NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, December 12, 2012

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

MEETING NO. 1

ANNUAL ORGANIZATIONAL MEETING
AND
REGULAR BUSINESS MEETING

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

Enclosed is the Agenda for Meeting No. 1, the Annual Organizational Meeting and a Regular Business Meeting. The Open Session will begin at 6:00 P.M. with the Call to Order, Roll Call, and Public Comment on Closed Session Agenda Items. Closed Session will follow. Open Session will resume at 7:00 P.M. The Board will meet in Creveling Lounge at Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.
AGENDA

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

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

II. CLOSED SESSION

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 §54957.6 Negotiations with Unrepresented Employee (President/Superintendent)
Designated Negotiator: Board President

Government Code §54957.6 Negotiations with Unrepresented Employees (Senior Vice President and Assistant Superintendent, Business and College Services; Senior Vice President and Assistant Superintendent, Academic and Student Affairs; General Counsel)
Designated Negotiator: President/Superintendent

Government Code §54956.9(a) Conference with General Counsel regarding anticipated litigation (Three matters)

Government Code §54956.9(a) Conference with General Counsel regarding existing litigation (One matter)

Government Code §54957 Personnel Matter (Chief of Police)

Government Code §54957 Public Employee Appointment: Dean of Academic Affairs
III. OPEN SESSION (7:00 p.m.)

A. CONVENE ANNUAL ORGANIZATIONAL MEETING

B. PLEDGE OF ALLEGIANCE

C. ELECTION OF BOARD OFFICERS
   • Board President
   • Board Vice President
   • Board Clerk
   • Board Secretary

D. APPOINTMENT OF BOARD OF TRUSTEES' REPRESENTATIVES
   • Los Angeles County Committee on School District Organization
   • Los Angeles County School Trustees' Association
   • Community College League of California

E. CERTIFICATION OF SIGNATURES

F. SETTING DAY AND TIME OF REGULAR MEETINGS FOR 2013, AND RETREATS

G. ADJOURN ANNUAL ORGANIZATIONAL MEETING

H. CONVENE REGULAR BUSINESS MEETING No. 1

I. INTRODUCTIONS

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

K. APPROVAL OF MINUTES
   Meeting No. 18, Regular Business Meeting, November 7, 2012

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

ACTION/INFORMATION ITEMS

M. RECEIPT OF 2011-2012 DISTRICT FINANCIAL AUDIT: DISCUSSION WITH POSSIBLE ACTION

N. PROPOSED FY2012-2013 BUDGET AMENDMENT: DISCUSSION WITH POSSIBLE ACTION

O. CENTER FOR THE ARTS FOUNDATION REPORT ON NAMING DONATIONS: DISCUSSION WITH POSSIBLE ACTION

P. REPORT OF COMMENCEMENT COMMITTEE ON NOMINATIONS FOR SPEAKER: FOR DISCUSSION ONLY

Q. PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 777 TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT (PACCD)
R. REVISION OF BOARD POLICY #2120, PROCESS FOR INSTITUTIONAL ACCREDITATION. RECOMMENDATION OF BOARD POLICY COMMITTEE. FOR DISCUSSION WITH POSSIBLE ACTION

S. APPROVAL OF ADDITIONS AND DELETIONS TO THE CREDIT CURRICULUM: DISCUSSION WITH POSSIBLE ACTION

PRESIDENT'S REPORT

T. Report on College Operations and Initiatives

ANNOUNCEMENTS

U. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

V. FUTURE BOARD MEETING DATES

Friday, January 11, 2013
8:30 A.M. Retreat

Wednesday, January 16, 2013
6:00 P.M. Closed Session

Wednesday, February 6, 2013
6:00 P.M. Closed Session

W. FUTURE AGENDA ITEMS
1. 2012 Final Institutional Research Report (Jan. 16)
   • EMP Report Card
   • ARCC
2. Board Goal 6 Centennial Master Plan (TBA)
3. Board Goal 10 Communications and Community Relations Plan (TBA)

IV. ADJOURNMENT

Pasadena City College and Creveling Lounge are wheelchair accessible. Reasonable accommodation services are available when requests are made by 4:00 pm of the Monday before the Board meeting. Please contact Mary Thompson at 626.585.7202 if you need assistance in order to participate in a public meeting or if you need agenda and public documents modified as required by the Americans with Disabilities Act.
CONSENT ITEMS

7-S Approval of Student Travel – PCC Veterans Club, Orlando, Florida – January 3-6, 2013
8-S Approval of Student Travel – ASPCC Lobby Committee, Sacramento, California – March 4, 2013
9-S Approval of Student Travel – ASPCC Lobby Committee, Washington, D.C. – March 15-20, 2013
10-S Approval of Potential Commencement Speaker List – Commencement Speaker Selection Committee – Commencement Exercises – May 3, 2013

66-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation
67-B Increase Mileage Reimbursement Rate
68-B Approve Budget Augmentation
69-B Reporting and Approval of Revolving Fund Reimbursement
70-B Approve/Ratify/Amend/Renew Contracts
71-B Approve/Ratify Staff Development Activities
72-B Receive and Reject Claim – Jerry Garcia, aka Jerry Craig
73-B Approve Purchasing Transactions
74-B Approve Information Technology Purchasing Transactions
75-B Approve Change Orders, Restroom Upgrade – R Building
76-B Approve Purchase Order for HP Tipping Point Hardware
77-B Approval of Purchase Order for Sole Source Declaration to Apple Computer, Inc.
78-B Approve Purchase Order to CDW Government, Inc.
79-B Approve/Amend Professional Conference Attendance

47-P Approve/Ratify Compensation for Academic Personnel
48-P Salary Compensation Factors – Large Group Instruction
49-P Approve/Ratify Employment and Change of Status of Academic Employees
50-P Employment of Classified Employees
51-P Employment of Hourly Unclassified Employees and Volunteers for Fall 2012
52-P Approval of Adjustment to the July 1, 2007 Confidential Salary Schedule
53-P Appointment of Academic Administrator: Dean of Academic Affairs – CLOSED SESSION
54-P Renewal of Contracts: Administrators – CLOSED SESSION
55-P Amendment of Contract: Superintendent-President – CLOSED SESSION
CALL TO ORDER, ROLL CALL

The meeting was called to order at 5:30 p.m. by Mr. Baum, President.

ROLL CALL

Trustees Present
Mr. Geoffrey L. Baum, President
Mr. John Martin, Vice President (arrived at 5:32 p.m.)
Dr. Anthony Fellow, Clerk
Ms. Berlinda Brown
Dr. Jeanette Mann
Mr. William Thomson
Ms. Linda Wah
Ms. Hanna Israel, Student Trustee

Administrative Officers in Attendance
Mr. Robert Miller, Assistant Superintendent, Senior Vice President, Business and College Services
Mr. Dwayne Cable, Vice President, Information Technology
Ms. Bobbi Abram, Executive Director, Foundation
Ms. Gail Cooper, General Counsel

Administrative Officers Absent
Dr. Robert Bell, Assistant Superintendent, Senior Vice President, Academic and Student Affairs

The Management Association was represented by Ms. Crystal Kollross.
The Academic Senate was represented by Dr. Dustin Hanvey.
The Classified Senate was represented by Ms. Denise Albright.
The Associated Students Board was represented by Mr. Simon Fraser.

PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

There was no public comment.

Mr. Baum adjourned the Board to Closed Session at 5:31 p.m.

CLOSED SESSION
II. OPEN SESSION

Mr. Baum reconvened Open Session at 7:09 p.m. Mr. Baum reported that no action was taken in Closed Session.

A. PLEDGE OF ALLEGIANCE
Chief Perez led the Pledge of Allegiance.

B. INTRODUCTIONS
Steven Matchan was sworn in as Sargeant of PCC Police and Safety services, while Ronnie Insalaco was sworn in as a member of the PCC police force.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS
There was public comment from Rick Legoza.

D. APPROVAL OF MINUTES
Meeting No. 17, Regular Business Meeting, October 3, 2012

Mr. Thomson suggested the following two edits:
Page 3, Agenda Item F, the last line of the motion: "The District will consult with the Board before drawing down on the note. Approval from the Board is required before drawing down on the note."
Page 5, under Ms. Wah's report:
"Reported that the President's Asian American Pacific Islander Advisory Committee held an educational forum....."

MOTION: ON MOTION OF Mr. Thomson and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to approve the Minutes of Meeting No. 17, Regular Business Meeting, October 3, 2012, as amended.
Advisory Vote: Aye

E. APPROVAL OF CONSENT ITEMS
Consent Item 61-B was revised.

Dr. Rocha stated that in Consent Item 38-P, under Changes Fund 01 and 03, the first item was pulled.
ON MOTION OF Dr. Fellow and seconded by Ms. Brown, the Board voted by a unanimous vote of the seven members present to approve Consent Items 6-S; 12-I through 13-I; 52-B through 65-B; and 35-P through 46-P, with 38-P amended.
Advisory Vote: Aye

ACTION/INFORMATION ITEMS

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

ON MOTION OF Dr. Mann and seconded by Ms. Brown, the Board voted by a unanimous vote of the seven members present to approve receipt of the First Quarterly Financial Status Report.
Advisory Vote: Aye

G. ADOPTION OF 2012-2013 ANNUAL BOARD GOALS FOR THE COLLEGE: DISCUSSION WITH POSSIBLE ACTION

Edits suggested by Mr. Thomson:
3. Enrollment Management: "... and serve more students at a lower cost without increasing costs."
8. Shared Governance: "2) ... for faculty governance of academic disciplines, e.g., department chairs or similar."
Edit suggested by Ms. Wah:
10. College Communications and Community Relations: add "4) Continue to develop a plan to foster community partnerships."

ON MOTION OF Ms. Israel and seconded by Mr. Thomson, the Board voted by a unanimous vote of the seven members present to approve the adoption of the 2012-2013 Annual Board Goals for the College, as amended.
Advisory Vote: Aye

H. RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 777 TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT (PACCD): DISCUSSION WITH POSSIBLE ACTION

ON MOTION OF Mr. Thomson and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to approve to Receive and Set Public Hearing for December 12, 2012 Regarding the Initial Bargaining Proposal from the California School Employees Association (CSEA), Chapter 777 to the Pasadena Area Community College District (PACCD).
Advisory Vote: Aye

I. SELECTION OF COMMENCEMENT SPEAKER. FOR DISCUSSION ONLY

Dr. Thayer, Assistant Dean, Student Affairs, outlined the process for the selection of the commencement speaker. A list of proposed names will be brought to the next meeting.

J. BOARD OF TRUSTEES SELF-ASSESSMENT. FOR DISCUSSION ONLY

The Board reviewed its self-assessment. Dr. Mann suggested a Board retreat be scheduled with a focus on the Board working together effectively.
PRESIDENT'S REPORT

K. REPORT ON COLLEGE OPERATIONS AND INITIATIVES
At the Community College League of California conference later this month, PCC will be receiving the Chancellor's Student Success Award for the First Year Experience Pathways program put together by Dr. Klein, Interim Associate Dean, Teaching and Learning Center.

ANNOUNCEMENTS

L. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

a. SHARED GOVERNANCE REPRESENTATIVES

Mr. Simon Fraser, Associated Students
- Reported that he voted yesterday; number of students in the quad who registered to vote online was unbelievable; Assemblymember Portantino was here and really helped to promote Proposition 30; AS plans to take lobbying message to Sacramento.
- Reported that he is looking forward to shared governance conversations with the Academic Senate.
- Announced he is pleased about the new Business and College Services team.

Ms. Denise Albright, Classified Senate
- Thanked Dr. Rocha, Gail Cooper and Dwayne Cable for judging the costumes at the Halloween party; next year an effort will be made to get the Academic Senate and faculty involved; raised $233 for scholarship fund.

Dr. Dustin Hanvey, Academic Senate
- Reported that four Senate officers are attending ASCCC plenary session in Irvine.
- Thanked California voters for passing Prop 30.
- Reported that in the sitcom The Big Bang Theory, the personage of Penny has enrolled in history class at Pasadena Community College [sic].

Ms. Crystal Kollross, Management Association
- Welcomed the new associate deans, deans, and executive directors.
- Thanked the state of California for the passing of Prop 30.
- Announced that the Management Association's holiday party is scheduled for December 13 from 9am-11am.

b. BOARD OF TRUSTEES

Ms. Hanna Israel, Student Trustee
- Extended her gratitude to everyone who turned out to vote for Prop 30.
- Attended last weekend the fall Student Senate for California Community Colleges General Assembly with a contingent from the Lobby Committee where she voted to assist the SSSCC in the creation of a year-long agenda for advocacy. Both of President Fraser's resolutions passed.

Mr. William Thomson, Trustee
- Attended with Dr. Rocha and Ms. Abram the annual meeting of the PCC Foundation Board last Friday evening. He recognized how much encouragement and enthusiasm has been put into the Foundation Board since Ms. Abram came on board, as well as by having several new trustees.
• Attended with Dr. Rocha and Dr. Douglass the Bridges to Stem Cell program at Shatford Library.

Ms. Linda Wah, Trustee
• Attended the Los Angeles County School Trustees Association’s annual reception last week. LACSTA will be planning a holiday party on December 7. Still planning to have a reception for Dr. Brice Harris but probably in February. Also putting together a think tank roundtable on what we as trustees can do to close the academic gap between K-12 and college.

Ms. Berlinda Brown, Trustee
• Attended a meeting sponsored by Jaylene Moseley on October 23 at the Senior Center. The purpose of the meeting was to garner support from community members and try to strengthen the relationship with PCC to better engage the students from Muir High School. Contact Jaylene Moseley if you know of any tutors.
• Attended the President’s Latino Advisory Committee fall planning meeting on October 11.
• Joined with the students on October 18 to watch the award-winning documentary _Hole in the Head_.
• Attended the President’s African American Advisory Committee meeting on October 21.

