programs”, and avoid inter-divisional scheduling conflicts
- Full time faculty will receive the same pay for fewer actual hours worked, although hourly pay per class section would decrease. This could be rectified by a concomitant increase in the hourly pay scale.
- Although the hours per class will actually be less (a decrease in revenue) the term-length-multiplier used to calculate overall FTES will be greater because of a slightly longer semester (increasing revenue)
- A week-long holiday at Thanksgiving would work well with a 16-week-plus-holidays calendar.
Trimester Model -- Why is the elimination of the winter session and a new trimester system better for faculty, staff, students and the mission of the college?

1. The majority of deans support the trimester. The current calendar creates huge difficulties for students, especially those in the arts, athletics and CTE programs where the two month hiatus makes programming very difficult.

2. The research literature shows that all students, but especially those in basic skills English and math, complete at significantly higher rates when they are able to pursue intensive instruction for eight months without a two month hiatus. *Significant savings from a higher completion rate and reduced need for extra sections for students who did not complete.*

3. Students who are nearing the end of their requirements for transfer to the CSU/UC for the following September, or who have been given a provisional acceptance based on completing a given course, will complete more quickly. Why? Because we will be able to capture all of the contingent acceptances in April and schedule summer classes to fill the need.

4. Our anomalous academic calendar compels PCC students to attend class and exams into the third week reducing their opportunities to connect too many other summer programs that start early in the summer.

5. Savings: Managers and classified staff would be more productive by preparing for three starts as opposed to four. Shared Governance for faculty, staff, and managers would proceed more efficiently and effectively.

6. Savings: The new Banner Ellucian administrative information system will be far less expensive to implement if it does not need to work around the current anomalous academic calendar. There also will be more uninterrupted down time for implementation and staff training.

7. Savings: Utilities costs would decline because there would be less demand during the hottest summer months assuming the majority of these sections would be 8-week in length and based on the earlier start date.

8. Savings: Facilities staff could be scheduled more efficiently so that scheduled maintenance and renovations could be accomplished by existing staff during a longer summer. This also reduces the need to run small renovations contracts year round.

9. Savings: With a longer summer, more employees could schedule a greater amount of vacation in the summer, reducing vacation accrual and the resultant booked liability and exit payout.

10. Revenue: Every 1,000 international students increase college revenue by $5M and increases seats and sections for domestic resident students. A normative academic calendar is a better sell in the international student market.

11. The current calendar was created when the state funded every student enrolled. It supported the notion that fulltime faculty teach as many classes as possible no matter the pressure placed upon them and exacerbated our current overload cost structure.
To date there have not been any comprehensive studies of the effects of summer and winter intercessions breaks on academic achievement at 2-year and 4-year colleges. However, research on “summer vacation” at the K-12 level does suggest that there could be a pronounced effect on specific areas of academic achievement particularly among groups community colleges traditionally serve.

A meta-analysis done by Cooper, Ney, Charlton, Lindsey and Greathouse (1996) provides an overview of the impact that summer vacation has on academic achievement. Their conclusions drawn from over 39 separate studies indicate that math computational skills and language spelling skills suffer the greatest negative loss during scheduled academic breaks. Furthermore they conclude that socioeconomic status plays a role in this loss due to the differential levels of opportunity to exercise such skills. Specifically students from a lower-socio economic background show a greater loss than middle or upper income students. Patall, Cooper, and Allen (2010) also suggest in their meta-analysis study that “extended school time might be particularly beneficial for students who are most at risk of failing.” Their research further supports that socio-economic disadvantaged students are “more susceptible to summer learning loss compared to their more advantaged counterparts” which they associate with the opportunities for continued learning and practice of learning outside of the academic structure. They also suggest that students who “are at risk of failing” would benefit from “extended” academic time.

Although neither study concludes a causal relationship between loss of academic achievement and the academic break, the evidence presented in both meta-analysis inquiries does provide a strong correlation between the two, especially for mathematical computational skills, spelling, and reading.

Again it should be noted that a direct causal link to the loss of achievement at the college level and intersession breaks should not be concluded from these two meta-analysis studies; but there is room to make some plausible connections. First it should be noted that as the current academic calendar is constructed at PCC, there are two 10-week breaks built into the calendar (i.e. summer and winter intercession). These 10-week breaks are the equivalent of 2 ½ months, which is just 2-weeks short of the traditional summer vacation calendar of the K-12 system. Thus the college has built in two opportunities for loss of academic achievement. During each of these 10-week breaks the college does provide class sessions but on a far more limited basis than the fall and spring semesters. The winter intersession boasts the largest contingency of “continuing students” (students who were enrolled the immediately preceding fall semester) but at far lower numbers of enrollment that a full fall and spring semester. That being said the minimal course offerings in Winter and Summer do not provide enough opportunities for all students to survive the loss of academic achievement likely to occur from a 10-week hiatus. Based on the previous two studies cited above and another meta-analysis study by Lauer, Akiba, Wilkerson, Apthorp, Snow, and Martin-Glen (2006) the need to minimize the “academic downtime” of students is critical for math, spelling, and reading skills.
Call to Order: 12:07 p.m.

Roll Call:
Present
Sabah Alquaddoomi, Resource
Peter Benson, PCCPOA
James Arnwine, Management Association
Diana Francisco, Academic Senate
Haroldine Gardner, ISSU
Richard Harsha, CSEA 777
Jackie Jacobs, BoT Representative
Lydia McDonald, Academic Senate
Dr. Mark Rocha, Guest Speaker
Glenna Watterson, Classified Senate
Stuart Wilcox, Chair, BoT Representative

Absent
Angela Ceballos, Academic Senate
Jamie Hammond – Associated Students
Loknath Persaud, Faculty Association
Cindy Smith, Confidentials

II. Welcome/Introductions
Dr. Wilcox announced that Dr. Rocha would be addressing the committee during this meeting, however, they would continue with the agenda until Dr. Rocha’s arrival.

III. Approval of Minutes
Dr. Wilcox asked for corrections to the minutes from November 18, 2010. No corrections were given and a motion was made to approve the minutes.
Motion (M/S) to approve minutes. Action: Approved (11-1 abstention).

IV. 2012-2013 Calendar Draft and Discussion
A. Holidays
   1. Lincoln Day
Dr. Wilcox stated that he hoped that committee members had now had sufficient time to discuss the options with their constituents. During previous meetings the committee had narrowed down the choices for Lincoln Day to either Friday, February 8 or Friday, February 15. Dr. Wilcox asked for a vote on 2/15/13. Action: Approved (7-1).
V. Comments from Dr. Mark Rocha, President

Dr. Rocha stated that at the last board meeting the board approved the Educational Master Plan (EMP) and it’s currently on PCC’s web page. He noted that Sabah Alquaddoomi’s Enrollment Management Report summed up that during the last three years we have far surpassed the annual apportionment funding that the state gives us. We’ve accepted more students than the state gives us funding for. This has an effect on the calendar, especially Winter Intersession which has shrunk and is likely to shrink more. Also on our web page is Rick Van Pelt’s budget report that he presented to the board. The report says that our budget situation is perilous. The balance of 18 million dollars that we have are funds that are used throughout the year to cover the cash flow that the state is not sending us. There is a gap of 3 million a month between our budget and what the state sends us. We draw cash flow funds down to almost zero by the end of the year in hopes that the state will pay us its deferrals. They have not fully paid us in the last few years. In terms of the annual operating budget we’re at the red line. In the last 3 years we have over spent and the board has made it clear that we need to stay within our state allocation. On the capital side there is money in various funds and every penny of that is accounted for. There is also a huge deficit of $112 million dollars. The U building is going to be torn down and we need $15 million just to get everyone out by the summer. We were hoping that in this 3 year recession that state funding would turn around by the 4th year, however, we can now see that it’s not going to improve, it’s going to get worse. Dr. Jack Scott reported at CCLC that when Governor Brown convenes the legislature in January he will most likely propose a budget that will bring severe cuts to the community college system. It is estimated there will be a cut of $5-6 million dollars for PCC in the 2011-12 fiscal year. This is a sobering reality check. In spite of the dire predictions, Dr. Rocha stated that he was hopeful since PCC’s Educational Master Plan makes our top priorities clear.

Dr. Rocha reported that in the past the Calendar Committee has previously assumed a certain number of sections across fall, spring and winter. However, we can no longer schedule the same amount of sections. Moving forward we’ll have to make serious adjustments in next year’s budget schedule. Two College Council committees have just been established to handle this. We cannot move into next year without making adjustments. We are projected to be more than 1,000 FTES over the state’s cap on PCC’s funding this year and we need to get back to only being 1-2% over. Funding extra students is not just sections – we are short on counselors, financial aid and so many other vacant positions. We have to live within our means.

Dr. Rocha stated that he thought the calendar was most unusual as a majority of students receive no instruction from the end of fall finals to the start of the spring term which amounts to a gap of nine weeks. We want our academic calendar to reflect what is best for the students. The longer winter intersession may have worked when we could offer 600 sections, but we can barely offer 300. If we
took out every winter and summer section, we would still not be within our state funding. Dr. Alquddoomi will be providing a report that shows the sections for summer, fall, winter and spring for the last six years. The Budget and Enrollment Management committees may recommend that the first thing we need to do is preserve our fall and spring semesters. Currently we have 350 sections in winter and 400 in summer so about 750 sections all together. Where will we cut? We'll need to model some scenarios such as: Would we take all the cuts from winter or from summer or some from each and what would these calendars look like? Dr. Rocha stated that the committee needs to be prepared to make a recommendation on the winter intersession based upon what the Enrollment Management committee proposes.

Diana Francisco asked if establishing enrollment size for classrooms has come up for discussion. Dr. Rocha responded that it had and that there are two steps to reduce sections without hurting students: 1) Reduce the sections and 2) Increase class sizes. Our average class size is about 29 which is lower than our neighboring districts. Dr. Rocha commented that there were 8,000 additional students that we couldn't enroll last fall so he had suggested that we add on 3 or 4 additional seats per classroom. He stated that he's asked the Academic Senate to look at this in the spring and come forward with its recommendations for what the proper enrollment number should be for fall classes. There has been ongoing discussion during collective bargaining regarding increased pay for increased students. He noted that the senate and faculty will need to come to an agreement.

Committee members asked Dr. Rocha what sort of scenario he envisions for the calendar since he feels our winter is unusual. Dr. Rocha responded that research evidence shows that a gap in instruction of two months or more does not lead to better outcomes for our students, especially for our basic skills students in English. Lydia McDonald agreed that this was true for foreign languages as well. The gap isn't good for our athletic program which is one of our most effective educational programs. Our athletic program transfers at a higher rate than any other educational program on campus. The gap is also hard on students enrolled in Art and Music programs who have to wait two months to start their classes. The long winter hiatus does not make sense. Dr. Rocha stated he wouldn't recommend any changes in the actual academic calendar, however, after polling our various campus groups, perhaps it would be better to put the winter sections into two summer intersessions. We could have two 16-week semesters back-to-back. On January 10th instead of coming back to winter intersession, we'd be coming back to spring semester. Spring semester would be over by the first week of May. There would then be a 16-week semester from Memorial Day to Labor Day which could be cut into two 8-week sessions, one before July 1st, so that structurally, if the state ever comes up with growth money, it could be allocated to the current year. Then there would a session starting after July 1st where sections could be added. Dr. Rocha noted that this would probably be advantageous to all the renovations that we'll be doing.
Dr. Arnwine stated he’s had instructors ask to do two 8-week courses, rather than 16-week classes since many music students respond well to shorter more intensive courses. Two 8-week summer sessions would be helpful. Dr. Arnwine stated that since we report to College Council how can we most effectively report to them so they can do the work they need to do? Dr. Rocha responded that the council has been strengthened. He promised that as the facilitator of College Council the decisions of the standing committees will be respected. Dr. Arnwine stated that much of what Calendar Committee does hinges on what the Enrollment Management Committee decides. We have a deadline of April to get the calendar to College Council. Dr. Rocha replied that he didn’t want to put pressure on the committee to revisit the 2011-2012 calendar, but we may want to look at the 2012-2013 calendar again. He noted that the Enrollment Management Committee’s first task will be not what to do with winter, but what to do with summer. This summer is on next year’s fiscal year and that will be the first hard job of the Enrollment Management and Budget Committees.

Dr. Wilcox stated he wanted to do a quick recap: there will be an Enrollment Management Committee and Budget Committee and their decisions will impact the schedule and we don’t know what they will be. It sounds like we need to come up with some theoretical possibilities of four different options starting with a traditional calendar then branching out to a calendar with no winter, a calendar with no summer, and a calendar with no winter and no summer. Dr. Alquaddoomi replied that one of the scenarios presented by the Academic Senate when we went to the compressed calendar was a fall, spring and two summers. Back then they said they would rather have an intersession between the two semesters. That format was discussed and we can bring it back, if need be. Dr. Arnwine stated that rather than 4 calendars we could do a traditional calendar, a no winter and as far as summer just do beginning and ending dates. Dr. Alquaddoomi noted that if summer is 12-weeks with two 6-week sessions then that becomes a scheduling issue rather than a calendar problem. Dr. Wilcox concurred that the Calendar Committee sets beginning and ending dates, however, what’s scheduled within it is an issue for scheduling and the divisions.

Dr. Rocha stated he wanted to bring up Flex day. Flex day is a matter of collective bargaining and a proposal has been made to the PCC Faculty Association that we do away with Flex day as it currently stands so that we would not have a flex day that stops instruction in the middle of the semester. That’s not to say that we wouldn’t have professional development days for both faculty and classified. Dr. Rocha thanked the committee for their time and the work that they do.
V. **Additional Items**
Dr. Wilcox stated that the committee would produce some optional calendars:
1) Business as usual with a summer, fall, winter, spring
2) Fall, spring, no winter (shifting fall & spring closer together) possible summer

VI. **Adjournment**
The meeting was adjourned at 1:06 p.m.
I. Call to Order: 12:07 p.m.

Roll Call:
Present
Sabah Alquaddoomi, Resource
James Arnwine, Management Association
Peter Benson, PCCPOA
Angela Ceballos, Academic Senate
Haroldine Gardner, ISSU
Jamie Hammond – Associated Students
Jackie Jacobs, BoT Representative
Lydia McDonald, Academic Senate
Cindy Smith, Confidentials
Glenna Watterson, Classified Senate
Stuart Wilcox, Chair, BoT Representative

Absent
Diana Francisco, Academic Senate
Richard Harsha, CSEA 777
Loknath Persaud, Faculty Association

II. Welcome/Introductions
Dr. Wilcox welcomed the committee back after the holidays.

III. Approval of Minutes
Dr. Wilcox asked for corrections to the minutes from December 14, 2010. No corrections were given and a motion was made to approve the minutes. Motion (M/S) to approve minutes. Action: Approved (10-0) 1 abstention.

IV. Public Comment ---None---

V. 2012-2013 Calendar Draft and Discussion
A. Holidays
   1. Cesar Chavez
      Dr. Wilcox recapped that at the last meeting the committee approved 2/15/12 for Lincoln’s Day which makes a 4-day weekend. He stated he hoped everyone had now discussed the Cesar Chavez options with their constituents. The two options were either Friday, March 29 or Monday, April 1. He asked if the committee was ready to vote. Glenna Watterson remarked that Friday, March 29 would be more appropriate since there were quite a few Monday holidays. Motion: (M/S) to approve 3/29/12 for
Cesar Chavez Day. **Action:** Unanimously Approved (11-0). Dr. Wilcox then asked committee members to consider if the holiday should be extended to Saturday, 3/30/12. Jim Arnwine stated the managers were unanimously opposed to making this date a holiday as it would adversely affect Saturday classes. **Motion:** (M/S) to **not** have Saturday 3/30/12 as a holiday. **Action:** Approved (10-0) 1 abstention.