Dr. Jeanette Mann, Trustee
• Stated she is not a fan of _The Big Bang Theory_ but she does have a beautiful plaque at home that perhaps she should give to the Academic Senate – the plaque is in recognition of her service as a trustee at Pasadena Community College [sic].

Dr. Anthony Fellow, Trustee
• Reported that he is very pleased to see the Request for Proposals for a branding consultant.

Mr. Geoffrey Baum, Trustee
• Reported that he is hearing about our veterans program from the community and there is a great desire to partner with PCC.
• Reported that there is a new assemblymember-elect and he hopes one of his former colleagues from city council will reach out and convey congratulations. Asked the administration to send congratulatory notes to the new elected officials.
• Announced that the Community College League of California will be holding its annual conference at the end of January and the Association of Community College Trustees is having a meeting in February – very important for PCC to be present and make voice heard at both conferences.
• Reported that new state Chancellor Brice Harris is on the job.
• Reported that he has been nominated to be vice president of the Board of Governors.

M. FUTURE BOARD MEETING DATES

**Wednesday, December 12, 2012**
(Organizational Meeting of the Board)
6:00 P.M. Closed Session. Creveling.

**Wednesday, January 16, 2013 (proposed)**
6:00 P.M. Closed Session
N. FUTURE AGENDA ITEMS
Mr. Thomson suggested Jaylene Moseley, President, Flintridge Center be invited
to a Board meeting to talk about her organization; also suggested Patty
D'Orange Martin be invited to give a presentation regarding the anticipated influx
of veterans once the withdrawal from Iraq and Afghanistan takes place. Due to
the criteria being reduced for entry into the service, a lot of the people getting out
of the service do not possess basic skills.
Mr. Baum suggested an annual review of the KPCC agreement (KPCC
subcommittee needs to meet with them); the legislative committee should
convene to review legislative priorities; the director of the Accrediting
Commission for Community and Junior Colleges should be invited to speak to
the Board about accreditation.
Dr. Mann suggested a board retreat.

IV. ADJOURNMENT
Mr. Baum adjourned Meeting No. 18 at 9:15 p.m. with good wishes for Dr. Bell.
Dr. Fellow asked that we also adjourn in memory of Mervyn Dymally, one of the state's
great lieutenant governors.
MOTIONS CARRIED AT MEETING NO. 18 – November 7, 2012

1. Approval of the Minutes of Meeting No. 17, Regular Business Meeting, October 3, 2012, as amended.

2. Approval of Consent Items 6-S; 12-I through 13-I; 52-B through 65-B; and 35-P through 46-P, with 38-P amended.

3. Approval of receipt of the First Quarterly Financial Status Report.

4. Approval of the adoption of the 2012-2013 Annual Board Goals for the College, as amended.

5. Approval to Receive and Set Public Hearing for December 12, 2012 Regarding the Initial Bargaining Proposal from the California School Employees Association (CSEA), Chapter 777 to the Pasadena Area Community College District (PACCD).

Submitted by:

Mark W. Rocha, Secretary
Board of Trustees
AGENDA

I. CALL TO ORDER, ROLL CALL and PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
   (5:30 p.m.)

II. CLOSED SESSION

   Government Code §54956.9(a) Conference with General Counsel regarding existing litigation
       (one matter)

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

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

   Government Code §54957.6 Conference with Negotiator, Unrepresented Employee
       District Negotiator: Board President
       Unrepresented Employee: College President

   Government Code §54957 Public Employee Appointment: Instructional Designer for On-Line
       Learning; Executive Director, Business Services; Executive
       Director, Facilities; Interim Director, Fiscal Services

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

   A. PLEDGE OF ALLEGIANCE

   B. INTRODUCTIONS

   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. 17, Regular Business Meeting, October 3, 2012

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

ACTION/INFORMATION ITEMS

F. BUDGET UPDATE AND RECEIPT OF FIRST QUARTERLY FINANCIAL STATUS REPORT:
   DISCUSSION WITH POSSIBLE ACTION
G. ADOPTION OF 2012-2013 ANNUAL BOARD GOALS FOR THE COLLEGE: DISCUSSION WITH POSSIBLE ACTION

H. RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 777 TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT (PACCD): DISCUSSION WITH POSSIBLE ACTION

I. SELECTION OF COMMENCEMENT SPEAKER. FOR DISCUSSION ONLY

J. BOARD OF TRUSTEES SELF-ASSESSMENT. FOR DISCUSSION ONLY

PRESIDENT'S REPORT

K. Report on College Operations and Initiatives

ANNOUNCEMENTS

L. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

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6:00 P.M. Closed Session

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IV. ADJOURNMENT

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CONSENT ITEMS

6-S Approve/Ratify Student Travel – PCC Phi Alpha Delta Mock Trial Competition, Alexandria, VA
November 7-11, 2012

12-I Approve/Ratify CTE Programs' Advisory Committee Meetings
13-I Approve Biotechnology Center Activities

52-B Accept Notice of Completion, C-3100-5, Global Modular, Inc.
53-B Approve Purchasing Transactions
54-B Approve Information Technology Purchasing Transactions
55-B Approve/Ratify Professional Conference Attendance
56-B Approve Budget Augmentation
57-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation
58-B Reporting and Approval of Revolving Fund Reimbursement
59-B Transfer Between Major Objects
60-B Authorization to Approve Purchase Orders to Dell, Inc.

Revised 61-B Approve/Ratify/Amend Contracts

62-B Amend Consent Item No. 1-B, Approval of Organization for Membership, 2012-13 Fiscal Year
63-B Approve Staff Development Activities
64-B Receive and Reject Claim – Levi Rockefeller
65-B Authorization to Enter Master Lease Agreement with Winthrop Resources Corporation – TCF Bank

35-P Employment of Hourly Faculty, Fall 2012
36-P Approve/Ratify Change of Status and Leave of Absence of Academic Employees
37-P Authorization to Reimburse Applicant

Amended 38-P Employment, Changes and Separation of Classified Employees

39-P Approve/Ratify Compensation for Academic Personnel, 2012-13
40-P Employment of Hourly Unclassified Employees and Volunteers for Fall 2012
41-P Approve/Ratify Compensation for Classified and Unclassified Personnel
42-P Salary Compensation Factors – Large Group Instruction
43-P Change of Status of Classified Employee
44-P Appointment of Classified Administrators: Executive Director, Business Services; Executive Director, Facilities; Interim Director, Fiscal Services (CLOSED SESSION)
45-P Employment of New Faculty: Instructional Designer for On-Line Learning (CLOSED SESSION)
46-P Employee Discipline, Dismissal, Release (CLOSED SESSION)
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<tr>
<th>CERTIFICATION OF SIGNATURES</th>
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<tr>
<td>SETTING DAY AND TIME OF REGULAR MEETINGS FOR 2013</td>
<td>TAB F</td>
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<td>PROPOSED 2012-2013 BUDGET AMENDMENT</td>
<td>TAB N</td>
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<td>CENTER FOR THE ARTS NAMING OPPORTUNITIES</td>
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<td>PUBLIC HEARING CSEA 777 TO PACCD</td>
<td>TAB Q</td>
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<td>REVISION OF BOARD POLICY #2120</td>
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<td>APPROVAL OF ADDITIONS AND DELETIONS TO THE CURRICULUM</td>
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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item E: Authorize Certification of Signatures
Board Meeting: December 12, 2012

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, authorize the following individuals or positions to sign documents on behalf of the District:

1. Board President, Board Vice President, and Board Clerk to sign contracts, warrants, and documents without limitation.
2. Mark W. Rocha, Superintendent/President, and Robert B. Miller, Senior Vice President and Assistant Superintendent, Business and College Services, to sign contracts, warrants/checks, and documents without limitation.
3. Mark W. Rocha, Superintendent/President, and Robert B. Miller, Senior Vice President and Assistant Superintendent, Business and College Services, to sign orders for salary payments and notices of employment.
4. Scott W. Thayer, Assistant Dean, Student Affairs, Maria Descalzo, Executive Director, Fiscal Services, and Joseph Simoneschi, Executive Director, Business Services to sign warrants/checks.

Background: College Districts are required by Sections 72000, 85232, and 85233 of the Education Code to certify signatures of the persons authorized to sign documents on behalf of the District.

Recommended for Approval:

[Signature]
Senior Vice President/Assistant Superintendent
Business and College Services

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
# Proposed Annual Calendar of Meetings 2013

### January
- **1st Wed** Spr Jan 2 DARK
- **2nd Fri** Spr Jan 11 Retreat
- **3rd Wed** Spr Jan 16 Regular Business Meeting

### February
- **1st Wed** Spr Feb 6 Regular Business Meeting
- **3rd Wed** Spr Feb 20 Study Session

### March
- **2nd Wed** Spr Mar 13 Regular Business Meeting *(spring break March 4-8)*
- **4th Wed** Spr Mar 27 Study Session

### April
- **1st Wed** Spr Apr 3 Joint Meeting with Associated Students
- **3rd Tues** Spr Apr 16 Joint Meeting with PUSD

### May
- **1st Wed** Spr May 1 Regular Business Meeting
- **Spr** May 3 *Commencement 2013*
- **3rd Wed** Sum May 15 Study Session

### June
- **1st Wed** Sum Jun 5 Regular Business Meeting
- **3rd Wed** Sum Jun 19 Study Session

### July
- **1st Wed** Sum Jul 3 DARK
- **3rd Wed** Sum Jul 17 Regular Business Meeting

### August
- **1st Wed** Sum Aug 7 Regular Business Meeting
- **3rd Wed** Sum Aug 21 Study Session

### September
- **1st Wed** Fall Sep 4 Regular Business Meeting
- **2nd Sat** Fall Sep 14 Fall Retreat
- **3rd Wed** Fall Sep 18 Study Session

### October
- **1st Wed** Fall Oct 2 Regular Business Meeting
- **3rd Wed** Fall Oct 16 Study Session
Business and College Services
Proposition 30 - Proposed Use of Funds

Board of Trustees
December 12, 2012

Joe Simoneschi
Executive Director, Business Services
## Proposition 30 - Proposed Use of Funds

**STUDENT ACCESS AND SUCCESS BUDGET AMENDMENT**

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Projected Prop 30 Restoration (one balloon payment in June 2013)</td>
<td>$6,700,000</td>
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<td><strong>Restore Student Access to Classes</strong></td>
<td>$4,400,000</td>
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<td>Approximately 600 - 700 Sections in spring and summer</td>
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<td>(Includes overload to faculty, increased adjuncts, increased support staff,</td>
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<td>benefits, supplies, &amp; overhead. For high demand graduation courses;</td>
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<td>online, honors and Pathways.)</td>
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<td><strong>Student Access and Success Initiative 2.0 (SASI)</strong></td>
<td>$400,000</td>
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<td>(For new innovations support, research and development, professional</td>
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<td>development, online course development &amp; training)</td>
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<td><strong>Veterans Program Expansion</strong></td>
<td>$150,000</td>
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<td><strong>Employee Salary Increase</strong></td>
<td>$400,000</td>
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<td>(General 1.5% increase on base salary, effective January 1, 2013.</td>
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<td>Subject to negotiation with collective bargaining units.</td>
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<td>For all employees except executives, manager.)</td>
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<td><strong>7 New Entry Level Faculty Positions Above FFON</strong></td>
<td>$620,000</td>
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<td><strong>Library Support</strong></td>
<td>$70,000</td>
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<td><strong>Counseling Support</strong></td>
<td>$100,000</td>
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<tr>
<td><strong>TLC/Pathways Facilities Upgrade Project</strong></td>
<td>$250,000</td>
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<tr>
<td><strong>Miscellaneous</strong></td>
<td>$310,000</td>
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<td>• PCC Communications/Outreach</td>
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<tr>
<td>• Centenniel Master Facilities Plan</td>
<td></td>
</tr>
<tr>
<td>• Accreditation Self-Study Support for Participation</td>
<td></td>
</tr>
<tr>
<td>• Cross Cultural Center</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>$6,700,000</td>
</tr>
<tr>
<td>NOVEMBER</td>
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</tr>
<tr>
<td>1st Wed</td>
<td>Fall</td>
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<tr>
<td>3rd Wed</td>
<td>Fall</td>
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<table>
<thead>
<tr>
<th>DECEMBER</th>
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<tbody>
<tr>
<td>1st Wed</td>
<td>Fall</td>
<td>Dec 4</td>
<td>DARK</td>
</tr>
<tr>
<td>2nd Wed</td>
<td>Fall</td>
<td>Dec 11</td>
<td>Regular Business Meeting and Annual Organizational Meeting</td>
</tr>
<tr>
<td>3rd Wed</td>
<td>Fall</td>
<td>Dec 18</td>
<td>DARK</td>
</tr>
</tbody>
</table>
Board Agenda Item 0: Center for the Arts Naming Opportunities

Board Meeting: December 12, 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 naming of rooms in the Center for the Arts Building.