2. **Alternative Calendars**

Dr. Wilcox reminded the committee of Dr. Rocha’s visit to the December meeting where he spoke about the various economic factors affecting the college. The president communicated his concern that only 10,000 students are served during winter out of our total enrollment of 30,000. This means the vast majority of students have a two month gap in their education between the end of fall and the beginning of spring. This is especially detrimental for students taking math, languages and other continuing programs. As a result of this discussion, we decided to look at alternative calendars and what dates would look like if we didn’t have a winter intersession. That was a month ago and, in the meantime, the state has come out with its proposed budget for 2011-12 and we now know that PCC will be 5.3 million short in funding. If voters don’t approve fees, we will receive 9.6 million less. Dr. Wilcox stated that at first we were only working on the 2012-2013 calendar, but now we will go back and examine the 2011-2012 due to budgetary constraints.

During difficult economic times PCC must cut spending. There are many open positions that will not be filled and cutting sections is the next best way to save additional money. Winter session costs about 4.8 million for six weeks which would cover most of the 5.3 million that we won’t receive from the state next year. The Enrollment Management Committee is also meeting to look at the issue of saving money and how we’re scheduling classes. We are funded based on the amount of contact between faculty and students which translates into full time equivalent students. 525 hours of instruction time equals one full time equivalent student which the state pays us for. We are producing approximately 1,000+ more full time equivalent students than the state will pay us for. If you multiply the 1,000 FTES that we’re not being paid, it is approximately 5 million dollars that we are not reimbursed. This is another reason why we’ll need to reduce the number of classes we have scheduled.

Dr. Wilcox reported that the Enrollment Management Committee (EMC) came up with a clever solution to the problem. They are questioning the instructional benefits of the winter intersession and the cost to the college. The EMC proposed that the college migrate the winter out of 2011-12 and move it into the following summer. This pushes the cost into the 2012-13 year. Spring 2012 would then start on the 2nd Monday in January. This
would then correlate to the alternate calendar versions that Dr. Rocha has asked us to produce.

Alternative versions of both the 2011-12 and 2012-13 calendars were distributed to the committee. Dr. Wilcox noted that the Calendar Committee’s role is to decide beginning and ending dates of terms and holidays. It is the College Council that has the final decision on whether or not the winter sections will be migrated to summer. If the College Council approves moving winter, we want to be ready with calendars that reflect the change. The idea of migrating winter sections to summer was presented to the College Council yesterday and the members will take it back to their representative groups. Dr. Alquaddoomi stated the College’s resources are better utilized by starting spring in January rather than having a two month gap in instruction. Cindy Smith asked if the board had approved the 2011-12 calendar. Dr. Wilcox replied that they had, and if these changes were made, we would have to re-submit the calendar to the Board and the Chancellor’s Office. Dr. Jacobs remarked that the changes in the budget require change on the part of the College and that the Chancellor’s Office recognizes this. Glenna Watterson commented that although we have contracts the College must make necessary changes when there is a budget crisis. She noted that the revised 2011-12 calendar had room for two 6-week summer sessions with 3 weeks at the end for a break. Dr. Alquaddoomi replied that it could also be an 8 and 6 week session. Dr. Wilcox stated that when you take winter out and start spring on January 9, spring break will be in early March, then spring will end with commencement on May 4, 2012. There would still be a break between spring and summer as that was worked out last year. He stated that we’re trying to keep the 2011-12 calendar as much like what was agreed to last year. It comes out to 15 weeks until we get to fall of 2012. Lydia McDonald asked since there is so much time is it possible to start later than January 9? Dr. Wilcox replied that it certainly was a possibility, however, it would require compressing the amount of time within the summer. Fall becomes locked in with a start date of August 27 if we want it to end by Christmas. Summer adds flexibility as classes can be scheduled any time during those weeks. Jamie Hammond stated that pushing the spring semester up to January would benefit students in that a lot of UC’s will take grades only from spring and the sooner the grades are turned in the better. A longer break between the fall and spring is just more time for students to forget what they’ve learned. This will actually make it easier for students. Dr. Alquaddoomi concurred stating that from the end of fall final exams to the start of spring is 3 weeks of holidays and Christmas. If we push it further back, then it becomes 4 weeks which is too long and defeats the purpose of minimizing the down time and getting students back in the classroom. There are many benefits to starting on January 9. Lydia McDonald asked if most of our students would be able to take a summer session; otherwise they have a long summer with no instruction and they
lose skills. Peter Benson stated that at College Council yesterday people asked what other colleges were doing in response to the budget crisis and the answer is that they’re cancelling entire sessions. PCC is trying to provide its students with the maximum amount of opportunities to take classes. Dr. Arnwine stated that with moving spring up there is only one break for students, currently we’re giving them two breaks per year which causes disruption. Changing the start of spring to January 9 allows us to shift sections in the following year (2012-2013) which may be a better year and also some revenue enhancements may happen.

Jamie Hammond stated she was in favor of having Summer sessions “A” and “B” and that she was concerned if it’s one long summer session that students wouldn’t be able to take as many classes. Dr. Wilcox responded that technically whether we have sessions A and B that’s really just a scheduling issue of how long the divisions choose to make the classes. Summer is defined as one period of time. When we used to have a 12 week summer session most courses were scheduled during the first 6 weeks and other classes scheduled during the second 6 weeks of the summer. The Health area tends to run longer sessions lasting 8 or 10 weeks so we haven’t ever really said there’s a specific session 1 or session 2 as that takes away the flexibility from the divisions to do what they think best. The divisions are free to schedule within the entire summer intersession. Jamie Hammond replied that her concern was that students would be limited in the amount of classes they’d be able to take. Dr. Wilcox responded that there’s a piece of information missing – what defines full time is how long the classes run. For example, during a 16 week semester full time is 12 units, whereas during a 6 week session full time is 4 units. A longer summer would not restrict students from getting more classes. During 12 weeks of summer a student could take 4 classes. Dr. Jacobs assured Ms. Hammond that she would be working with the deans to offer two sessions during summer and that usually we have staggered classes of 6, 8 and 10 weeks. Jamie Hammond stated that this issue is then considered a scheduling issue rather than a calendar issue. Dr. Alquaddoomi replied that was correct. He stated that right now we’re targeting 2011-2012 because we know that the budget is bad. In 2012-2013 there might be extra money or savings or the state budget might change. Dr. Arnwine stated it gives us time to prepare if the worst case scenario happens. Dr. Alquaddoomi replied that we’re trying to minimize the impact for this coming year on faculty and students.

Dr. Wilcox asked, if it comes to pass that winter is moved, would we as the Calendar Committee endorse January 9 as the start date of spring in 2012? **Motion:** (M/S) that the committee look at a revised calendar shifting the start of Spring to January 9, 2012. **Action:** Approved (9-0) 2 abstentions.
3. Flex Days
Glenna Watterson asked if the committee could revisit flex day and possibly remove it for 2012. Dr. Alquaddoomi responded if we minimize changes and keep to the essentials we'll have a better chance of the calendar being accepted. He noted that flex day is an instructional day, and when the time comes, the College can make a decision whether to keep it or not. Haroldine Gardner remarked that although we had asked for the flex days to be removed we had resigned ourselves to one flex day with the caveat that it could be removed, if need be. Cindy Smith stated she thought that when we put the flex date on for 2012 that it wasn't necessarily that we were going to have a flex day, but that if we were going to have one that would be the best day. So the option already exists for administration or the board to say no flex day this year. Glenna Watterson responded that they would have to make that decision before the instructors make up their syllabi. Angela Ceballos stated she had read in the last minutes about the president wanting to get rid of flex. Dr. Wilcox stated that the Calendar Committee's issue is, if we have a flex, when will it be while other bodies decide if it will happen or not. Dr. Arnwine reminded that our 2012-2013 calendar does not have a flex day.

Dr. Arnwine asked to review the holidays of the alternative 2011-12 and 2012-13 calendars and the following changes were made by the committee:

2011-2012
November – Pink Sunday, November 27
February – Pink Sunday, February 19
March – Saturday, March 31, Remove Pink
April – Sunday, April 29, Remove Yellow
May – Sunday, May 6, Change Green to Yellow

2012-2013
November – Pink Sunday, November 25
February – Pink Sunday, February 17
March – Saturday, March 30, Remove Pink
April – Sunday, April 28, Remove Yellow
May – Sunday, May 5, Change Green to Yellow

Dr. Wilcox asked the committee to vote if they would endorse a start date of January 7 for spring 2013. The date of 1/7/13 was unanimously approved (11-0).
VI. **Additional Items**
Jamie Hammond reported that she has posted the information about the calendar changes on Facebook and opened it up as a forum. She expects that there will be a lot of comments and she will pass these along to Susan Miller.

VI. **Adjournment**

---1:06 p.m.---
CALENDAR COMMITTEE MEETING MINUTES
Date/Time: February 24, 2011 at 12:00 p.m.
Location – C217

I. Call to Order: 12:16 p.m.

Roll Call:
Present
James Arnwine, Management Association
Peter Benson, PCCPOA
Angela Ceballos, Academic Senate
Haroldine Gardner, ISSU
Lydia McDonald, Academic Senate
Cindy Smith, Confidentials
Cheryl Storms for Sabah Alquaddoomi
Loknath Persaud, Faculty Association
Stuart Wilcox, Chair, BoT Representative

Absent
Jamie Hammond – Associated Students
Jackie Jacobs, BoT Representative
Diana Francisco, Academic Senate
Richard Harsha, CSEA 777
Glenna Watterson, Classified Senate

II. Approval of Minutes
Dr. Wilcox asked for corrections to the minutes from January 27, 2011. No corrections were given and a motion was made to approve the minutes.

Motion (M/S) to approve minutes. Action: Approved (7-0) 1 abstention.

III. Public Comment ---None---

IV. Review Current Status of Calendars:
1. 2011-2012 With and Without a Winter Session
2. 2012-2013 With and Without a Winter Session

Dr. Wilcox stated that we have two versions of the 2011-2012 calendar - one with winter and one without. The final decision lies with the College Council and they are planning on first surveying faculty, staff and students. He noted that the Calendar Committee is positioned well in that we have developed two different versions of each calendar so we are prepared when a decision is made. The four versions were distributed to the committee. Dr. Wilcox asked the committee to carefully check the pink, green and yellow days for accuracy. Haroldine Gardner asked about the Christmas Holidays on Revision 1/28/11 and wanted to know which days were the holidays and which ones would be reported as vacation. Dr. Wilcox responded that December 23, 26, 20 and January 2 would be the holidays and December 27, 28, 29 would be taken as vacation days.
The committee made the following changes on the calendars:

**Standard Calendar 2011-12**
- Pink Sunday 2/19/12
- No pink on day after Cesar Chavez – 3/31/12
- Pink Sunday 4/22/12
- Pink Sunday 11/27/11

**Standard Calendar 2012-13**
- Pink Sunday 2/17/13
- Pink Sunday 4/21/13
- Pink Sunday 11/25/12

**No Winter (Revision 1/28/11)**
- Pink Sunday 3/11/12
- Pink Sunday 3/10/13

**V. Flex Days**

Dr. Wilcox stated that October 12, 2011 was the day designated for flex day on the 2011-12 calendar. He noted that faculty had objections to losing a day of instruction and expressed the opinion that a flex day is not a good use of time. The president would like to see a flex day before the start of classes. Peter Benson remarked that he thought we were using this date as a placeholder and that flex day could be cancelled if it wasn’t needed. Dr. Wilcox agreed with Mr. Benson’s assessment and responded that the flex day could be labeled “to be determined” or “if scheduled by the president.” However, the problem with that is that faculty need to prepare their syllabi and must be specific if a class will not occur. Angela Ceballos asked if we should do a tentative date prior to the start of fall? Dr. Wilcox stated that it could be helpful. Haroldine Gardner remarked that when the college first began flex days they were held the Friday before fall semester, but it was not well received by faculty. Peter Benson responded that was before we held Welcome Day on that Friday. Loknath Persaud stated that Roger Marheine informed him that instructors would need to be paid if they come in the day before school starts and that would be a union issue.

Dr. Arnwine stated he would like to see a decision made on flex to avoid confusion by instructors. Cindy Smith stated the bottom legend of the calendar could be changed to say “Tentative Flex Day” but there would still be problems with faculty knowing whether or not they’re teaching. Dr. Wilcox noted that he had emailed Dr. Rocha for his input on flex day but hadn’t heard back yet. Peter Benson stated that the decision on flex day needs to be made before the calendar is published. Loknath Persaud stated he doesn’t like having a tentative date and Lydia McDonald said she would like to know the date in advance. Dr. Wilcox agreed that we must have a decision before the calendar is published.

Dr. Arnwine asked if the committee could come to agreement on flex day? Cindy Smith responded it’s still up for grabs as to removing it from 10/12/11 or posting TBA.
Cindy Smith mentioned that we can just explain to people that it's subject to change. Dr. Wilcox summarized that the options are: 1) No flex day on either calendar. 2) October 12, 2011 is where flex is designated if Dr. Rocha decides it should stay.

Dr. Wilcox asked the committee to focus on 2012-13 and asked: 1) If there's a flex day, when will it be? 2) Should there be no flex day? Cheryl Storms inquired as to why flex was originally scheduled in October. Dr. Wilcox replied that it's too hectic in September with the start of the semester; October is a better month and there are no holidays. Cindy Smith moved to table the discussion on flex until the next meeting in March. Motion: (M/S) to table discussion until March 24th. Action: Approved (8-0). Peter Benson stated that hopefully Dr. Wilcox can find out where the president stands and make sure our efforts aren't in vain.

VI. Week Between Spring and Summer
Dr. Wilcox commented that the only other issue we have on the 2013 calendar is whether to schedule a week between spring and summer. If winter is removed, it's a moot point as summer is then 15 weeks. Loknath Persaud asked if there would be a week between the two summer sessions. Dr. Wilcox responded that with budget problems summer may not start until July 1st which would make a two month gap. Dr. Arnwine stated he thought we had to end by July 1st. Dr. Wilcox replied that if winter moves, how summer is scheduled is another discussion. He stated that, if a class crosses fiscal years, the college can claim apportionment in either year. We're about 2,000 FTES over our cap so it's an advantage to be able to push apportionment out to the future. Cheryl Storms asked if there would be two summer sessions? Dr. Wilcox responded that he didn't know, however, there can be classes of 4, 6, and 10 weeks duration. Loknath Persaud stated regardless of when spring ends the faculty do not want a break. Haroldine Gardner responded that Classified staff do indeed want a break. Cindy Storms reminded that the 2010-11 calendar is the first time that we've had a week between spring and summer and we need to see how it goes. She noted by the time we do experience it, it may be too late to change it on the following calendar. Dr. Wilcox stated that he has checked with the state and we can change our calendar even though it has already been submitted to the state, but he doesn't have an absolute deadline. Cindy suggested that after summer is over we could send out a survey to the campus at large separated by groups (administration, faculty, classified and students) to see what they thought of the week between spring and summer. It would be good for the Calendar Committee to have this data. Dr. Wilcox agreed that it would be extremely helpful.

Dr. Wilcox stated he would try and get a firm commitment from Dr. Rocha on Flex Day and will talk about it at the next meeting.

VI. Adjournment
---1:00 p.m.---
I. Call to Order: 12:10p.m.

Roll Call:
Present
Sabah Alquaddoomi, Resource
Haroldine Gardner, ISSU
Richard Harsha, CSEA 777
Cindy Smith, Confidentials
Loknath Persaud, Faculty Association
Glenna Watterson, Classified Senate
Stuart Wilcox, Chair, BoT Representative

Absent
James Arnwine, Management Association
Peter Benson, PCCPOA
Angela Ceballos, Academic Senate
Diana Francisco, Academic Senate
Jamie Hammond – Associated Students
Jackie Jacobs, BoT Representative
Lydia McDonald, Academic Senate

II. Approval of Minutes --None--

III. Public Comment ---None---

IV. Review Current Status of Calendars:
1. 2011-2012 With a Winter Session
2. 2012-2013 With and Without a Winter Session

Dr. Wilcox stated that Dr. Rocha has decided to go ahead with the original version of the 2011-2012 calendar, which was already approved. The only difference will be the removal of the flex day which was scheduled for October 12, 2011. Dr. Wilcox asked if anyone objected or wanted changes? The committee unanimously agreed that the calendar is fine as it stands. Dr. Wilcox remarked that he would send an updated draft of the calendar and a memo to those not in attendance.