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Robert &amp; Adrienne Westerbeck Recital Hall</td>
<td>$500,000</td>
</tr>
<tr>
<td>2. The Boone Family Art Gallery</td>
<td>$500,000</td>
</tr>
<tr>
<td>3. Black Box Theatre (unnamed)</td>
<td>$500,000</td>
</tr>
<tr>
<td>4. Hutto-Patterson Performing Arts Court</td>
<td>$250,000</td>
</tr>
<tr>
<td>5. Pasadena Arts Alliance Atrium</td>
<td>$250,000</td>
</tr>
<tr>
<td>6. Music Resource Center</td>
<td>$100,000</td>
</tr>
<tr>
<td>7. Dick Cassady Art History Auditorium</td>
<td>$100,000</td>
</tr>
<tr>
<td>8. Tournament of Roses Rehearsal Hall</td>
<td>$100,000</td>
</tr>
<tr>
<td>9. American United Sales (Sharp Seating)</td>
<td></td>
</tr>
<tr>
<td>Film/Sound Stage</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>10. Music Lecture Classroom (unnamed)</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>11. Moon Family Rehearsal Hall</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>12. Dr. Lisa Sugimoto Gallery</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>13. G &amp; R Sugimoto Family Performing Arts Lobby</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>14. Sculpture Studio (unnamed)</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>15. Schow Foundation Printmaking Studio</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>16. G &amp; R Sugimoto Family Metals/Jewelry Studio</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>17. Aryshire Foundation Recording Studio</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>18. Film/Editing Classroom (unnamed)</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>19. Bill Girdner Photo Studio</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>20. Alex Kritselis Sculpture Patio</td>
<td>$ 25,000</td>
</tr>
<tr>
<td>21. The Betty Oka-Mary Hense Electronic Piano Classroom</td>
<td>$ 25,000</td>
</tr>
<tr>
<td>22. David J. Schnabel Life Drawing Lab</td>
<td>$ 25,000</td>
</tr>
<tr>
<td>23. Suzanne Bravender Painting Studio</td>
<td>$ 25,000</td>
</tr>
<tr>
<td>24. President's African American Advisory Committee Gathering Space-Second Floor</td>
<td>$ 25,000</td>
</tr>
<tr>
<td>25. President's Asian Advisory Committee Gathering Space – Third Floor</td>
<td>$ 25,000</td>
</tr>
<tr>
<td>26. Digital Labs (unnamed)</td>
<td>$ 25,000</td>
</tr>
</tbody>
</table>

Recommended for Approval:

Approved for Submission to the Board of Trustees by:

[Signature]
Executive Director, Foundation

[Signature]
Superintendent/President
<table>
<thead>
<tr>
<th></th>
<th>Facility Name</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>Mary Jane &amp; Jack Van Amringe Piano Classroom</td>
<td>$ 25,000</td>
</tr>
<tr>
<td>28</td>
<td>Division Shop (unnamed)</td>
<td>$ 20,000</td>
</tr>
<tr>
<td>29</td>
<td>President's Latino Advisory Committee</td>
<td>$ 20,000</td>
</tr>
<tr>
<td></td>
<td>Product/Interior Design Studio</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Graphic Design Studio (unnamed)</td>
<td>$ 20,000</td>
</tr>
<tr>
<td>31</td>
<td>Jeanne Ward Foundation 2-D Design/</td>
<td>$ 20,000</td>
</tr>
<tr>
<td></td>
<td>Foundation Studio</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>William B. Major Illustration Studio</td>
<td>$ 20,000</td>
</tr>
<tr>
<td>33</td>
<td>Pasadena Arts League Drawing Studio</td>
<td>$ 20,000</td>
</tr>
<tr>
<td>34</td>
<td>Teaching Studios (unnamed)</td>
<td>$ 15,000</td>
</tr>
<tr>
<td>35</td>
<td>Photo Stock Room (unnamed)</td>
<td>$ 15,000</td>
</tr>
<tr>
<td>36</td>
<td>Photo Lecture Classroom (unnamed)</td>
<td>$ 15,000</td>
</tr>
<tr>
<td>37</td>
<td>The Engemann Family Foundation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Media Study Room</td>
<td>$ 15,000</td>
</tr>
<tr>
<td>38</td>
<td>Jazz Combo Practice Rooms</td>
<td>$ 15,000</td>
</tr>
<tr>
<td>39</td>
<td>Lorraine &amp; Lonnie Schield</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Linda Capra (Magee)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Michelle Ireland-Galman</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Studio Art Terraces</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>40</td>
<td>Dr. James Arnwine</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ernesto Graeser &amp; Nigel Paine</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Donald Brinegar</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mel Cohen</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Music Practice Rooms</td>
<td>$ 10,000</td>
</tr>
</tbody>
</table>

**FISCAL IMPLICATIONS:** None

**BACKGROUND:** According to Board Policy 2530, Naming of District Facilities, Procedure No. 2530.10, the naming of any District facility must be approved by the Board of Trustees.
**Second Floor Plan**

**Center for the Arts**

**NAMING OPPORTUNITIES**

9. AmericanUnitedSiles
   Sharpe Seating Fireproof Stage
   $50,000

10. MusicLectureClassroom
    $50,000

17. AyrshireFoundation
    Recording Studio
    $50,000

18. PrintmakingClassroom
    $50,000

    $50,000

24. President's African-AmericanAdvisoryCommitteeGatheringSpace
    $25,000

25. President's Asian Advisory CommitteeGatheringSpace
    $25,000

34. TeachingSpaces
    $15,000

35. PhotoStockroom
    $15,000

36. PhotoLectureClassroom
    $15,000

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**Third Floor Plan**

**Center for the Arts**

**NAMING OPPORTUNITIES**

22. David J. Schnabel
    LifeDrawingLab
    $25,000

23. SuzanneDanehower
    PaintingStudio
    $25,000

25. President'sAfricanAdvisoryCommitteeGatheringSpace
    $25,000

26. DigitalLabs
    $25,000

30. GraphicDesignStudio
    $20,000

33. PasadenaArtsLeague
    DrawingStudio
    $25,000

39. Lorraine & LonnieSchield
    LindaCapra(Magee)
    MichelleReyes-Guillen
    StudioArtTerraces
    $10,000
Board Agenda Item Q: Public Hearing Regarding Initial Bargaining Proposal from the California School Employees Association (CSEA), Chapter 777 to the Pasadena Area Community College District (PACCD)

Board Meeting: December 12, 2012

Recommendation: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California conduct a Public Hearing regarding the initial bargaining proposal for negotiations for 2012-2015 from the California School Employees Association (CSEA), Chapter 777 to the Pasadena Area Community College District (PACCD).

Fiscal Impact: The fiscal impact will depend upon the final outcome of negotiations between the California School Employees Association (CSEA), Chapter 777 and representatives of the District.

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

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

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

Approved for Submission to the Board of Trustees by:

[Signatures]

General Counsel

Superintendent/President
ARTICLE 1 (AGREEMENT)

1.1 This Agreement is made and entered into this __ day of __________, 2012 between the Pasadena Area Community College District (hereinafter referred to as "District") and the California School Employees Association, Chapter 777 (hereinafter referred to as "CSEA").

1.2 The purpose of this Agreement is to foster full communication between classified employees and the District in matters relating to wages, hours, and other terms and conditions of employment, and to further promote mutual respect between classified employees and the District to insure fair treatment of classified employees and promote harmonious relations between all parties. This provision is not subject to the grievance procedure.

ARTICLE 2 (RECOGNITION)

2.1 The District recognizes the CSEA as the exclusive representative for those classified employees of the District in the classifications listed in Exhibit “A” hereto.

2.2 The appropriate unit placement of any newly created classification which the CSEA claims should be accredited to the unit, or any existing classifications or employees which the District claims should be removed from the unit, shall be discussed between the parties hereto, and if no agreement is reached, the dispute may be submitted to PERB proceedings. Any other adjustments to the unit composition may be made upon mutual written agreement, provided that nothing herein shall preclude the complete elimination of jobs or job classifications for lack of work or funds by the District. CSEA and the District shall meet prior to the elimination of jobs or job classifications to negotiate the effects of such actions.

ARTICLE 3 (ACCESS)

3.1 With the approval of the Senior Vice President, Business & College Services, or the Executive Director of Human Resources, District employees within the CSEA bargaining unit may utilize District facilities for any training that may use outside vendors or outside people at no rental cost to CSEA. Such use shall be for meeting spaces that were not previously reserved.

ARTICLE 4 - EMPLOYEE AND UNION RIGHTS

4.1 Except as otherwise set forth in the Article, the parties mutually recognize the rights of all employees covered hereby to join and participate in the activities of CSEA, or to have CSEA represent them in their employee relations with the District, or to refuse to join or participate in the activities of CSEA, or any other
employee organization. No covered employee shall be interfered with, intimidated, restrained, coerced, or discriminated against because of the exercise of these rights.

4.2 As a condition of continuing employment, any employee in the unit who is or who becomes a chapter member of CSEA on or after the effective date of this Agreement shall maintain his/her chapter membership in CSEA, subject only to the right of such employee, beginning 30 days from the expiration of the Agreement to withdraw from chapter membership.

4.3 Members of CSEA may request that the District make payroll deductions for their CSEA dues, and all such dues collected by the District shall be remitted to CSEA on a monthly basis. Any unit member who is not a member of CSEA, or who does not make application for membership within thirty (30) days of the effective date of this Agreement, or within thirty (30) days from the date of commencement of assigned duties within the bargaining unit, shall become a member of the Association or pay to the Association a fee in an amount equal to unified membership dues, initiation fees, and general assessments, payable to the Association in one lump sum cash payment in the same manner as required for payment of membership dues, provided, however, that the unit member may authorize payroll deduction for such fee. In the event that a unit member shall not pay such fee directly to the Association, or authorize payment through payroll deduction, the Association shall so inform the District, and the District shall immediately begin automatic payroll deduction as provided in Education Code Section 88167. There shall be no charge to the Association for such mandatory agency fee deductions.

4.4 During each fiscal year the District shall grant CSEA 80 hours of release time, useable in thirty (30) minute increments to be designated as "chargeable release time". Use will be noticed to the user's supervisor prior to use on the District approved form bearing the signature of the CSEA President or his/her designee. Additionally, the District shall grant CSEA two hours of release time for the CSEA Safety Committee Chair to prepare for the CSEA Safety Committee meetings. Such release time shall be granted only for each meeting actually held. Maximum release time for a fiscal year shall be twenty-four (24) hours.

4.5 CSEA shall have the right to use one District bulletin board, and one display case in the Facilities Services Building normally used for the posting of notices to employees in the unit. Any such posting shall be on official CSEA letterhead, or otherwise prepared in a manner to indicate that they are authorized and approved by CSEA. CSEA shall have the right to use intra-district mail, employee mailboxes, e-mail, and the incidental or occasional use of Fax machines for the purpose of official communications bearing the CSEA designation. The CSEA President shall, having received preapproval from his/her supervisor or manager, access to reproduction equipment and/or services subject to CSEA reimbursing the District for any costs incurred.

4.6 The District shall release two employees at no loss of pay for up to five days for the purpose of attending the CSEA annual conference.

4.7 The District shall release one designated CSEA officer or steward from duty for the purpose of grievance meetings and disciplinary meetings as the employee's representative. All release time use shall be noticed to and coordinated with the user's supervisor prior to use on the District approved form. Meetings will be rescheduled to accommodate District needs.

4.8 All bargaining unit members shall have the right to adjust their lunch period for the purpose of attending the monthly CSEA meeting.
4.9 All bargaining unit members shall be released from duty up to one hour for the purpose of attending a contract ratification meeting. These release times and hours adjustments shall be granted only if the meeting falls within the employee’s working hours and if the time is consistent with and not conflicting with District needs as determined by scheduling with the Director of Facilities or his designee. All release time in this section shall be accounted for on the District approved form.

4.10 CONTRACTING OUT AND TRANSFER OF BARGAINING UNIT WORK

CONTRACTING OUT: The parties agree to abide by the provisions of the Education Code and all other applicable laws concerning the subject of contracting out of work.

NOTICE TO CSEA: In the event the District seeks to contract out a service, which is regularly, and customarily performed by bargaining unit employees, it may do so only as permitted by the Education and Government Codes, as they existed on the ratification date of this Agreement. Such subcontracting shall not result in:

(a) Layoff of employees,
(b) A reduction in employee hours per day, days per week, or months per year as established pursuant to the Collective Bargaining Agreement (CBA)
(c) Or the abrogation of reemployment rights.

If the District desires to contract out such work, it shall serve CSEA with timely notice of no less than ten (10) days prior to the proposed commencement of such contracting out, and provide an opportunity to bargain the decision and the effects thereof, if applicable. Except as legally permissible, no contracting out shall occur prior to completion of negotiations.

TRANSFER OF BARGAINING UNIT WORK: Except as lawfully permitted, the District shall not transfer any service which is contained in a classified job description to another bargaining unit, community volunteers, or other non-bargaining unit entities or persons.

ARTICLE 8 (SALARY)

If any other unit receives an on schedule salary increase, off schedule salary increase or any other additional benefit CSEA will receive the same District will implement reclassification study.

8.9 APPRENTICESHIP PROGRAM

The program goals are to address the needs and concerns of the District and employees who are in or are considering applying for apprentice level skilled craft positions; to encourage staff development; and promote upward mobility.

1. Eligibility

Permanent employees, who have completed their probationary period and meet the minimum skill requirements, are eligible to participate in the Apprenticeship program.

2. Apprenticeship Application Form
Interested employees must complete an Apprenticeship Application Form indicating the trade or trades of interest and their educational and/or work experience in related fields. A single application must be completed for each trade skill and submitted to Director of Facilities.

**Temporary Assignment**

2. (a) When an opportunity occurs in one of the skilled craft positions, the appropriate administrator, the CSEA Chapter President or designee, and a representative from the specific trade will review the apprenticeship application forms and interview the employees. An employee with the required skill level shall be selected to fill the position temporarily on a working-out-of-class basis.

2. (b) A temporary assignment to the Apprenticeship program does not guarantee permanent assignment nor does it bestow any employment rights to a position.

2. (c) Such assignments shall not be subject to the 90-day limit on substitute employees working in vacant positions.

2. (d) Such assignments shall not exceed eighteen (18) months. If successfully hired into a permanent Apprentice I position:

Time worked in the temporary assignment may be applied to the eighteen (18) month service requirement, and/or trade related coursework completed during the temporary assignment may be applied to the one hundred fifty (150) hours of required instruction.

2. (e) Employees may be removed from these temporary working-out-of-class assignments and returned to their regular assignments upon the recommendation of the appropriate administrator. Such reassignments may not be grieved under Article 14 of this Agreement.