Dr. Wilcox reminded the committee that at the last meeting it was determined that a survey would be done after the week of no classes between spring and summer had occurred. An IPRO survey distributed
during summer to administration, faculty, staff and students would determine if the week of no classes was helpful or an interruption. He noted that the calendar could change as a result of the survey. Glenna Watterson stated that faculty in Natural Sciences are in favor of the break between spring and summer. Loknath Persaud replied that 55% of faculty are against it. He stated that the Academic Senate has basically washed their hands of it. Dr. Wilcox responded that the Faculty Association will then have to negotiate it. He stated he thought the survey was still a good idea. Dr. Alquaddoomi recommended that the survey include all faculty and classified. He stated that the Calendar Committee cannot bypass the Academic Senate. Glenna Watterson commented that only one third of the faculty are teaching in summer. Cindy Smith suggested that could be a question on the survey – “did you teach in summer or not?” and the same with students asking whether they attended during summer. Different groups will have different opinions.

Dr. Wilcox asked the committee if they were comfortable with sending the two 2012-13 calendars forward if the survey is done. Dr. Alquaddoomi responded that the revised version doesn’t meet the 176 day requirement – there are only 174 days of instruction. He noted that there are two extra vacations days on the revision. Loknath Persaud suggested moving spring down by one week, but Dr. Alquaddoomi replied this would cause a problem if we have two summer sessions. Cindy Smith asked if we could use January 5 and 6? Dr. Alquaddoomi agreed that Saturday, January 5 would work, but not Sunday, January 6. He commented that if we counted Sundays we would have 30 more days per year. Dr. Wilcox asked if we could check if this is defined by the state or if the college doesn’t count Sundays. Dr. Wilcox suggested starting exams, Wednesday, May 1 through Tuesday, May 7 as this would add in two instructional days.

Dr. Alquaddoomi reminded that the rest of the committee is needed as we don’t have a quorum. Dr. Wilcox stated he would put out a memo to the committee stating the changes and ask members for feedback. He will double check the number of days, and then if we’re short, he’ll check to see if everyone is ok with changing the final exams by two days. Dr. Wilcox noted that outside of fixing this we are now waiting for others to determine the direction of the 2012-2013 calendar.

V. Adjournment  ---12:50 p.m.---

Post Meeting Note:  
Dr. Wilcox checked with MIS regarding the reporting of instructional days to the State. He learned that Saturdays have been reported as instructional days for many years. Thus, the proposed 2012-2013 calendars exceed the minimum State requirement of 175 days of instruction.
CONSENT ITEM TITLE: Approve New Faculty Welcome and Semester Seminars

Board Meeting Date: August 15, 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 Instructional activities listed below:

APPROVE:

August 22, 2012 – December 14, 201. New Faculty Welcome and Seminar activities at PCC, to provide various learning activities. Expenses are not-to-exceed $6,000, to provide guest speakers, materials, supplies, and refreshments for approximately 60 participants. EMP: B1, B2.1

FISCAL IMPLICATIONS: Expenses are to be funded from the following Cost Center: 01-5210-1001-0000

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

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Instructional Trip for Geology 30E
October 18, 2012 – October 22, 2012

Board Meeting Date: August 15, 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:  Geology 30E students
NUMBER:  24 students; 1 staff
DATE:  October 18 – October 22, 2012
TIME:  Depart: 10/18/12, 7:00 a.m.
Return: 10/22/12, 7:00 p.m.
DESTINATION:  Arizona, California
EVENT:  Field course to compare and contrast Proterozoic and Cambrian sections in Grand Canyon and Death Valley National Parks
TRANSPORTATION:  District vehicles
ADVISOR(S):  Natural Sciences: Bryan Wilbur, Instructor
NOT TO EXCEED:  $2,510.00 (transportation, $2,300 [three 12-passenger vans @ $100 each/day for 5 days, 4 jeep rentals @ $200/day x 1 day]; campground fees $210.00).

Students will be camping out and providing their own meals.

It is also recommended that approved Campus Police and Safety drivers be permitted to drive a Pasadena City College vehicle and to purchase gasoline and services outside of Los Angeles County.

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

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for approval

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)
FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 2012-13 Adopted Budget in account code 01-5250-1502-0000 for transportation expenses (Natural Sciences: Physical Sciences) and the Student Services Fund - Geology.

BACKGROUND: This instructional field trip is requested by the Division Dean of Natural Sciences. Course is a field studies class conducted at various geological sites.
CONSENT ITEM TITLE: Approve Biotech Center Workshop

Board Meeting Date: August 15, 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 Instructional activities listed below:

APPROVE:

October 6 – 7, 2012 Professional Development workshop in recombinant DNA labs using the Amgen Lab kits to be held at Fullerton College for up to 30 teachers. Expenses are not-to-exceed $3,000, to provide for technician, presenters, supplies, and refreshments. EMP: D1, D1.1, D4

FISCAL IMPLICATIONS: Expenses are to be funded from the following Cost Center: 03-5210-5118-0000

BACKGROUND: These workshops shall be determined by College need. These workshops have been requested by the Dean, Natural Sciences.

Approved by:

Vice President, Educational Services
Vice President, Information Technology
Vice President, Instruction and Student & Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

(Requires two signatures)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Distance Education Activities

Board Meeting Date: August 15, 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 Distance Education activities listed below:

APPROVE:

August 16, 2012 – June 30, 2013 Faculty and administrator courses/workshops on Effective Online Teaching Practices held online and on campus. Expenses are not-to-exceed $10,000 for registration fees, technicians, supplies and refreshments. EMP: A2.2, B1.2, B1.3, B2.1, B2.2, C1.2, C2, C2.1, C3.1

FISCAL IMPLICATIONS: Expenses are to be funded from the following Cost Center: 01-5210-4212-0000

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

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Change Order Numbers Nine (9) and Ten (10) 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 #9: Relocate the floor mounted electrical receptacles to the student benches and the teachers’ work benches and add six (6) additional receptacles at the student benches, plus associated load upgrades per RFI’s #39 and 40. The total cost of this change order is Forty-Four Thousand Six Hundred Fifty-Nine Dollars and Ninety-Cents ($44,659.93).

Change Order #10: Add one (1) new sink in each H4 building for a total of five (5) new sinks to replace the sinks in the middle row which were moved per DSA direction to meet accessibility requirements. The total cost of this change order is Twenty-Four Thousand Four Hundred Seventy Dollars and Seventy-Six Cents ($24,470.76).

FISCAL IMPLICATIONS: The total amount of these change orders is Sixty-Nine Thousand One Hundred Thirty Dollars and Sixty-Nine Cents ($69,130.69). Funds for this purpose are provided in the 2012-2013 District Budget in the funds indicated and charged to the cost center shown:

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.

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Purchasing Transactions

Board Meeting Date: August 15, 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 P13-00001 through P13-00508. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2012-2013 District Budget in the fund indicated and charged to the cost center.

This report contains a higher transaction total than would normally be expected. At the beginning of each year, purchasing transactions surge. This occurs because purchases are restricted at the end of each fiscal year to allow for a cleaner fiscal closing. That creates pent-up demand for purchases. Further, numerous "blanket orders" are issued that allow departments to use the same purchase order throughout the year, thereby lowering the number of separate transactions. Some large expenses occur at the start of each year, including insurance.

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.

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

(Requires two signatures)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
## PURCHASE ORDERS OVER $500

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* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
## Consent Item No. 13-8

### August 15, 2012

**PURCHASE ORDERS OVER $500**

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<td>P13-00036</td>
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<td>PETROLEUM PRODUCTS</td>
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<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>FACILITIES</td>
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<td>SOUTH COAST WATER</td>
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<td>P13-00078</td>
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<td>FACILITIES</td>
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<td>P13-00086</td>
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<td>RENTAL OF EQUIP./TOOLS</td>
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<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
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</tbody>
</table>

* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund</th>
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<td>P13-00096</td>
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<tr>
<td>P13-00097</td>
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<td>MCCORMICK: DAVID</td>
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<td>P13-01000</td>
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<td>SERVICE FEES/PROFESSIONAL SVS</td>
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<td>Blanket order for refuse removal and recycling services</td>
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<td>P13-01042</td>
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<td>P13-01054</td>
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<td>CHEMICALS</td>
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<td>Service agreement to check pool chemicals weekly, provide chlorine/acid solution as necessary</td>
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<td>P13-01055</td>
<td>JOHNSTONE SUPPLY</td>
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<td>PETROLEUM PRODUCTS</td>
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<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>FACILITIES</td>
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<td>FOUNDATION FOR CA COMM COLLEGES</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
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<td>eCIVIS</td>
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<tr>
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<td>Service agreement to provide electricity to the main campus</td>
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</tbody>
</table>

* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
## PURCHASE ORDERS OVER $500

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund</th>
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<tbody>
<tr>
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<td>P13-00506</td>
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<td>Utility Services</td>
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<td>NASFAA</td>
<td>Membership Fees</td>
<td>FIN AID</td>
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<td>P13-00317</td>
<td>ACE BUSINESS MACHINES</td>
<td>Maintenance/Service Agreement</td>
<td>FIN AID</td>
<td>$1,190.81</td>
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<td>P13-00195 &gt; STAPLES</td>
<td>XEROX CORPORATION</td>
<td>Maintenance/Service Agreement</td>
<td>HEALTH SCI</td>
<td>$1,750.00</td>
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<tr>
<td>P13-00243</td>
<td>LANDAUER JR. INC.: R.S.</td>
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<td>HEALTH SCI</td>
<td>$1,631.25</td>
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<td>P13-00326</td>
<td>POCKET NURSE</td>
<td>Office Sup. &amp; Equip.</td>
<td>HEALTH SCI</td>
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<tr>
<td>P13-00354 * ARROWHEAD PURITAS WATER, INC.</td>
<td>AIRGAS DUARTE</td>
<td>Office Sup. &amp; Equip.</td>
<td>HEALTH SCI</td>
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<td>OSADA INC.</td>
<td>Repairs</td>
<td>HEALTH SCI</td>
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<td>CA DEPT OF HEALTH RADIOLGY</td>
<td>Service Fees/Professional SVS</td>
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<td>PATTERSON DENTAL CO.</td>
<td>Repairs</td>
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<td>RGM DENTAL SERVICES</td>
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<td>HEALTH SCI</td>
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<td>P13-00381</td>
<td>JOBELEPHANT.COM INC</td>
<td>Service Fees/Professional SVS</td>
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<td>HOME DEPOT BUILDING MATERIALS</td>
<td>Instructional Administration</td>
<td>INSTRUCTIONAL ADMINISTRATION</td>
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<td>Building Materials</td>
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<td>P13-00122</td>
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<td>Laundry Sup./Equip./SVC</td>
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<td>CCLC/COA PUBLICATIONS</td>
<td>Subscriptions</td>
<td>LIBRARY</td>
<td>$42,488.00</td>
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*Indicates Vendor is located within the Pasadena Area Community College District.  
>Indicates local branch utilized outside of District as required by Vendor.
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<tr>
<th>PO Number</th>
<th>Vendor Name</th>
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<td>NURSING SUP.</td>
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<td>1st and 3rd class postage for community services, fee bulletin and postage due account</td>
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<td>PRIORITY MAILING, INC.</td>
<td>MAILROOM SUP &amp; EQUIP.</td>
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<td>MAINTENANCE/SERVICE AGREEMENT</td>
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<td>2,600.00</td>
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<td>MAILROOM SUP. &amp; EQUIP.</td>
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<td>P13-00163</td>
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<td>P13-00167</td>
<td>* KELLY PAPER</td>
<td>PAPER</td>
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<td>RISO INC.</td>
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<td>P13-00206</td>
<td>XEROX CORPORATION</td>
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<td>PERFORMANCE AND COMM ARTS</td>
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<td>HOME DEPOT</td>
<td>THEATER/TAGE SUP. &amp; EQUIP.</td>
<td>PERFORMING AND COMM ARTS</td>
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<td>P13-00251</td>
<td>WALNUT HILL CAR WASH</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
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<td>PETROLEUM PRODUCTS</td>
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<td>P13-00265</td>
<td>* ST. GEORGE'S MEDICAL CLINIC</td>
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<td>P13-00267</td>
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<td>PETROLEUM PRODUCTS</td>
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<td>SERVICE FEES/PROFESSIONAL SVS</td>
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<td>P13-00273</td>
<td>BIG O TIRE</td>
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<td>P13-00275</td>
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<td>REPAIRS</td>
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<td>P13-00281</td>
<td>CHEVRON U.S.A., INC.</td>
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<td>P13-00292</td>
<td>O'REILLY AUTO PARTS</td>
<td>AUTOMOTIVE PARTS AND SUP.</td>
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<td>MOBILE LIFT GATE SERVICE</td>
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<td>P13-00311</td>
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<td>INTERSTATE BATTERY OF EASTERN L.A.</td>
<td>AUTOMOTIVE PARTS AND SUP.</td>
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<td>MEMBERSHIP FEES</td>
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<td>MEMBERSHIP FEES</td>
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Annual dues per approval of Consent Item 1-B July 18, 2012

* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
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<th>PO Number</th>
<th>Vendor Name</th>
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<td>MAINTENANCE/SERVICE AGREEMENT</td>
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<td>PUBLIC RELATIONS</td>
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<td>CAMERA EQUIP. &amp; PHOTO SUP.</td>
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<td>P13-00232  * PCC BOOKSTORE</td>
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<td>P13-00490  * HOUSE OF PRINTING</td>
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<td>PUBLIC RELATIONS</td>
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- Blanket order for the purchase of printing jobs on an as needed basis

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<th>PO Number</th>
<th>Vendor Name</th>
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<td>P13-00236  ELECTRONIC RISKS CONSULTANTS</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>PURCHASING SERVICES</td>
<td>1,104.27</td>
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<td>P13-00237  SAN GABRIEL VALLEY TRIBUNE</td>
<td>ADVERTISING</td>
<td>PURCHASING SERVICES</td>
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- Blanket order for legal advertising of bid notices and proposals

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<th>PO Number</th>
<th>Vendor Name</th>
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<td>P13-00261  STATE BOARD OF EQUALIZATION</td>
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<td>SAFETY &amp; FIRE SUP. &amp; EQUIP.</td>
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<td>P13-00291  DEPT. OF TOXIC SUBSTANCES CONTROL</td>
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<td>P13-00299  ENVIRONMENTAL MANAGEMENT TECH.</td>
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- Blanket order for the packaging, disposal, and transportation of hazardous waste

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<td>P13-00306  LIGHTING RESOURCES, LLC.</td>
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<td>P13-00371  PREMIER LIGHTING &amp; PRODUCTION</td>
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<td>P13-00495  &gt; STAPLES</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
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<td>P13-00170  AMERICAN FOOTHILL PUBLISHING</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
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<td>P13-00394  RIO GRANDE</td>
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<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
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- Blanket order for the printing of Campus Courier Newspaper

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

<table>
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<th>PO Number</th>
<th>Vendor Name</th>
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<td>P13-00250  AIRGAS DUARTE</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>CAREER AND TECHNICAL EDU</td>
<td>1,743.00</td>
<td></td>
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<tr>
<td>P13-00254  DISCOUNT SCHOOL SUPPLY</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>CAREER AND TECHNICAL EDU</td>
<td>3,343.42</td>
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<tr>
<td>P13-00387  * LAKESHORE LEARNING MATERIALS</td>
<td>INSTRUCTIONAL/EDUCATIONAL MATL.</td>
<td>CAREER AND TECHNICAL EDU</td>
<td>1,555.13</td>
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<tr>
<td>P13-00221  OXFORD UNIVERSITY PRESS</td>
<td>BOOKS</td>
<td>COMMUNITY EDUCATION CENTER</td>
<td>1,036.57</td>
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<tr>
<td>P13-00362  * ULTIMATE STAFFING SERVICES</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>EDUCATIONAL SERVICES</td>
<td>11,500.00</td>
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</tbody>
</table>

- To provide for employment of an Executive Secretary from June 24th through Sept 28th

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund</th>
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<tbody>
<tr>
<td>P13-00173  * ALLIED AUTO SUPPLY OF PASADENA</td>
<td>AUTOMOTIVE PARTS AND SUP.</td>
<td>ENGTech</td>
<td>4,000.00</td>
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<tr>
<td>P13-00174  * O'REILLY AUTO PARTS</td>
<td>AUTOMOTIVE PARTS AND SUP.</td>
<td>ENGTech</td>
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<tr>
<td>P13-00175  * UNDERCAR PLUS</td>
<td>AUTOMOTIVE PARTS AND SUP.</td>
<td>ENGTech</td>
<td>3,000.00</td>
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<tr>
<td>P13-00176  NAPA AUTO</td>
<td>AUTOMOTIVE PARTS AND SUP.</td>
<td>ENGTech</td>
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<tr>
<td>P13-00205  DE LAGE LANDEN</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>EOPS</td>
<td>2,627.10</td>
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<tr>
<td>P13-00005  * PCC BOOKSTORE</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>FIN AID</td>
<td>15,000.00</td>
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</table>

- Blanket order for the purchase of office supplies and materials as needed

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund</th>
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<tbody>
<tr>
<td>P13-00455  * I-8 FOOD SERVICES</td>
<td>FOODMEAL SERVICE</td>
<td>FIN AID</td>
<td>5,000.00</td>
<td></td>
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<tr>
<td>P13-00442  &gt; STAPLES</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>HEALTH SCI</td>
<td>1,492.99</td>
<td></td>
</tr>
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</table>

* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
## PURCHASE ORDERS OVER $500

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund</th>
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<tbody>
<tr>
<td>P13-00189</td>
<td>CRYOTECK, INC.</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>HLTH PCC</td>
<td>700.00</td>
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<tr>
<td>P13-00191</td>
<td>MEDI QUIP</td>
<td>REPAIRS</td>
<td>HLTH PCC</td>
<td>1,100.00</td>
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<tr>
<td>P13-00192</td>
<td>PHARMEX</td>
<td>NURSING SUP.</td>
<td>HLTH PCC</td>
<td>2,175.00</td>
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<tr>
<td>P13-00193</td>
<td>QUEST DIAGNOSTIC LABS</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>HLTH PCC</td>
<td>5,000.00</td>
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<tr>
<td>P13-00332</td>
<td>GLAXOSMITHKLINE PHARMACEUTICAL</td>
<td>NURSING SUP.</td>
<td>HLTH PCC</td>
<td>3,282.50</td>
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<tr>
<td>P13-00333</td>
<td>SCHEIN: HENRY, INC.</td>
<td>NURSING SUP.</td>
<td>HLTH PCC</td>
<td>2,175.00</td>
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<tr>
<td>P13-00441</td>
<td>PEPPER OF LOS ANGELES:I.W.</td>
<td>MUSIC SUP. &amp; INSTRUMENTS</td>
<td>PERFORMING AND COMM ARTS</td>
<td>578.50</td>
</tr>
<tr>
<td>P13-00253</td>
<td>TOM'S CLOTHING AND UNIFORMS</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>POLICE AND SAFETY SERVICES</td>
<td>10,000.00</td>
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<td></td>
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</tr>
<tr>
<td>P13-00270</td>
<td>SCHAFFER PSYCHOLOGICAL INSTITUTE</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>POLICE AND SAFETY SERVICES</td>
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<tr>
<td>P13-00274</td>
<td>RECALL SECURE DESTRUCTION SVS</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>POLICE AND SAFETY SERVICES</td>
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<tr>
<td>P13-00277</td>
<td>CART MASTERS</td>
<td>REPAIRS</td>
<td>POLICE AND SAFETY SERVICES</td>
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<tr>
<td>P13-00284</td>
<td>PACIFIC PARKING SYSTEMS, INC.</td>
<td>REPAIRS</td>
<td>POLICE AND SAFETY SERVICES</td>
<td>5,000.00</td>
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<tr>
<td>P13-00294</td>
<td>O'NEIL PRODUCT DEVELOPMENT, IN</td>
<td>PRINTING SERVICES</td>
<td>POLICE AND SAFETY SERVICES</td>
<td>6,118.28</td>
</tr>
<tr>
<td>P13-00313</td>
<td>BACKGROUND BATTERY OF EASTERN L.A.</td>
<td>AUTOMATIVE PARTS AND SUP.</td>
<td>POLICE AND SAFETY SERVICES</td>
<td>1,000.00</td>
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<tr>
<td>P13-00325</td>
<td>BACKGROUND UNLIMITED</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>POLICE AND SAFETY SERVICES</td>
<td>1,250.00</td>
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<tr>
<td>P13-00390</td>
<td>COMMUNICATION CENTER</td>
<td>REPAIRS</td>
<td>POLICE AND SAFETY SERVICES</td>
<td>7,000.00</td>
</tr>
<tr>
<td>P13-00217</td>
<td>STUDY SMART TUTORS, INC.</td>
<td>INSTRUCTIONAL/EDUCATIONAL MATL.</td>
<td>STUDENT ACTIVITIES</td>
<td>996.75</td>
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<tr>
<td>P13-00468</td>
<td>* PCC BOOKSTORE</td>
<td>INSTRUCTIONAL/EDUCATIONAL MATL.</td>
<td>TITLE V</td>
<td>750.00</td>
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</table>

### FUND 33 CHILD DEVELOPMENT FUND

<table>
<thead>
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<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund</th>
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<tbody>
<tr>
<td>P13-00417</td>
<td>* PCC BOOKSTORE</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>CHILDEV</td>
<td>1,500.00</td>
</tr>
<tr>
<td>P13-00418</td>
<td>* SMART &amp; FINAL.</td>
<td>FOOD/MEAL SERVICE</td>
<td>CHILDEV</td>
<td>2,300.00</td>
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<tr>
<td>P13-00419</td>
<td>AMERICAN AQUARIUM DESIGN</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>CHILDEV</td>
<td>1,305.00</td>
</tr>
<tr>
<td>P13-00456</td>
<td>DEPT. OF SOCIAL SERVICES</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>CHILDEV</td>
<td>660.00</td>
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<tr>
<td>P13-00460</td>
<td>MCT TECHNOLOGY, INC.</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>CHILDEV</td>
<td>2,453.20</td>
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<tr>
<td>P13-00461</td>
<td>* B &amp; B SERVICE</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>CHILDEV</td>
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### FUND 41 CAPITAL OUTLAY FUND

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
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<th>Requestor</th>
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<tbody>
<tr>
<td>P13-00329</td>
<td>CAREFREE HARDWOOD FLOORS</td>
<td>FLOORING MATERIALS/INSTALL</td>
<td>ENGTech</td>
<td>6,530.00</td>
</tr>
<tr>
<td>P13-00011</td>
<td>ACOUTICAL MATERIAL SERVICES</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
<td>2,500.00</td>
</tr>
<tr>
<td>P13-00014</td>
<td>* ANAS IRON SUPPLIES*</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
<td>1,000.00</td>
</tr>
<tr>
<td>P13-00017</td>
<td>* CITY WHOLESALE ELECTRIC CO.</td>
<td>ELECTRICAL SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>2,000.00</td>
</tr>
<tr>
<td>P13-00018</td>
<td>COMMERCIAL WASTE SERVICES</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>20,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Blanket order for dumpster removal</strong></td>
<td><strong>of refuse</strong></td>
<td><strong>and</strong></td>
</tr>
<tr>
<td>P13-00019</td>
<td>CON CRETE TIE</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
<td>2,500.00</td>
</tr>
<tr>
<td>P13-00021</td>
<td>* CONSOLIDATED ELEC. DIST.</td>
<td>ELECTRICAL SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>12,500.00</td>
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<tr>
<td></td>
<td></td>
<td><strong>Blanket order for the purchase of</strong></td>
<td><strong>electrical</strong></td>
<td><strong>supplies</strong></td>
</tr>
<tr>
<td>P13-00022</td>
<td>* COURTESY ELECTRIC WHOLESALE</td>
<td>ELECTRICAL SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>1,000.00</td>
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<tr>
<td>P13-00026</td>
<td>GANAHIL LUMBER COMPANY</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
<td>5,000.00</td>
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<tr>
<td>P13-00028</td>
<td>&gt; GRAINGER, INC.: W.W.</td>
<td>AIR CONDITIONING SYS/SERVICE</td>
<td>FACILITIES</td>
<td>5,000.00</td>
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<tr>
<td>P13-00031</td>
<td>HIRSCH PIPE AND SUPPLY</td>
<td>PLUMBING SUP.</td>
<td>FACILITIES</td>
<td>7,000.00</td>
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<tr>
<td>P13-00034</td>
<td>L &amp; L BUILDING MATERIALS, INC.</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
<td>5,000.00</td>
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<tr>
<td>P13-00036</td>
<td>LOPEZ CONCRETE PUMPING, INC.</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
<td>5,000.00</td>
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<tr>
<td>P13-00037</td>
<td>* MCDANIEL: ROBERT L</td>
<td>SIGNS</td>
<td>FACILITIES</td>
<td>20,000.00</td>
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<tr>
<td></td>
<td></td>
<td><strong>Blanket order for signs on an as</strong></td>
<td><strong>needed basis</strong></td>
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<tr>
<td>P13-00046</td>
<td>SPRAGUE'S READY MIX</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
<td>35,000.00</td>
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<tr>
<td></td>
<td></td>
<td><strong>Blanket order for the purchase of</strong></td>
<td><strong>concrete</strong></td>
<td><strong>on</strong></td>
</tr>
</tbody>
</table>

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

> Indicates local branch utilized outside of District as required by Vendor.
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund</th>
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<tbody>
<tr>
<td>P13-00047</td>
<td>SUNSTATE EQUIPMENT COMPANY</td>
<td>RENTAL OF EQUIP./TOOLS</td>
<td>FACILITIES</td>
<td>10,000.00</td>
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<tr>
<td>P13-00049</td>
<td>UNITED RENTALS</td>
<td>RENTAL OF EQUIP./TOOLS</td>
<td>FACILITIES</td>
<td>30,000.00</td>
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<td>P13-00050</td>
<td>WALTER'S WHOLESALE ELECTRIC</td>
<td>ELECTRICAL SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>2,000.00</td>
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<tr>
<td>P13-00061</td>
<td>BENITEZ WROUGHT IRON, INC.</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>3,100.00</td>
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<tr>
<td>P13-00074</td>
<td>COURTESY ELECTRIC WHOLESALE</td>
<td>LIGHTING</td>
<td>FACILITIES</td>
<td>8,134.50</td>
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<tr>
<td>P13-00111</td>
<td>PORTABLEBARRICADESTORE.COM</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
<td>4,022.00</td>
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<tr>
<td>P13-00147</td>
<td>HIRSCH PIPE AND SUPPLY</td>
<td>PLUMBING SUP.</td>
<td>FACILITIES</td>
<td>5,218.09</td>
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<tr>
<td>P13-00226</td>
<td>ORVAC ELECTRONICS</td>
<td>ELECTRICAL SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>1,000.00</td>
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<tr>
<td>P13-00227</td>
<td>HILTI, INC.</td>
<td>TOOLS</td>
<td>FACILITIES</td>
<td>2,767.60</td>
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<tr>
<td>P13-00229</td>
<td>ORVAC ELECTRONICS</td>
<td>ELECTRICAL SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>935.25</td>
</tr>
<tr>
<td>P13-00230</td>
<td>ISC ELECTRONIC SYSTEMS</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>14,884.00</td>
</tr>
<tr>
<td>P13-00231</td>
<td>DIRECT MONITORING SYSTEMS, LLC</td>
<td>SAFETY &amp; FIRE SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>63,264.23</td>
</tr>
<tr>
<td>P13-00339</td>
<td>DEWITT PETROLEUM</td>
<td>PETROLEUM PRODUCTS</td>
<td>FACILITIES</td>
<td>1,500.00</td>
</tr>
<tr>
<td>P13-00345</td>
<td>BENITEZ WROUGHT IRON, INC.</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>9,487.00</td>
</tr>
<tr>
<td>P13-00431</td>
<td>CROWN FENCE</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
<td>19,300.00</td>
</tr>
<tr>
<td>P13-00433</td>
<td>HIRSCH PIPE AND SUPPLY</td>
<td>JANITORIAL/CUSTODIAL SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>1,110.29</td>
</tr>
<tr>
<td>P13-00434</td>
<td>DELTA TECH CORP</td>
<td>ELECTRICAL SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>12,088.91</td>
</tr>
<tr>
<td>P13-00466</td>
<td>N R S INC.</td>
<td>FURNITURE--OFFICE</td>
<td>FACILITIES</td>
<td>53,722.41</td>
</tr>
<tr>
<td>P13-00491</td>
<td>LINK-NILSEN</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>2,950.00</td>
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</table>

**FUND 42 MEASURE P BUILDING FUND**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>P13-00051</td>
<td>CERTIFIED CONTRACTING SERVICES</td>
<td>ABATEMENT</td>
<td>FACILITIES</td>
<td>14,985.00</td>
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<tr>
<td>P13-00140</td>
<td>STONEROCK TILE</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
<td>11,101.20</td>
</tr>
<tr>
<td>P13-00145</td>
<td>HILTI, INC.</td>
<td>HARDWARE</td>
<td>FACILITIES</td>
<td>579.58</td>
</tr>
<tr>
<td>P13-00341</td>
<td>AMERICAN REPROGRAPHICS CO.</td>
<td>COPY/DUPRICATING SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>33,100.00</td>
</tr>
<tr>
<td>P13-00342</td>
<td>ACOUSTICAL MATERIAL SERVICES</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
<td>10,269.48</td>
</tr>
<tr>
<td>P13-00343</td>
<td>WALTER'S WHOLESALE ELECTRIC</td>
<td>ELECTRICAL SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>10,000.00</td>
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<tr>
<td>P13-00372</td>
<td>HILTI, INC.</td>
<td>HARDWARE</td>
<td>FACILITIES</td>
<td>3,313.05</td>
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<tr>
<td>P13-00478</td>
<td>ANDERSON BUSINESS TECHNOLOGY</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>FACILITIES</td>
<td>1,632.99</td>
</tr>
<tr>
<td>P13-00487</td>
<td>MOBILE MINI, INC</td>
<td>RENTAL OF EQUIP./TOOLS</td>
<td>FACILITIES</td>
<td>2,657.50</td>
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<tr>
<td>P13-00488</td>
<td>L &amp; L BUILDING MATERIALS, INC.</td>
<td>BUILDING MATERIALS</td>
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**FUND 43 SCHEDULED MAINTENANCE FUND**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
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<tr>
<td>P13-00010</td>
<td>4 SEASONS ROOFING, INC.</td>
<td>REPAIRS</td>
<td>FACILITIES</td>
<td>14,500.00</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.
## PURCHASE ORDERS OVER $500

**Fund 62 Property Damage and Public Liability Self-Insurance Fund**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund</th>
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<tbody>
<tr>
<td>P13-00112</td>
<td>S.W.A.C.C.</td>
<td>Service Fees/Professional SVS</td>
<td>Office of General Counsel</td>
<td>684,923.00</td>
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<tr>
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<td>Annual contribution for self-insured property and liability coverage</td>
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<td>P13-00352</td>
<td>Schools Excess Liability Fund</td>
<td>Service Fees/Professional SVS</td>
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<td>Annual contribution for excess liability coverage</td>
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</table>

**Total** 5,570,074.57

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

> Indicates local branch utilized outside of District as required by Vendor.
<table>
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<tr>
<th>PO Number</th>
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</table>
Consent Item No. 14-B

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Information Technology Purchasing Transactions

Board Meeting Date: August 15, 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 P13-00001 through P13-00508. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2012-2013 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.

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:

Vice President, Administrative Services

(Requires two signatures)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
<table>
<thead>
<tr>
<th>PO Number</th>
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* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
## PURCHASE ORDERS OVER $500

<table>
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<tr>
<th>PO Number</th>
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<td>COMPUTER EQUIP.</td>
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<td>COMPUTER EQUIP.</td>
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<td>&gt; VERIZON WIRELESS</td>
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<td>P13-00337</td>
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</tbody>
</table>

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

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

Total 417,616.12
CONSENT ITEM TITLE: Approve/Ratify Professional Conference Attendance

Board Meeting Date: August 15, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the following conference attendance outside the United States or with anticipated costs in excess of $1,500.00.