3. **Apprenticeship Positions – Apprentice I, II, III**

All vacancies for permanent apprenticeship positions shall be filled through an open recruitment process in accordance with established District employment procedures.

4. **Apprenticeship Process**

Each skilled craft job description shall include the employment standards and qualifications required to fill the position. When an employee is hired into an apprenticeship position he/she shall be responsible for complying with and advancing through the apprenticeship levels according to the standards described in the position description.

4.1 Employees in apprentice level skilled craft positions are required to complete eighteen (18) months of service and one hundred fifty (150) successful hours of trade related vocational instruction at each level of the apprenticeship program. The District will assist in identifying appropriate training options to support the advancement of employees to the next apprentice level. Prior approval from the appropriate administrator is required for trade related instruction that has not been identified by the District. An employee who fails to complete the required hours for training/coursework will be subject to returning to their regular assignments.

4.2 Employees who attain established levels of proficiency and qualifications are eligible to move to the next level in the apprenticeship program. Promotion from one level to the next requires a special evaluation issued by the Director of Facilities.

4.2 (a) The employee is responsible for notifying the appropriate administrator or supervisor when the employee believes he/she has attained the required level of skill. The administrator or supervisor will request a special evaluation from Director of Facilities.
4.2 (b) If the evaluation reveals the proficiency or qualifications required for the next level have not been achieved, the employee will remain at his/her current level until the employee notifies the administrator that he/she has reached the skill level required. At that time, another special evaluation shall be completed following the process above.

4.2 (c) An employee who completes all of the service and education requirements but who fails to meet the required proficiency levels, shall be reassigned to another position in consultation with a CSEA representative.

ARTICLE 9 (ATTENDANCE)

Remove entire article

ARTICLE 12 (SAFETY)

12.1 It is the District’s responsibility to provide the employees in the unit with a safe work environment, and it is the responsibility of each employee in the unit to observe all applicable rules and regulations. Monthly safety meetings will be held with each employee group.

ARTICLE 16 (HOLIDAYS)

Add new provision under Article 16 as 16.1.1:

16.1.1 Upon Union review and acceptance the District may change the work schedule for employees on the graveyard and/or swing shifts including for the work day immediately preceding Spring Break Friday, Thanksgiving, Christmas Eve and New Year’s Eve holidays, so that such employees work earlier in the day.

ARTICLE 21 - OVERTIME AND COMPENSATORY TIME

21.1 Overtime ** - It is sometimes necessary for the supervisor to require that the employee work more than forty (40) hours in one week. There are also occasions when employees request to work overtime hours in order to complete necessary tasks. When such requests are for work to be performed more than two hours in the future, employees shall request such time utilizing Facilities Services Request forms in advance. When such requests are for work that is less than two hours in the future, employees are to get verbal approval either from their own supervisor, or in the absence of that supervisor, any other supervisor. Employees shall not work overtime without the approval of a supervisor. In the event that an employee is called by non-Facilities Services personnel, such as Campus Police, another manager, or administrator, the employee will have been deemed to have received work authorization. If such a call is received outside of regular work hours, the provisions of Article 22 (Call-Back Pay) shall apply. All employees will provide current and accurate contact information (for contact outside of the workplace) to their supervisor in order that communications can be optimized. Pay for any such overtime work will be the overtime rate which is 1 ½ times the hourly rate of the employee’s salary or compensating time of 1 ½ hours off for each additional hour worked. **

Except as indicated above, the District will make a concerted effort to distribute overtime equitably among custodial and grounds staff. Accordingly, an overtime
list (by classification) will be created / used. Employees who have indicated a desire to be on the list will be listed in seniority order once per year. The name on the top of the list will be contacted first. If the employee at the top of the list works the overtime, or is contacted and does not wish to (or cannot) work the overtime, that employee's name will drop to the bottom of the list and the employee who was second on the list will move to the top. Prior to the creation of the overtime list, the seniority order list will be provided to the CSEA President for his/her review. New employees who are interested in working overtime will start at the bottom of the list.

21.2 Compensatory Time - Employees may request to receive compensation for overtime hours worked in excess of eight (8) in a workday or forty (40) in a five-(5) day per week workweek; in excess of ten (10) hours in a workweek or forty (40) in a four-(4) day per week workweek; or in excess of nine (9) hours or forty (40) in a nine-(9) day two-week workweek in the form of compensatory time off in lieu of overtime pay. Compensatory time is accrued at the rate of one and one-half hours for each overtime hour worked. Compensatory time may be earned and used only with prior approval of the employee's immediate supervisor, or the Director (or his/her designee). Normal use of such time off is to be requested in writing at least three (3) working days in advance, and must be approved by a supervisor. "Emergency" use of compensatory time off (not with three days' advanced notice) shall be requested by the employee as soon as possible, and approval of such time shall be granted at the sole discretion of the Director of Facilities, or his/her designee. Any use of compensatory time shall be subject to the operational needs of the District. Compensatory time must be used within twelve (12) calendar months after the time was earned, or it shall be paid at the applicable overtime rate. Upon termination of employment, the employee will receive payment for all accrued, unused compensatory time calculated based on the employee's regular rate at the time of termination.

ARTICLE 30 - EFFECTS OF AGREEMENT

30.1 It is the intention of the parties that this Agreement set forth the full and entire understanding of the parties regarding all matters set forth herein, and any prior or existing understanding or agreements by or between the parties, whether formal or informal, and any all existing District rules, regulations, and policies regarding any such matters are hereby superseded and terminated in their entirety as to the employees in the unit.

ARTICLE 31 - TERM

31.1 The term of this Agreement shall commence when the Board of Trustees has completed all action necessary for its implementation. This Agreement shall continue in effect through June 30, 2015, and from year to year thereafter unless alteration or amendment is requested in writing.

31.2 In the event that either party hereto desires to negotiate the provisions of a successor agreement, such party shall serve upon the other during the period March 1, 2015 to March 31, 2015, its written request to commence negotiations. Its full and entire written proposal for such successor agreement shall follow within a reasonable time. Upon receipt of this written notice, arrangements shall be made for meeting and negotiating to commence after adherence to the Public Notice provision of the Educational Employment Relations Act. The parties
agree to reopen the agreement for the 2013/14 term on wages, plus two (2) other Articles per party.

Except as indicated above, the provisions of the 2009-12 Agreement will remain unchanged.
Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve District Policy No. 2120: Process for Institutional Accreditation.

Fiscal Impact: None

Background: The policy was compared to model policies provided by the Community College League of California and reviewed by the Board of Trustees subcommittee on Accreditation and Governance.

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
It is the policy of the Pasadena Area Community College District to meet and, where feasible, exceed the accreditation Standards established by the Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges. To that end, the College, through the consultation process, has established procedures to maximize the effectiveness of the accreditation process, and to promote the participation of the campus community in that process.

The Superintendent/President shall establish procedures to ensure that the process for Institutional Accreditation is in compliance with the Accreditation Standards as set forth by the Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges and with this policy.
1. Accreditation Steering Committee (ASC)
   a. The College Council Planning and Priorities Standing Committee shall serve as the ASC.
   b. The primary purpose of the ASC is to guide and supervise the college's accreditation activities.
   c. The co-chairs of the ASC shall be the Accreditation Liaison Officer (ALO) and the Faculty Self-Study Coordinator.
   d. The membership of the ASC shall be in accordance with the membership of the College Council Planning and Priorities Standing Committee.
   e. One member of the Board of Trustees will be added to the ASC during the self-study process.
   f. Other members of the college community may be asked to serve as resource advisors to the ASC during the self-study process.
   g. One ASC member will serve on each of the Standards Committees and Writing Groups and serve as a liaison between the Standards Committees and Writing Groups.

2. Accreditation Standards Committees and Writing Groups for the Accreditation Self-Study
   a. For each accreditation standard, there shall be one Standards Committee. Each Standards Committee will create Writing Groups as needed to complete the self-study tasks. Members of the Writing Groups will draft the section of the Self-Study relating to their standard. The Standards Committee will receive, review, and edit the drafts of the Writing Groups (as relevant) into a coherent, less redundant, and well integrated document and submit their revision to the ASC. The ASC will inform the Writing Groups regarding the revisions and the Writing Groups will have the opportunity to review the Standards Committee editing and provide feedback and suggestions to the ASC. The ASC will approve a final edited revision and forward it to the President’s Cabinet. The Cabinet shall have an opportunity to provide feedback and suggestions to the ASC. The ASC will consider all input but retains final Self-Study edit rights.
   b. Standards Committees shall be created as follows:
      (1) The ASC will solicit applications of interest from members of the college Faculty, Classified, Students and Management to serve as members and/or chairs of the Standards Committees. After reviewing the applications, the ASC will appoint a chair or co-chairs for each Standard Committee and members to serve on the Standards Committees. Placement on a Standard Committee will be guided by the applicant's areas of expertise.
      (2) Each Chair or Co-Chair will then request applications of interest to serve on the Writing Groups. Standards Committee Chairs will also openly recruit members to their committee, including visiting with shared governance groups and providing an overview of the commitment and skill set required to participate on a Writing Group. Placement on a Writing Group will be guided by the applicants' areas of expertise.
      (3) In forming the Writing Groups, the chair or co-chairs should include:
         (a) At least one member from each of the following campus groups: Classified, Students and Management.
(b) Where possible, at least three members of the committee should come from the ranks of Faculty.
(c) Additional members with substantive expertise in the applicable Standard, may be recruited from the most closely related divisions and offices at the college.

Once formed, the Standards Committee will:
(1) Create Writing Groups as needed.
(2) The Chair or Co-Chairs of the Standards Committee will select a leader for each writing group. The Writing Group leader is responsible for scheduling, convening and chairing the meetings, and coordinating the work of the Writing Group with the Self-Study Coordinator.
(3) Provide regular monthly reports and updates to the ASC as requested
(4) Request further advice from knowledgeable parties on campus as needed to complete the work and meet all deadlines set by the ASC.

d. Each Standards Committee or Writing Group may call upon resource people to provide information needed for its work.

3. Accreditation Self-Study Coordinator
a. The primary duties of the Accreditation Self-Study Coordinator are to co-chair the ASC, coordinate the overall Self-Study process, provide guidance to the Writing Groups, edit the Self-Study report and assist in the preparation of any Annual, Follow-up, or Midterm Reports required by the commission.
b. The Self-Study Coordinator will be appointed by the Academic Senate in consultation with the college Superintendent/President.
c. In the Fall semester two years before the Self-Study is due, the Self-Study Coordinator (SSC) will be appointed and begin training for the position by attending conferences, meeting with the previous SSC, and developing training for the writers of the Self-Study. During the following Spring, the SSC will convene and form the required Sub-Committees, including the selection of the Chairs of those Sub-Committees as explained in 2b above.
d. In the Summer and Fall one year before the Self-Study is due, the Self-Study Coordinator will receive regular monthly reports from the Sub-Committee chairs on their progress in writing and researching their section(s). In the following Spring, the SSC will receive final drafts from each Sub-Committee.
e. In the Fall when the Self-Study is due, the SSC will perform the comprehensive edit of the whole report, submit that report to the ASC for approval, submit that approved policy to the Planning and Priorities committee for its approval, and, after the Board has received a copy, submit the report in December of that term.
f. In the Spring, the SSC will lead the campus as it moves through the Site Visit. He/she will create an Executive Summary of the report for all faculty, staff, and managers in preparation for that visit.

4. Annual, Midterm and Follow-up Accreditation Reports
a. Preparation of the Midterm Accreditation Report and any required Annual or Follow-up Reports shall be the responsibility of the ALO and Self-Study Coordinator, in consultation with appropriate college staff and the College Council Planning and Priorities Standing Committee.
b. Review Process
(1) The ALO and SSC oversee the production of a draft of each necessary report and submit it to the ASC for review and comment.
(2) ASC Members solicit input on pertinent issues from their respective constituent groups, and make appropriate suggestions regarding the content of the Reports.
(3) When the ALO, SSC and the ASC have consensus that the Report adequately represents the College's progress on the applicable accreditation team recommendations, the ALO submits it through the College Council to the college
Superintendent/President, who, after review, will submit a copy to the Board of Trustees to ensure the Board has received the report before its submission.

c. The ALO is responsible for the timely submittal of all Midterm and Follow-up Accreditation reports.

5. Accreditation Liaison Officer (ALO)
   a. The ALO is appointed from the faculty or administration by the college's Superintendent/President to work with appropriate individuals or agencies on matters of accreditation.
   b. The ALO co-chairs the ASC with the self-study coordinator.

6. The Board of Trustees will be informed by the ALO or SSC in a timely manner about the status of the accreditation of the College, as well as the status of any specialized accreditations held by instructional programs of the college. The Board will be informed about any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.
Title: Process for Institutional Accreditation  
Policy No. 2120  
Legal Authority: Title 5 Section 51016; Accreditation Std IV. B.1.i;  
Accreditation Eligibility Requirement 21  

It is the policy of the Pasadena Area Community College District to meet and, where feasible, exceed the accreditation Standards established by the Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges. To that end, the College, through the consultation process, has established procedures to maximize the effectiveness of the accreditation process, and to promote the participation of the campus community in that process.

The Superintendent/President shall establish procedures to ensure the process for Institutional Accreditation is in compliance with the Accreditation Standards as set forth by the Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges.
Title: Process for Institutional Accreditation

1. Accreditation Steering Committee (ASC)
   a. The College Council Planning and Priorities Standing Committee shall serve as the ASC.
   b. The primary purpose of the ASC is to assist in the overall planning and supervision of the institutional accreditation activities.
   c. The co-chairs of the ASC shall be the Accreditation Liaison Officer (ALO) and the Faculty Self-Study Coordinator.
   d. The membership of the ASC shall be as follows in accordance with the membership of the College Council Planning and Priorities Standing Committee.
      (1) Academic Four faculty representatives, appointed by the Faculty Senate Board