FUND 01 GENERAL FUND

APPROVE:

ATTENDEES: Niki Dixon
DATES: September 5 – September 8, 2012*
PURPOSE: To learn and share major opportunities and challenges impacting our students and professions in areas such as best practices, financial literacy, STEM education, retention, and attend session facilitated by U.S. Dept. of Education
CHARGES: $2,971.50
COST CENTER: 01-5210-5330-0000
RECOMMENDED BY: Scott Thayer
EMP: D1
*September 4 – additional travel day

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)
ATTENDEES: Maureen Davidson, Matthew Kiaman  
LOCATION: ITIL Foundation 2011 Objectives with Exam, Pasadena, California  
DATES: September 1 – September 30, 2012  
PURPOSE: Professional development; training in cutting-edge technology  
CHARGES: $1,795.50 each  
COST CENTER: 01-5210-4700-0000  
RECOMMENDED BY: Dwayne Cable  
EMP: C1, C1.2, C2

ATTENDEE: Rodolfo Garnica  
LOCATION: Apple Certified Macintosh Technician Training  
DATES: September 17 – September 21, 2012  
PURPOSE: Professional development; training in cutting-edge technology  
CHARGES: $2,570.00  
COST CENTER: 01-5210-4700-0000  
RECOMMENDED BY: Dwayne Cable  
EMP: C1, C1.2, C2

FUND 03 RESTRICTED GENERAL FUND

APPROVE:

ATTENDEES: Joy Brittain, Heba Griffiths, Grace Santiago  
DATES: September 5 – September 8, 2012  
PURPOSE: To learn and share major opportunities and challenges impacting our students and professions in areas such as best practices, financial literacy, STEM education, retention, and attend session facilitated by U.S. Dept. of Education  
CHARGES: $3,021.50 for Brittain, $2,507.00 for Griffiths, $2,597.00 for Santiago  
COST CENTER: 03-5210-5301-0000 for Brittain and Santiago, 03-5210-5300-0000 for Griffiths  
RECOMMENDED BY: Nick Mata  
EMP: D1  
*September 4 – additional travel day

RATIFY:

ATTENDEE: Deborah Bird  
LOCATION: High Impact Technology Exchange Conference, Denver, Colorado  
PURPOSE: Conference focuses on Career and Technical Education (CTE) issues. This will benefit our program and curriculum development.  
CHARGES: $2,104.00  
COST CENTER: 03-5210-5262-0000  
RECOMMENDED BY: Dr. Robert Bell  
EMP: C1  
*July 22 - 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 Purchase Order to ECWest Corporation

Board Meeting Date: August 15, 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 Purchase Order Number P13-00521 for Eighty-Eight Thousand Three Hundred Thirty-Three Dollars and Seventeen Cents ($88,333.17) to ECWest Corporation. This purchase will provide the District with the seating that is needed in the Science Village.

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2012-2013 District Budget under the cost center shown:

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

BACKGROUND: Even though the purchase amount exceeds bidding levels, Los Angeles County Counsel and the District's Counsel provided that school districts may purchase equipment which exceeds those limits when it utilizes a piggyback option for the expenditure of District funds where a bid has been issued by another public school agency. The District is purchasing seating through a piggyback clause that San Jose/Evergreen Community College District issued as permitted under Public Contract Code Section 20652 by mutual agreement with the successful bidder. The participation clause in their contract covers school districts wishing to participate in their Cooperative Purchasing Agreement. ECWest Corporation has been awarded this contract and this purchase order is made under Bid Number 0514-129.

The seating purchased for the Science Village will be utilized in the instructional areas.

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

[Signature]

Vice President, Administrative Services

(Requires two signatures)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:
Approve Purchase Order to Wenger Corporation

Board Meeting Date: August 15, 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 Purchase Order Number P13-00465 for One Hundred Twenty-Five Thousand One Hundred Seventy-Eight Dollars and Eighty-Six Cents ($125,178.86) to Wenger Corporation. This purchase will provide the District with the music lockers and cabinets that is needed in the Center for the Arts.

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2012-2013 District Budget under the following Measure P cost center shown:

42-6250-7420-0000 (MEASURE P – Center for the Arts)

BACKGROUND: Even though the purchase amount exceeds bidding levels, Los Angeles County Counsel and the District's Counsel provided that school districts may purchase equipment which exceeds those limits when it utilizes a piggyback option for the expenditure of District funds where a bid has been issued by another public school agency. The District is purchasing music lockers and cabinets through an existing Master Purchase Agreement Number 40199 from the Los Angeles Community College District as permitted under Public Contract Code Section 20652 by mutual agreement with the successful bidder, Wenger Corporation.

The lockers and cabinets being purchased for the Center for the Arts will be utilized to store musical instruments, supplies and equipment.

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM No. 18-B

CONSENT ITEM TITLE:
Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: August 15, 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 $4,233.18. EMP: L

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

<table>
<thead>
<tr>
<th>DATE</th>
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<th>AMOUNT</th>
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<tbody>
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<td>06/29/12</td>
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<td>$315.13</td>
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BACKGROUND: The Board of Trustees originally established the Revolving Fund by resolution in January 1971. Subsequent resolutions have been adopted by the Board in October 1977, October 1980 and November 1981. The current resolution authorizing the fund was adopted by the Board on November 5, 1981, Board Report 168-B. The amount of the fund is $30,000 entrusted to the Director of Fiscal Services.

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)
# REVOLVING FUND REIMBURSEMENT
## AUGUST 2012 EXPENSE SUMMARY

<table>
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<td>Grand total:</td>
<td>$4,233.18</td>
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RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, renew our agreement with Affiliated Computer Services (ACS), aka Xerox Education Services, Inc., Los Angeles, California, to provide student loan billing and accounting services not to exceed $19,000.00 for the 2012-2013 fiscal year. EMP: L.

FISCAL IMPLICATIONS: Funds for this purpose will be budgeted in the 2012-2013 Budget, Fiscal Services, account number 01-5820-3200-0000.

BACKGROUND: It is a common practice of participating educational institutions to contract with a firm specializing in this area. Services provided are routine billing, collections, and correspondence on our National Defense/Direct Student Loan, Perkins Loan, and Nursing Student Loan accounts.

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:

Vice President, Administrative Services

(Requires two signatures)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

Board Meeting Date: August 15, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the reimbursement of the Workers' Compensation Self-Insurance Fund Bank account in the amount of $46,587.12. EMP: L

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

<table>
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<td>$46,587.12</td>
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<thead>
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<td>Mileage</td>
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</tr>
<tr>
<td></td>
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</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.

Approved by:

Vice President, Educational Services
Vice President, Information Technology
Vice President, Instruction and Student & Learning Services

Recommended for Approval:
Vice President, Administrative Services

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

(Requires two signatures)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Ratify Grant Application, Continuation of Upward Bound Math/Science Program – Blair, Muir, Pasadena and Mountain View High Schools

Board Meeting Date: August 15, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, ratify the submittal of a grant application by the Vice President for Student and Learning Services to the U.S. Department of Education, Office of Postsecondary Education, Federal TRIO Programs, to continue to offer an Upward Bound Math/Science Program to increase the Grade Point Averages, proficiency levels on state assessments in reading/language arts and math, secondary school persistence, secondary school graduation with a regular diploma and completion of a rigorous program of study, postsecondary education enrollment, and postsecondary attainment of low-income and first-generation students at four target high schools within the Pasadena Unified School District and the El Monte Union High School District, two of the college's feeder districts. EMP: D1, I3

FISCAL IMPACTS: The U.S. Department of Education estimates that it will award a total of 148 Upward Bound Math/Science grants for FY 2012. For existing grantees such as PCC, the maximum award amount for Year 1 of the new grant will be their grant award amount for the first year of the previous grant cycle plus five percent. The project period of the grant will be five years. No cost sharing or match is required.

BACKGROUND: The Upward Bound Math/Science Program is one of the Federal TRIO Programs offered by the U.S. Department of Education's Office of Postsecondary Education. The TRIO Programs are Federal outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. TRIO includes eight programs targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to postbaccalaureate studies. Upward Bound Math/Science is one of three Upward Bound Programs that provide grants to institutions of higher education, public and private agencies and organizations, community-based organizations with experience in serving disadvantaged youth, and secondary schools to operate projects that serve qualified individuals from disadvantaged backgrounds. The purpose of the Upward Bound Math/Science Program is to provide the skills and motivation necessary for success in a program of postsecondary education that leads to careers in math and science.

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
AUTHORIZATION TO SUBMIT A GRANT PROPOSAL

Title of Proposal
PCC Upward Bound Math/Science Center-Pasadena/Mountain View

Prepared by
Joy Brittain, Dr. Scott Thayer, and Nancy Roberts

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

Abstract of Proposal
PCC is requesting funding from the U.S. Department of Education to continue to offer an Upward Bound Math/Science (UBMS) Program to 65 eligible students (low-income, potential first-generation college students and/or individuals with a high risk for academic failure) at four target schools – Blair, Mountain View, Muir, and Pasadena High Schools. The UBMS project will provide a comprehensive program of support services to enable participants to complete high school and succeed in postsecondary education. Program objectives are: increasing participants’ cumulative GPAs to 2.5 or better on a four point scale; increasing participants’ scores on state assessments in reading/language arts and math to the proficient level; persistence of a high percentage of non-senior participants from one academic year to the next, at the next grade level; graduation of a high percentage of seniors with a regular secondary school diploma; completion of a rigorous program of study (A-G requirements) by a high percentage of graduating seniors; enrollment of a high percentage of graduates in institutions of higher education by the fall term immediately following high school graduation; and completion of participants’ postsecondary programs within six years. The project will address the targeted needs of participants through a carefully structured schedule of assessment, monitoring, services, and activities to provide them with the skills and motivation to succeed. Program services will include: academic tutoring; advice and assistance in secondary and postsecondary course selection; assistance in completing college financial aid and admissions applications; extensive math/science curriculum; and research opportunities.

Staffing Impact
Director (100%, 12 months), Educational Advisor (75%, 11 months), 4 tutors (each at 10 hours per week for 30 weeks), 4 Supplemental Instruction Leaders (each at 5 hours per week for 30 weeks), 11 Summer Program Instructors, and 5 Resident Assistants

Fiscal Impact

<table>
<thead>
<tr>
<th>External Grant</th>
<th>In-Kind Contribution</th>
<th>District Matching</th>
<th>Project Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 262,500</td>
<td>-0-</td>
<td>-0-</td>
<td>$ 262,500</td>
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</table>

Authorizations

- Project Manager/Contact Person
- Dean/Division Chairperson
- Area Assistant Superintendent
- Asst Supt Administrative Services
- Superintendent/President
- Date of Board of Trustees Approval
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
AUTHORIZATION TO SUBMIT A GRANT PROPOSAL  

BUDGET SUMMARY (Year 1)

<table>
<thead>
<tr>
<th>DIRECT COSTS</th>
<th>PROJECT FUNDED ***</th>
<th>DISTRICT INKIND MATCH*</th>
<th>DISTRICT MATCH **</th>
<th>PROJECT TOTALS</th>
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<tbody>
<tr>
<td>1000 Certificated Salaries</td>
<td>-0-</td>
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<td>-0- (1)</td>
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<td>2000 Classified Salaries</td>
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<td>152,824</td>
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<tr>
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<tr>
<td>4000 Materials/Supplies</td>
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<td>-0- (1)</td>
<td>3,125</td>
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<tr>
<td>5000 Other Operating</td>
<td>18,814</td>
<td>-0- (1)</td>
<td>-0- (1)</td>
<td>18,814</td>
</tr>
<tr>
<td>6000 Capital Outlay</td>
<td>-0-</td>
<td>-0- (1)</td>
<td>-0- (1)</td>
<td>-0-</td>
</tr>
<tr>
<td>7000 Other Outgo</td>
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<td>-0- (1)</td>
<td>235,189</td>
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</table>

<table>
<thead>
<tr>
<th>INDIRECT COSTS *****</th>
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<tbody>
<tr>
<td>(@ 8% of Modified Direct)</td>
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<td>0</td>
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<tr>
<td>PROJECT TOTALS</td>
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<td>0</td>
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</tr>
</tbody>
</table>

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

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

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

*** Classified Salaries are comprised of the Project Director ($72,632), the Educational Advisor ($32,892), 4 Tutors ($10,800), 4 Supplemental Instruction (SI) Leaders ($6,000), 11 Summer Program Instructors ($18,000), 1 Head Resident Assistant ($3,500), and 3 Resident Assistants ($9,000). Materials and Supplies ($3,125) include student portfolios, office supplies, program T-shirts, database/SAT preparation software, and the shared cost of the National Student Clearinghouse used as a resource for program evaluation. Other Operating costs include: travel for required program-related conferences ($2,934); student travel for field trips, college visits, and bus transportation to and from program events at PCC ($13,500); training for SI Leaders ($400); and duplicating, printing, postage, and telephone costs ($1,980).

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

CONSENT ITEM TITLE:
Ratify Grant Application, Development of an Upward Bound Math/Science Program – El Monte & South El Monte High Schools

Board Meeting Date: August 15, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, ratify the submittal of a grant application by the Vice President for Student and Learning Services to the U.S. Department of Education, Office of Postsecondary Education, Federal TRIO Programs, to offer an Upward Bound Math/Science Program to increase the Grade Point Averages, proficiency levels on state assessments in reading/language arts and math, secondary school persistence, secondary school graduation with a regular diploma and completion of a rigorous program of study, postsecondary education enrollment, and postsecondary attainment of low-income and first-generation students at two target high schools within the El Monte Union High School District, one of the college's feeder high school districts. EMP: D1, I3

FISCAL IMPLICATIONS: The U.S. Department of Education estimates that it will award a total of 148 Upward Bound Math/Science grants for FY 2012. For new applicants or existing grantees (such as PCC) proposing to serve a new target area or schools, the maximum award amount for Year 1 of the new grant will be $250,000 to serve at least 60 students. The project period of the grant will be five years. No cost sharing or match is required.

BACKGROUND: The Upward Bound Math/Science Program is one of the Federal TRIO Programs offered by the U.S. Department of Education's Office of Postsecondary Education. The TRIO Programs are Federal outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. TRIO includes eight programs targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to postbaccalaureate studies. Upward Bound Math/Science is one of three Upward Bound Programs that provide grants to institutions of higher education, public and private agencies and organizations, community-based organizations with experience in serving disadvantaged youth, and secondary schools to operate projects that serve qualified individuals from disadvantaged backgrounds. The purpose of the Upward Bound Math/Science Program is to provide the skills and motivation necessary for success in a program of postsecondary education that leads to careers in math and science.

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)
### Title of Proposal
PCC Upward Bound Math/Science Center-El Monte/South El Monte

### Prepared by
Joy Brittain, Dr. Scott Thayer, and Nancy Roberts

### Submitted to
U.S. Department of Education, Office of Postsecondary Education, Federal TRIO Programs, Upward Bound Math/Science Program

### Abstract of Proposal
PCC is requesting funding from the U.S. Department of Education to add a second Upward Bound Math/Science Program to PCC’s four federally-funded TRIO Programs. The proposed project will offer an Upward Bound Math/Science (UBMS) Program to 60 eligible students (low-income, potential first-generation college students and/or individuals with a high risk for academic failure) at two target schools – El Monte and South El Monte High Schools. The UBMS project will provide a comprehensive program of support services to enable participants to complete high school and succeed in postsecondary education. Program objectives are: increasing participants’ cumulative GPAs to 2.5 or better on a four point scale; increasing participants’ scores on state assessments in reading/language arts and math to the proficient level; persistence of a high percentage of non-senior participants from one academic year to the next, at the next grade level; graduation of a high percentage of seniors with a regular secondary school diploma; completion of a rigorous program of study (A-G requirements) by a high percentage of graduating seniors; enrollment of a high percentage of graduates in institutions of higher education by the fall term immediately following high school graduation; and completion of participants’ postsecondary programs within six years. The project will address the targeted needs of participants through a carefully structured schedule of assessment, monitoring, services, and activities to provide them with the skills and motivation to succeed. Program services will include: academic tutoring; advice and assistance in secondary and postsecondary course selection; assistance in completing college financial aid and admissions applications; extensive math/science curriculum; and research opportunities.

### Staffing Impact
Director (100%, 12 months), Educational Advisor (75%, 11 months), 4 tutors (each at 10 hours per week for 30 weeks), 4 Supplemental Instruction Leaders (each at 5 hours per week for 30 weeks), 11 Summer Program Instructors, and 5 Resident Assistants

### Fiscal Impact

<table>
<thead>
<tr>
<th>External Grant</th>
<th>In-Kind Contribution</th>
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### Authorizations

- **Project Manager/Contact Person**: Joy Brittain
- **Dean/Division Chairperson**: [Signature]
- **Area Assistant Superintendent**: [Signature]
- **Asst Supt Administrative Services**: [Signature]
- **Superintendent/President**: [Signature]
- **Date of Board of Trustees Approval**: [Date]
## PASADENA AREA COMMUNITY COLLEGE DISTRICT
### AUTHORIZATION TO SUBMIT A GRANT PROPOSAL
#### BUDGET SUMMARY (Year 1)

<table>
<thead>
<tr>
<th>DIRECT COSTS</th>
<th>PROJECT FUNDED ***</th>
<th>DISTRICT INKIND MATCH*</th>
<th>DISTRICT MATCH **</th>
<th>PROJECT TOTALS</th>
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<tr>
<td>1000 Certificated Salaries</td>
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<td>3,125</td>
</tr>
<tr>
<td>5000 Other Operating</td>
<td>18,814</td>
<td>-0- (1)</td>
<td>-0- (1)</td>
<td>18,814</td>
</tr>
<tr>
<td>6000 Capital Outlay</td>
<td>-0-</td>
<td>-0- (1)</td>
<td>-0- (1)</td>
<td>-0-</td>
</tr>
<tr>
<td>7000 Other Outgo</td>
<td>-0-</td>
<td>-0- (1)</td>
<td>-0- (1)</td>
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</table>

| INDIRECT COSTS **** | (@ 8% of Modified Direct) | -0- | -0- | 17,900 |
| Summer Non-Residential Meals | 8,354 | -0- | -0- | 8,354 |

**PROJECT TOTALS** 250,000 -0- -0- 250,000

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

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

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

*** Classified Salaries are comprised of the Project Director ($63,200), the Educational Advisor ($32,892), 4 Tutors ($10,800), 4 Supplemental Instruction (SI) Leaders ($6,000), 11 Summer Program Instructors ($18,000), 1 Head Resident Assistant ($3,500), and 3 Resident Assistants ($9,000). Materials and Supplies ($3,125) include student portfolios, office supplies, program T-shirts, database/SAT preparation software, and the shared cost of the National Student Clearinghouse used as a resource for program evaluation. Other Operating costs include: travel for required program-related conferences ($2,934); student travel for field trips, college visits, and bus transportation to and from program events at PCC ($13,500); training for SI Leaders ($400); and duplicating, printing, postage, and telephone costs ($1,980).

**** Per Title 34, Part 75.562(c), in the Code of Federal Regulations, the U.S. Department of Education limits INDIRECT COSTS for direct grant programs such as Upward Bound to 8% of a modified total direct cost base, which excludes the following items: equipment costing $5,000 or more per unit; room and board; summer non-residential meals; tuition and related fees; and training stipends for students.
CONSENT ITEM TITLE: Amend Consent Item No. 1-B, Approval of Organizations for Membership, 2012-13 Fiscal Year

Board Meeting Date: August 15, 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 18, 2012, to include memberships in the following organizations:

- Community College Public Relations Organization (CCPRO) $175 EMP: 110
- OpenCourseWare Consortium (OCW) $368 EMP: C1

FISCAL IMPLICATION: Funds for this purpose are budgeted in the 2012-2013 Budget in Object 5310, under Cost Centers 4401 (Public Relations) and 4212 (Online Education).

BACKGROUND: The statewide Community College Public Relations Organization (CCPRO) is a professional development and service organization that seeks to promote excellence in California's community college public relations and related professions. The organization serves as a central resource of information and provides counsel and assistance relating to the advancement of community colleges statewide and the professional growth of its members.

The mission of the OpenCourseWare Consortium (OCW) 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 marshals broad expertise regarding the ongoing development of open education projects and connects its members with an even broader network of Open Educational Resources (OER) practitioners.

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Accept Notice of Completion, C-3000-8, SBS Corporation

Board Meeting Date: August 15, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California accept as complete work on Contract C-3000-8 to SBS Corporation for the R Building Restroom Upgrades.

It is further recommended that the Vice President for Administrative Services be authorized to file a Notice of Completion with the Los Angeles County Recorder and that ninety percent (90%) payment be released to the contractor, subject to labor and materials claims, assessed damages, or other appropriate withholdings, as needed. Final payment may be released thirty-five (35) days following the filing of the Notice of Completion, per Civil Code Section 3093 and the contract.

FISCAL IMPLICATIONS: No additional financial obligation is created by this action.

BACKGROUND: At its meeting of December 14, 2011, Consent Item 65-B, the Board of Trustees authorized the issuance of Contract Number C-3000-8 to SBS Corporation per the terms and specifications of Bid 874.

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)
CONSENT ITEM TITLE:  
Approve/Ratify/Amend/Renew Contracts

Board Meeting Date:  August 25, 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 or will be 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.

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

RECOMMENDED FOR APPROVAL:

Vice President, Administrative Services

(Requires two signatures)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
# REVIEW OF TRANSACTIONS AND CONTRACTS

## PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
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<tr>
<td><strong>NO COST TO DISTRICT</strong></td>
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</tr>
<tr>
<td><strong>Approve</strong></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>B-98182-3</td>
<td>University of Southern California</td>
<td>No cost to District</td>
<td>To provide for student teaching and observation for USC students in ESL classes. EMP: D3 9/17/12 until terminated</td>
<td>Languages Division</td>
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<tr>
<td><strong>FUND 01 – UNRESTRICTED FUND</strong></td>
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<tr>
<td><strong>Approve</strong></td>
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<td></td>
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<tr>
<td>B-98183-3</td>
<td>Keith Hopkins</td>
<td>$75.00 per hour</td>
<td>To provide planning and management of projects relating to the selection and implementation of a new or upgraded AIS and related infrastructure for an amount not-to-exceed $33,000.00. EMP: C1, C1.1, C1.2 8/20/12 thru 11/2/12</td>
<td>Information Technology Services</td>
<td>01-5120 4700-0000</td>
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<tr>
<td><strong>Ratify</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>B-98184-3</td>
<td>Public Interest Investigations, Inc.</td>
<td>$200 per hour</td>
<td>To provide investigative services on an as-needed basis for an amount not-to-exceed $10,000.00 plus approved reimbursables. EMP: L6 7/16/12 thru 6/30/13</td>
<td>Human Resources</td>
<td>01-5120 4300-0000</td>
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<tr>
<td>B-98185-3</td>
<td>Smith Enterprises, LLC</td>
<td>$150.00 per hour</td>
<td>To provide assessment and support services for Facilities and Measure P construction projects for an amount not-to-exceed $25,000.00. EMP: L1 – L6, E 7/23/12 thru 8/24/12</td>
<td>Facilities Services Office</td>
<td>01-5120 3700-0000</td>
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Consent Item No. 25-B  
August 15, 2012
## Review of Transactions and Contracts

**Pasadena Area Community College District**

<table>
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<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Renew</strong></td>
<td>Lynn Marie Worrilow</td>
<td>$475.00 per assigned class</td>
<td>To provide services as booking agent for models needed for life drawing classes. Models to be paid $22.50 per hour. EMP: A2 8/22/12 thru 6/30/13</td>
<td>Visual Arts and Media Studies</td>
<td>01-5120</td>
</tr>
<tr>
<td><strong>FUND 03 – RESTRICTED FUNDS</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Renew</strong></td>
<td>California Institute of Technology</td>
<td>Not-to-exceed $58,205.00 per year</td>
<td>To provide training to PCC students under the California Institute for Regenerative Medicine (CIRM) Bridges to Stem Cell Research Grant. EMP: SSAA 1-4, D3, D4 9/01/12 thru 8/31/15</td>
<td>CIRM Bridges to Stem Cell Research Grant</td>
<td>03-5820</td>
</tr>
<tr>
<td></td>
<td>Childrens Hospital Los Angeles</td>
<td>Not-to-exceed $39,875.00 per year</td>
<td>To provide training to PCC students under the California Institute for Regenerative Medicine (CIRM) Bridges to Stem Cell Research Grant. EMP: SSAA 1-4, D3, D4 9/01/12 thru 8/31/15</td>
<td>CIRM Bridges to Stem Cell Research Grant</td>
<td>03-5820</td>
</tr>
<tr>
<td></td>
<td>University of Southern California</td>
<td>Not-to-exceed $67,375.00 per year</td>
<td>To provide training to PCC students under the California Institute for Regenerative Medicine (CIRM) Bridges to Stem Cell Research Grant. EMP: SSAA 1-4, D3, D4 9/01/12 thru 8/31/15</td>
<td>CIRM Bridges to Stem Cell Research Grant</td>
<td>03-5820</td>
</tr>
</tbody>
</table>

Consent Item No. 25-B
August 15, 2012
<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-98090-2</td>
<td>Maxwell Rowe</td>
<td>$25,000.00</td>
<td>To provide brand development, marketing and outreach services for E-STEM grant activities. EMP: SSAA #3, D2.3 7/01/12 thru 12/31/12</td>
<td>Natural Sciences Division – E-STEM Grant 5262-0000</td>
<td>03-5120</td>
</tr>
<tr>
<td>B-97672-0</td>
<td>I-8 Food Services, Inc.</td>
<td>Expenses not-to-exceed grant specifications</td>
<td>To provide catering for District's categorical programs as allowed by individual grants for student participants. EMP: E1 7/01/12 thru 6/30/13</td>
<td>Various Grant Categorical Cost Centers</td>
<td>Various Object Codes</td>
</tr>
<tr>
<td><strong>FUND 41 – CAPITAL OUTLAY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Amend</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-97966-1</td>
<td>Wittry Associates</td>
<td>N/A</td>
<td>To extend term of agreement from 6/30/12 to 6/30/13. EMP: L</td>
<td>C/O Technology Upgrade Plan 7116-0000</td>
<td>41-6217</td>
</tr>
</tbody>
</table>
CONSENT ITEM TITLE: Approve Takeover Agreement for Completion of the Center for the Arts Building Project

Board Meeting Date: August 15, 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 Takeover Agreement between the Pasadena Area Community College District and Liberty Mutual Insurance Company/Safeco Insurance Company of America as it relates to the completion of the Center for the Arts Building Project.

FISCAL IMPLICATIONS: No fiscal implication to the District.

BACKGROUND: Edge Development is the General Contractor for the Measure P Center for the Arts project, selected through a valid bidding process. Edge Development encountered financial difficulties in its operations which has ultimately precluded it from completing its performance. The surety on its performance bond, Liberty Mutual Insurance Company/Safeco Insurance Company of America has therefore agreed to assume full responsibility for Edge Development's contractual obligations to the District and has selected a new General Contractor through a bid process.

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)
CONSENT ITEM TITLE:
Approve/Ratify Stipends for Academic Personnel

Board Meeting Date: August 15, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the persons on the attached list to be employed in a special project as listed, approved for the College year 2012-13, 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: Funds are budgeted in respective cost centers.

BACKGROUND: The assignment shall be determined by College need.

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:

Vice President, Administrative Services

(Requires two signatures)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>STIPEND</th>
<th>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adler, Brian</td>
<td>1,000.00</td>
<td>Educational Services—faculty member is serving as a team Member on the English Team for the Program Redesign and Implementation Bootcamp, 7-1-12 to 6-30-13, A2.1, B1, B2.1</td>
</tr>
<tr>
<td>Caldwell, Wendy</td>
<td>200.00</td>
<td>Performing and Communication Arts—music 10 performance 10-25-12, A2, D2.4</td>
</tr>
<tr>
<td>Hall, Nadine</td>
<td>125.00</td>
<td>Performing and Communication Arts—music 10 performance 11-08-12, A2, D2.4</td>
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<tr>
<td>Johnston, Richard</td>
<td>20,000.00</td>
<td>Natural Sciences Division—Biotechnology Hub for Southern California, Grant Director—7-18-12 to 6-30-13, K3, D4</td>
</tr>
<tr>
<td>Jones, Stephen</td>
<td>100.00</td>
<td>Performing and Communication Arts—music 10 performance 11-29-12, A2, D2.4</td>
</tr>
<tr>
<td>Mitchell, Kathryn</td>
<td>200.00</td>
<td>Performing and Communication Arts—music 10 performance 9-6-12, A2, D2.4</td>
</tr>
<tr>
<td>Nordstrom, Donna</td>
<td>3,000.00</td>
<td>SASI—Facilitate Math Jam activities including planning, curriculum development, tutor training, teaching, and evaluation, 8-16-12 to 8-30-12, A1, A2, D2, E1, E3</td>
</tr>
<tr>
<td>Nordstrom, Donna</td>
<td>3,000.00</td>
<td>TITLE V—Facilitate Math Jam activities including planning, curriculum development, tutor training, teaching, and evaluation, 8-16-12 to 8-30-12, A1, A2, D2, E1, E3</td>
</tr>
<tr>
<td>Petito, Jacqueline</td>
<td>75.00</td>
<td>Performing and Communication Arts—music 10 performance 10-11-12, A2, D2.4</td>
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<tr>
<td>Rodriguez, Bianca</td>
<td>9,930.70</td>
<td>Health Sciences Division—administrative duties for the Los Angeles County Medical Assisting Program, 3-26-12 to 5-14-12, D4/l, K3</td>
</tr>
<tr>
<td>Rodriguez, Bianca</td>
<td>6,613.20</td>
<td>Health Sciences Division—administrative duties for the Los Angeles County Medical Assisting Program, 6-25-12 to 8-20-12, D4/l, K3</td>
</tr>
<tr>
<td>Taylor, Daryl</td>
<td>6,578.00</td>
<td>Business and Computer Technology—faculty coordinator, 6-19-12 to 7-31-12, A2</td>
</tr>
<tr>
<td>Youngstrom, Kenton</td>
<td>200.00</td>
<td>Performing and Communication Arts—music 10 performance 10-18-12, A2, D2.4</td>
</tr>
</tbody>
</table>
RECOMMENDATION: It is recommended that the Board of Trustees of the Pasadena Area Community College District of Los Angeles County, California, employ the persons on the attached list for 2012-2013. The length of time of the employment and the assignment shall be determined by the needs of the College. All employment was in accordance with Pasadena City College Hiring Policies and Procedures and applicable California Government Codes. EMP: A3.1

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

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

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:

Vice President, Administrative Services

(Requires two signatures)
<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boquiren, Patricia</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Languages</td>
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<tr>
<td>Collins, Rachael</td>
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<td>A</td>
<td>1</td>
<td>English</td>
</tr>
<tr>
<td>Cormack, Aisling</td>
<td>Adjunct Faculty</td>
<td>E</td>
<td>1</td>
<td>English</td>
</tr>
<tr>
<td>Curran, Sean</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>English</td>
</tr>
<tr>
<td>Dieguez, Kiriaki</td>
<td>Adjunct Faculty</td>
<td>B</td>
<td>6</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Durfield, Amberly</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Community Education Center</td>
</tr>
<tr>
<td>Eidem, Sonn</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Performing and Communication Arts</td>
</tr>
<tr>
<td>Ghioldi, Eleanara</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Visual Arts and Media Studies</td>
</tr>
<tr>
<td>Haroyan, Lilit</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Natural Sciences</td>
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<tr>
<td>Huynh, Man Tue</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>English</td>
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<tr>
<td>Lopez, Carl</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Kinesiology, Health and Athletics</td>
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<tr>
<td>Manous, Michael</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>English</td>
</tr>
<tr>
<td>Martin, Doris</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Languages</td>
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<tr>
<td>Mirzatoni, Anahid</td>
<td>Adjunct Faculty</td>
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<td>1</td>
<td>Natural Sciences</td>
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<tr>
<td>Pearson, Lydia</td>
<td>Adjunct Faculty</td>
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<td>1</td>
<td>English</td>
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<tr>
<td>Rajski, Brian</td>
<td>Adjunct Faculty</td>
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<td>1</td>
<td>English</td>
</tr>
<tr>
<td>Ramirez, Carlos</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Visual Arts and Media Studies</td>
</tr>
<tr>
<td>Rhodes, Debbie</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Health Sciences</td>
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<tr>
<td>Rudolph, Mark</td>
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<td>Salcedo, Daniel</td>
<td>Adjunct Librarian</td>
<td>A</td>
<td>1</td>
<td>Natural Sciences</td>
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<tr>
<td>Stepp-Bolling, Cassandra</td>
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<td>A</td>
<td>1</td>
<td>Natural Sciences</td>
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<td>Tehrani, Zahra</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Natural Sciences</td>
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<td>To, Dennis</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Natural Sciences</td>
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<tr>
<td>Weber, Merari</td>
<td>Adjunct Faculty</td>
<td>B</td>
<td>1</td>
<td>Languages</td>
</tr>
<tr>
<td>Williams, Tiffany</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Community Education Center</td>
</tr>
</tbody>
</table>
EMPLOYMENT CLEARANCE FORM

Candidate: Collins Rachael

1. Background Check
   I have reviewed the Background Check Report received on the above candidate. This candidate is __ cleared __ not cleared for hire.

   Dated: 7/4/12

   General Counsel

2. Reference Check
   I have contacted at least 5 of the references provided by the candidate
   [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.

   Dated: 7/3/12

   Supervising Manager

3. Employment History Check
   I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.

   Dated: __________

   H.R. Technician

4. Credential Check
   I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.

   Dated: __________

   H.R. Technician

Approved for Hire

Dated: __________

Area Vice President

Approved for Hire

Dated: __________

President/Superintendent

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: Patricia Garcia Boquiren  
Position: Adjunct Faculty

1. **Background Check**
   I have reviewed the Background Check Report received on the above candidate. This candidate is __ cleared ____ not cleared for hire.

Dated: 6/18/20

   [Signature]

   General Counsel

2. **Reference Check**
   I have contacted at least ___ of the references provided by the candidate [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.

Dated: __________

   [Signature]

   Supervising Manager

3. **Employment History Check**
   I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.

Dated: __________

   [Signature]

   H.R. Technician

4. **Credential Check**
   I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.

Dated: __________

   [Signature]

   H.R. Technician

Approved for Hire

Dated: __________

   [Signature]

   Area Vice President

Approved for Hire

Dated: __________

   [Signature]

   President/Superintendent

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: Cormack, Aisling B. Position: Adjunct Faculty

1. Background Check
   I have reviewed the Background Check Report received on the above candidate. This candidate is cleared not cleared for hire.
   Dated: 7/6/12

2. Reference Check
   I have contacted at least 3 of the references provided by the candidate [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.
   Dated: 8/6/12

3. Employment History Check
   I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
   H.R. Technician

4. Credential Check
   I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
   Dated: __________

Approved for Hire
Dated: __________

Approved for Hire
Dated: __________

Area Vice President

President/Superintendent

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: Curran, Sean M

1. Background Check
   I have reviewed the Background Check Report received on the above candidate. This candidate is ___ cleared ___ not cleared for hire.
   Dated: 1/26/12
   General Counsel

2. Reference Check
   I have contacted at least ___ of the references provided by the candidate [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.
   Dated: __________
   Supervising Manager

3. Employment History Check
   I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
   Dated: 1/31/12
   H.R. Technician

4. Credential Check
   I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
   Dated: 1/31/12
   H.R. Technician

Approved for Hire
Dated: __________
   Area Vice President

Approved for Hire
Dated: __________
   President/Superintendent

Approved by the Board of Trustees:
Supervising Manager

2. Reference Check
I have contacted at least ___ of the references provided by the candidate [Administrators/Managers - at least 5; Faculty or Staff - at least 3]. Reports of my interviews are attached.
Dated: __________

3. Employment History Check
I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
Dated: __________

4. Credential Check
I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
Dated: __________

Approved for Hire
Dated: __________

President/Superintendent

Approved for Hire
Dated: __________
EMPLOYMENT CLEARANCE FORM

Candidate: Durfield, Amberly

Position: Adjunct

1. Background Check
   I have reviewed the Background Check Report received on the above candidate. This candidate is __ cleared ___ not cleared for hire.
   Dated: 8/27/12
   General Counsel

2. Reference Check
   I have contacted at least ____ of the references provided by the candidate [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.
   Dated: __________
   Supervising Manager

3. Employment History Check
   I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
   Dated: __________
   H.R. Technician

4. Credential Check
   I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
   Dated: 8/12/12
   H.R. Technician

Approved for Hire
   Dated: __________
   Area Vice President

Approved for Hire
   Dated: __________
   President/Superintendent

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: Eidem, Sonn  Position: Adjunct Faculty

1. Background Check
I have reviewed the Background Check Report received on the above candidate. This candidate is □ cleared □ not cleared for hire.
Dated: 7/24/13  

2. Reference Check
I have contacted at least 3 of the references provided by the candidate (Administrators/Managers – at least 5; Faculty or Staff – at least 3). Reports of my interviews are attached.
Dated: 7/30/13  

3. Employment History Check
I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
Dated: 

4. Credential Check
I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
Dated: 

Approved for Hire
Dated: 

Area Vice President

Approved for Hire
Dated: 

President/Superintendent

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: Emily Cleware  Position: Adjunct

1. Background Check
I have reviewed the Background Check Report received on the above candidate. This candidate is __ cleared ____ not cleared for hire.

Dated: 8/4/12

2. Reference Check
I have contacted at least ____ of the references provided by the candidate [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.

Dated: __________

Supervising Manager

3. Employment History Check
I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.

Dated: __________

H.R. Technician

4. Credential Check
I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.

Dated: __________

H.R. Technician

Approved for Hire

Dated: __________

Area Vice President

Approved for Hire

Dated: __________

President/Superintendent

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: Haroyan, Lilit
Position: Adjunct

1. Background Check
I have reviewed the Background Check Report received on the above candidate. This candidate is _____ cleared _____ not cleared for hire.
Dated: 1/3/12

2. Reference Check
I have contacted at least ___ of the references provided by the candidate [Administrators/Managers – at least 3; Faculty or Staff – at least 3]. Reports of my interviews are attached.
Dated: ___/___/12

3. Employment History Check
I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
Dated: ___/___/12

4. Credential Check
I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
Dated: 8/6/12

Approved for Hire
Dated: ___/___/___

Area Vice President

Approved for Hire
Dated: ___/___/___

President/Superintendent

Approved by the Board of Trustees
EMPLOYMENT CLEARANCE FORM

Candidate:  Man T Huyhn

1. Background Check
   I have reviewed the Background Check Report received on the above candidate. This
   candidate is checked cleared not cleared for hire.
   Dated:  7/18/12
   General Counsel

2. Reference Check
   I have contacted at least 3 of the references provided by the candidate
   [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews
   are attached.
   Dated:  7/18/12
   Supervising Manager

3. Employment History Check
   I have verified the last three places of employment provided by the candidate. Reports of
   my verifications are attached.
   Dated:  7/18/12
   H.R. Technician

4. Credential Check
   I have verified receipt of original or certified transcripts from each educational institution
   from which a candidate received a degree.
   Dated:  7/31/12
   H.R. Technician

Approved for Hire
   Dated:  8/1/12
   Area Vice President

Approved for Hire
   Dated:  8/7/12
   President/Superintendent

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: Lopez, Carl M  
Position: Adjunct

1. Background Check
I have reviewed the Background Check Report received on the above candidate. This candidate is cleared not cleared for hire.
Dated: 8/18/12

2. Reference Check
I have contacted at least 5 of the references provided by the candidate [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.
Dated: __________

3. Employment History Check
I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
Dated: __________

4. Credential Check
I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
Dated: 8/18/12

Approved for Hire
Dated: __________

Approved for Hire
Dated: __________

President/Superintendent

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: Michael Marcus, M.S.  
Position: Adjunct

1. Background Check  
I have reviewed the Background Check Report received on the above candidate. This candidate is ___ cleared ___ not cleared for hire.  
Dated: 11/19/12  

2. Reference Check  
I have contacted at least ___ of the references provided by the candidate [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.  
Dated:  

3. Employment History Check  
I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.  
Dated:  

4. Credential Check  
I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.  
Dated:  

Approved for Hire  
Dated:  

Approved for Hire  
Dated:  

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: Doris Martin  Position: Adjunct Faculty

1. Background Check
I have reviewed the Background Check Report received on the above candidate. This candidate is ___ cleared ___ not cleared for hire.

Dated: 8/8/12

General Counsel

2. Reference Check
I have contacted at least ____ of the references provided by the candidate [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.

Dated: _________

Supervising Manager

3. Employment History Check
I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.

Dated: _________

H.R. Technician

4. Credential Check
I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.

Dated: _________

H.R. Technician

Approved for Hire
Dated: _________

Area Vice President

Approved for Hire
Dated: _________

President/Superintendent

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: Mirzatoni, Anakid  Position: Adjunct

1. Background Check
   I have reviewed the Background Check Report received on the above candidate. This candidate is __ cleared ____ not cleared for hire.
   Dated: 8/3/12
   [Signature]
   General Counsel

2. Reference Check
   I have contacted at least _3_ of the references provided by the candidate [Administrators/Managers - at least 5; Faculty or Staff - at least 3]. Reports of my interviews are attached.
   Dated: 8/7/12
   [Signature]
   Supervising Manager

3. Employment History Check
   I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
   Dated: ______________
   [Signature]
   H.R. Technician

4. Credential Check
   I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
   Dated: ______________
   [Signature]
   H.R. Technician

Approved for Hire
Dated: ______________
   [Signature]
   Area Vice President

Approved for Hire
Dated: ______________
   [Signature]
   President/Superintendent

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: Lydia M. Pearson Position: Adjunct Faculty

1. Background Check
   I have reviewed the Background Check Report received on the above candidate. This candidate is __ cleared __ not cleared for hire.
   Dated: 7/18/12
   
   General Counsel

2. Reference Check
   I have contacted at least _____ of the references provided by the candidate [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.
   Dated: 7/19/12
   
   Supervising Manager

3. Employment History Check
   I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
   Dated: 8/18/12
   
   H.R. Technician

4. Credential Check
   I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
   Dated: 8/18/12
   
   H.R. Technician

Approved for Hire
Dated: 8/18/12

Area Vice President

Approved for Hire
Dated: 8/19/12

President/Superintendent

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: Rajski, Brian A.  Position: Adjunct Faculty

1. Background Check
I have reviewed the Background Check Report received on the above candidate. This candidate is ___ cleared ____ not cleared for hire.
Dated: 11/11/12

2. Reference Check
I have contacted at least 3 of the references provided by the candidate [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.
Dated: 8/7/12

3. Employment History Check
I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
Dated: __________

4. Credential Check
I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
Dated: 8/1/12

Approved for Hire
Dated: __________

Area Vice President

Approved for Hire
Dated: __________

President/Superintendent

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: Ramirez Carlos  Position: Adjunct

1. Background Check
   I have reviewed the Background Check Report received on the above candidate. This candidate is ___ cleared ___ not cleared for hire.
   Dated: 8/6/12
   General Counsel

2. Reference Check
   I have contacted at least ___ of the references provided by the candidate
   [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.
   Dated: __________
   Supervising Manager

3. Employment History Check
   I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
   Dated: 8/18/12
   H.R. Technician

4. Credential Check
   I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
   Dated: 8/18/12
   H.R. Technician

Approved for Hire
Dated: __________
Area Vice President

Approved for Hire
Dated: __________
President/Superintendent

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: Rhodes, Debbie  Position: Adjunct Faculty

1. Background Check
I have reviewed the Background Check Report received on the above candidate. This candidate is __ cleared __ not cleared for hire.

Dated: 7/24/13

2. Reference Check
I have contacted at least 3 of the references provided by the candidate [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.

Dated: 8/1/13

3. Employment History Check
I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.

Dated: ______________

H.R. Technician

4. Credential Check
I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.

Dated: ______________

H.R. Technician

Approved for Hire
Dated: ______________

Area Vice President

Approved for Hire
Dated: ______________

President/Superintendent

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: Rudolph, Mark L. 
Position: Adjunct Faculty

1. Background Check
   I have reviewed the Background Check Report received on the above candidate. This candidate is ___ cleared ___ not cleared for hire.
   Dated: 7/26/12
   General Counsel

2. Reference Check
   I have contacted at least ___ of the references provided by the candidate
   [Administrators/Managers - at least 5; Faculty or Staff - at least 3]. Reports of my interviews are attached.
   Dated: ____________
   Supervising Manager

3. Employment History Check
   I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
   Dated: 8/10/12
   H.R. Technician

4. Credential Check
   I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
   Dated: 8/10/12
   H.R. Technician

Approved for Hire
Dated: ____________

Area Vice President

Approved for Hire
Dated: ____________

President/Superintendent

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: Salcido, Daniel M.  Position: Adjunct

1. Background Check
I have reviewed the Background Check Report received on the above candidate. This candidate is cleared not cleared for hire.
Dated: 7/31/12

2. Reference Check
I have contacted at least [3] of the references provided by the candidate
[Administrators/Managers - at least 5; Faculty or Staff - at least 3]. Reports of my interviews are attached.
Dated: 8/16/12

3. Employment History Check
I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
Dated: 

4. Credential Check
I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
Dated: 

Approved for Hire
Dated: 

Area Vice President

Approved for Hire
Dated: 

President/Superintendent

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: Stepp, Cassandra Position: Adjunct

1. Background Check
I have reviewed the Background Check Report received on the above candidate. This candidate is __ cleared ____ not cleared for hire.

Dated: 8/16/12

General Counsel

2. Reference Check
I have contacted at least ____ of the references provided by the candidate [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.

Dated: ___________

Supervising Manager

3. Employment History Check
I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.

Dated: ___________

H.R. Technician

4. Credential Check
I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.

Dated: 8/16/12

H.R. Technician

Approved for Hire

Dated: ___________

Area Vice President

Approved for Hire

Dated: ___________

President/Superintendent

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: Tehrani, Zahra A
Position: Adjunct Faculty

1. Background Check
   I have reviewed the Background Check Report received on the above candidate. This candidate is _cleared_ not cleared for hire.
   Dated: 7/26/12
   Signature: [Signature]

2. Reference Check
   I have contacted at least 3 of the references provided by the candidate [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.
   Dated: 8/7/12
   Signature: [Signature]

3. Employment History Check
   I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
   Dated: 
   Signature: [Signature]

4. Credential Check
   I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
   Dated: 
   Signature: [Signature]

Approved for Hire
Dated: 
Signature: [Signature]

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: To, Dennis  Position: Adjunct Faculty

1. Background Check
   I have reviewed the Background Check Report received on the above candidate. This candidate is __ cleared _____ not cleared for hire.
   Dated: 7/24/12
   General Counsel

2. Reference Check
   I have contacted at least ____ of the references provided by the candidate [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.
   Dated: __________
   Supervising Manager

3. Employment History Check
   I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
   Dated: __________
   H.R. Technician

4. Credential Check
   I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
   Dated: __________
   H.R. Technician

Approved for Hire
   Dated: __________
   Area Vice President

Approved for Hire
   Dated: __________
   President/Superintendent

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: MERARI LISSETH WEBER
Position: Adjunct Faculty

1. Background Check

I have reviewed the Background Check Report received on the above candidate. This candidate is ___ cleared ___ not cleared for hire.

Dated: 8/8/12

2. Reference Check

I have contacted at least ____ of the references provided by the candidate [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.

Dated: __________

Supervising Manager

3. Employment History Check

I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.

Dated: __________

H.R. Technician

4. Credential Check

I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.

Dated: 8/8/12

Approved for Hire

Dated: __________

Area Vice President

Approved for Hire

Dated: __________

President/Superintendent
EMPLOYMENT CLEARANCE FORM

Candidate: Williams Tiffany
Position: Adjunct

1. Background Check
I have reviewed the Background Check Report received on the above candidate. This candidate is cleared ___ not cleared for hire.
Dated: 8/6/12

2. Reference Check
I have contacted at least ___ of the references provided by the candidate [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.
Dated: __________

3. Employment History Check
I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
Dated: 8/18/12

4. Credential Check
I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
Dated: 8/18/12

Approved for Hire
Dated: __________

Area Vice President

Approved for Hire
Dated: __________

President/Superintendent

Approved by the Board of Trustees:
CONSENT ITEM TITLE:  
Approve/Ratify Employment and Separation of  
Academic Employees

Board Meeting Date:  August 15, 2012

RECOMMENDATION:  It is recommended that the Board of Trustees of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the following employment and separation pertaining to academic employees.  EMP:  A2, A3.1

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT/DIVISION</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dinh, Kim-Lien</td>
<td>B-6</td>
<td>100% - 10 months</td>
<td>08/27/12 - 06/16/13</td>
</tr>
<tr>
<td>Temporary Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fimbres, Fred</td>
<td>A-12</td>
<td>100% - 11 months</td>
<td>07/01/12</td>
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<tr>
<td>Instructor/Coach</td>
<td></td>
<td>(2nd-year contract)</td>
<td></td>
</tr>
<tr>
<td>Kinesiology, Health &amp; Athletics</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Lin, Freda</td>
<td>A-6</td>
<td>100% - 11 months</td>
<td>08/21/12 - 06/30/13</td>
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<tr>
<td>Temporary Librarian</td>
<td></td>
<td></td>
<td></td>
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<td>Library</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Law, Sebrenia</td>
<td>B-6</td>
<td>100% - 10 months</td>
<td>08/27/12 - 06/16/13</td>
</tr>
<tr>
<td>Temporary Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Sciences</td>
<td></td>
<td></td>
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</table>

FISCAL IMPLICATIONS:  Funds are budgeted in respective cost centers.

BACKGROUND:  Routine personnel transactions.

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)
<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT/DIVISION</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
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<tr>
<td><strong>EMPLOYMENT (cont.)</strong></td>
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<tr>
<td>Lopez, Angelica</td>
<td>A-6</td>
<td>100% - 10 months</td>
<td>08/27/12 – 06/16/13</td>
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<tr>
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<td></td>
<td></td>
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<tr>
<td>Mathematics</td>
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<td></td>
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<tr>
<td><strong>SEPARATION</strong></td>
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<td></td>
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<tr>
<td>Ku, Andy</td>
<td></td>
<td>Resignation</td>
<td>07/30/12</td>
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<tr>
<td>Instructor</td>
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<tr>
<td>Engineering and Technology</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
EMPLOYMENT CLEARANCE FORM

Candidate: Dinh, Kim Lien T.  Position: Temporary Full Time Instructor

1. Background Check
   I have reviewed the Background Check Report received on the above candidate. This candidate is ___ cleared ___ not cleared for hire.
   Dated: 7/18/12
   General Counsel

2. Reference Check
   I have contacted at least 3 of the references provided by the candidate [Administrators/Managers - at least 5; Faculty or Staff - at least 3]. Reports of my interviews are attached.
   Dated: 8/6/12
   Supervising Manager

3. Employment History Check
   I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
   Dated: 8/12/12
   H.R. Technician

4. Credential Check
   I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
   Dated: 7/19/12
   H.R. Technician

Approved for Hire
Dated: 7/26/12
Area Vice President

Approved for Hire
Dated: 8-10-12
President/Superintendent

Approved by the Board of Trustees:
EMLOYMENT CLEARANCE FORM

Candidate: Sin, Jeda  Position: Temp F. Librarian

1. Background Check
   I have reviewed the Background Check Report received on the above candidate. This candidate is __ cleared ___ not cleared for hire.
   Dated: 8/1/12
   General Counsel

2. Reference Check
   I have contacted at least 3 of the references provided by the candidate
   [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.
   Dated: 8/1/12
   Supervising Manager

3. Employment History Check
   I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
   Dated: 8/1/12
   H.R. Technician

4. Credential Check
   I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
   Dated: 8/1/12
   H.R. Technician

Approved for Hire
   Dated: 8/2/12
   Area Vice President

Approved for Hire
   Dated: 8/10/12
   President/Superintendent

Approved by the Board of Trustees
EMPLOYMENT CLEARANCE FORM

Candidate: Lopez, Angela E.
Position: Temp, full-time Instructor

1. Background Check
   I have reviewed the Background Check Report received on the above candidate. This candidate is ___ cleared ___ not cleared for hire.
   Dated: 8/12/12
   General Counsel

2. Reference Check
   I have contacted at least ___ of the references provided by the candidate [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.
   Dated: 8/19/12
   Supervising Manager

3. Employment History Check
   I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
   Dated: 8/19/12
   H.R. Technician

4. Credential Check
   I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
   Dated: 8/19/12
   H.R. Technician

Approved for Hire
Dated: 8/19/12
Area Vice President

Approved for Hire
Dated: 8/10/12
President/Superintendent

Approved by the Board of Trustees:
RECOMMENDATION: It is recommended that the Board of Trustees of the Pasadena Area Community College District of Los Angeles County, California, approve reimbursement to the following applicant for costs associated with interviewing at Pasadena City College for the purpose of obtaining a full-time position. Costs related to reimbursement shall not exceed the amount shown. EMP: A3.1

Bradford Johnston $ 500.00

FISCAL IMPLICATIONS: Reimbursement is restricted to travel, lodging, car rental, gas, parking, and meal expenses. Funds for this purpose are budgeted in cost center 03-5210-5502-0000 (Staff Diversity).

BACKGROUND: Reimbursement for travel for third-level interviews is used to assist with the recruitment of qualified candidates for positions.

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:

Vice President, Administrative Services

(Requires two signatures)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Employment and Changes

Board Meeting Date: August 15, 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 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>EMPLOYMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hedrick-Walters, Monique</td>
<td>40A</td>
<td>100% - 12 mo.</td>
<td>09/04/12</td>
</tr>
<tr>
<td>Secretary II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Division</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing: Peggy Brickert</td>
<td></td>
<td></td>
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</table>

CHANGES

<table>
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<th>FROM CLASSIFICATION</th>
<th>TO CLASSIFICATION</th>
<th>EFFECTIVE DATE</th>
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</thead>
<tbody>
<tr>
<td>Caringella, Graciela</td>
<td>Benefits Technician</td>
<td>Human Resources Technician II</td>
<td>08/13/12</td>
</tr>
<tr>
<td>From</td>
<td>45F</td>
<td>44F</td>
<td></td>
</tr>
<tr>
<td>To</td>
<td>Human Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing: Esther Pineda</td>
<td>Human Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer under ISSU, Article 15</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Funds are budgeted in respective cost centers.

BACKGROUND: Routine personnel transactions.

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:

Vice President, Administrative Services

(Requires two signatures)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
### CHANGES (cont.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>To</th>
<th>From</th>
<th>Percentage</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headley, Damon</td>
<td>Custodian 32F*</td>
<td>Gardener 35F*</td>
<td>Custodian 32F*</td>
<td>100% - 12 mo.</td>
<td>03/12/12-06/30/13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facilities Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Smith, Cynthia</td>
<td>Administrative Assistant I/Confidential 49F**</td>
<td>Human Resources</td>
<td>Administrative Services</td>
<td>100% - 12 mo.</td>
<td>07/09/12</td>
<td></td>
</tr>
</tbody>
</table>

* Includes 7 years of service  
** Includes 15 years of service
EMPLOYMENT CLEARANCE FORM

Candidate:  Monique Hedrick-Walters  Position: Secretary II, English

1. Background Check
   I have reviewed the Background Check Report received on the above candidate. This candidate is ___ cleared ___ not cleared for hire.

   Dated: 8/18/12

   General Counsel

2. Reference Check
   I have contacted at least [5] of the references provided by the candidate [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.

   Dated: 8/19/12

   Supervising Manager

3. Employment History Check
   I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.

   Dated: __________

   H.R. Technician

4. Credential Check
   I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.

   Dated: __________

   H.R. Technician

Approved for Hire

   Dated: __________

   Area Vice President

Approved for Hire

   Dated: __________

   President/Superintendent

Approved by the Board of Trustees:
Consent Item No. 11-P

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Employment of Hourly Unclassified Employees,
Fall 2012

Board Meeting Date: August 15, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, receive the attached list of hourly unclassified employees, student workers, and volunteers hired for fiscal year 2012-2013.

FISCAL IMPLICATIONS: Funds are budgeted in respective cost centers.

BACKGROUND: The assignment shall be determined by College need.

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>START DATE</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chacon, Joseph</td>
<td>Student Worker</td>
<td>8/27/2012</td>
<td>Learning Assistance Center</td>
</tr>
<tr>
<td>Chin, Melissa Ann</td>
<td>College Assistant</td>
<td>8/27/2012</td>
<td>Child Development Center</td>
</tr>
<tr>
<td>Gragera, Jenise</td>
<td>College Assistant</td>
<td>8/27/2012</td>
<td>Teaching and Learning Center</td>
</tr>
<tr>
<td>Haile, Adonai</td>
<td>Student Worker</td>
<td>8/27/2012</td>
<td>Scholarships/Financial Aid</td>
</tr>
<tr>
<td>Hernandez, Shanna</td>
<td>Student Worker</td>
<td>8/27/2012</td>
<td>Scholarships/Financial Aid</td>
</tr>
<tr>
<td>Mills, Bryan</td>
<td>Volunteer</td>
<td>8/27/2012</td>
<td>Kinesiology, Health and Athletics</td>
</tr>
<tr>
<td>Pan, Jixuan</td>
<td>Student Worker</td>
<td>8/16/2012</td>
<td>Scholarships/Financial Aid</td>
</tr>
<tr>
<td>Zhou, Ming Jie</td>
<td>Student Worker</td>
<td>8/16/2012</td>
<td>Scholarships/Financial Aid</td>
</tr>
</tbody>
</table>
EMPLOYMENT CLEARANCE FORM

Candidate: Joseph Chacon  Position: Student Worker XAC

1. Background Check

I have reviewed the Background Check Report received on the above candidate. This candidate is cleared not cleared for hire.

Dated: 8/9/11

General Counsel

2. Reference Check

I have contacted at least five of the references provided by the candidate. Reports of my interviews are attached.

Dated: 

Supervising Administrator

3. Employment History Check

I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.

Dated: 

Human Resources Administrator

4. Credential Check

I have verified receipt of original or certified transcripts from each educational institution from which a candidate for an administrative or management position received a degree.

Dated: 

Human Resources Administrator

Approved for Hire

Dated: 

Supervising Vice President

Approved for Hire

Dated: 

President/Superintendent
EMPLOYMENT CLEARANCE FORM

Candidate: Chin, Melissa Anne

1. Background Check
   I have reviewed the Background Check Report received on the above candidate. This
   candidate is √ cleared ____ not cleared for hire.
   Dated: 7/3/11
   ____________________________
   General Counsel

2. Reference Check
   I have contacted at least ___ of the references provided by the candidate
   [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews
   are attached.
   Dated: ___________
   ____________________________
   Supervising Manager

3. Employment History Check
   I have verified the last three places of employment provided by the candidate. Reports of
   my verifications are attached.
   Dated: ___________
   ____________________________
   H.R. Technician

4. Credential Check
   I have verified receipt of original or certified transcripts from each educational institution
   from which a candidate received a degree.
   Dated: ___________
   ____________________________
   H.R. Technician

Approved for Hire
   Dated: ___________
   ____________________________
   Area Vice President

Approved for Hire
   Dated: ___________
   ____________________________
   President/Superintendent

Approved by the Board of Trustees.
EMPLOYMENT CLEARANCE FORM

Candidate: Grapera, Jenise E  
Position: Coll. Asst. VI - TLC

1. Background Check
I have reviewed the Background Check Report received on the above candidate. This candidate is ___ cleared ___ not cleared for hire.
Dated: 7/31/20

2. Reference Check
I have contacted at least ___ of the references provided by the candidate [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.
Dated: 

3. Employment History Check
I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
Dated: 

4. Credential Check
I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
Dated: 

Approved for Hire
Dated: 

Approved by the Board of Trustees

Supervising Manager

Reference Check

H.R. Technician

Employment History Check

H.R. Technician

Credential Check

H.R. Technician

Approved for Hire

Area Vice President

Approved for Hire

President/Superintendent
EMPLOYMENT CLEARANCE FORM

Candidate: Adonai Haile  Position: Student Worker

1. Background Check

I have reviewed the Background Check Report received on the above candidate. This candidate is cleared not cleared for hire.

Dated: 8/9/12

General Counsel

2. Reference Check

I have contacted at least five of the references provided by the candidate. Reports of my interviews are attached.

Dated: ________________

Supervising Administrator

3. Employment History Check

I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.

Dated: ________________

Human Resources Administrator

4. Credential Check

I have verified receipt of original or certified transcripts from each educational institution from which a candidate for an administrative or management position received a degree.

Dated: ________________

Human Resources Administrator

Approved for Hire

Dated: ________________

Supervising Vice President

Approved for Hire

Dated: ________________

President/Superintendent

Procedures for Policy No. 6400
EMPLOYMENT CLEARANCE FORM

Candidate: Mills Jr. Bryan  Position: Volunteer

1. Background Check
   I have reviewed the Background Check Report received on the above candidate. This candidate is cleared ___ not cleared for hire.
   Dated: 7/30/14
   ________________________________
   General Counsel

2. Reference Check
   I have contacted at least ____ of the references provided by the candidate
   [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.
   Dated: ________________
   ________________________________
   Supervising Manager

3. Employment History Check
   I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
   Dated: ________________
   ________________________________
   H.R. Technician

4. Credential Check
   I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
   Dated: ________________
   ________________________________
   H.R. Technician

Approved for Hire
Dated: ________________
______________________________
Area Vice President

Approved for Hire
Dated: ________________
______________________________
President/Superintendent

Approved by the Board of Trustees
EMPLOYMENT CLEARANCE FORM

Candidate: Hernandez, Shana
Position: Student Worker - Fin. Aid

1. Background Check
   I have reviewed the Background Check Report received on the above candidate. This candidate is ___ cleared ___ not cleared for hire.
   Dated: 7/3/12
   ____________________________
   General Counsel

2. Reference Check
   I have contacted at least ____ of the references provided by the candidate
   [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.
   Dated: __________
   ____________________________
   Supervising Manager

3. Employment History Check
   I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
   Dated: __________
   ____________________________
   H.R. Technician

4. Credential Check
   I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
   Dated: __________
   ____________________________
   H.R. Technician

Approved for Hire
Dated: __________
   ____________________________
   Area Vice President

Approved for Hire
Dated: __________
   ____________________________
   President/Superintendent

Approved by the Board of Trustees.
EMPLOYMENT CLEARANCE FORM

Candidate: Jiaxin Liu

1. Background Check
    I have reviewed the Background Check Report received on the above candidate. This candidate is cleared not cleared for hire.
    Dated: 7/19/19

2. Reference Check
    I have contacted at least 3 of the references provided by the candidate [Administrators/Managers – at least 3; Faculty or Staff – at least 2]. Reports of my interviews are attached.
    Dated: 7/19/19

3. Employment History Check
    I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
    Dated: 7/19/19

4. Credential Check
    I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
    Dated: 7/19/19

Approved for Hire
Dated: 7/23/17

Approved for Hire
Dated: 7/25/17

Approved by the Board of Trustees:
EMPLOYMENT CLEARANCE FORM

Candidate: Zhou, Mingjie

Position: Financial Aid

1. Background Check
   I have reviewed the Background Check Report received on the above candidate. This candidate is cleared. Report of my verifications are attached.
   Dated: 7/19/12
   General Counsel

2. Reference Check
   I have contacted at least [Administrators/Managers – at least 5; Faculty or Staff – at least 3]. Reports of my interviews are attached.
   Dated: 7/19/12
   No prior employment
   Supervising Manager

3. Employment History Check
   I have verified the last three places of employment provided by the candidate. Reports of my verifications are attached.
   Dated: __________
   H.R. Technician

4. Credential Check
   I have verified receipt of original or certified transcripts from each educational institution from which a candidate received a degree.
   Dated: __________
   H.R. Technician

Approved for Hire
   Dated: 7/24/12
   Area Vice President

Approved for Hire
   Dated: 7/25/12
   President/Superintendent

Approved by the Board of Trustees: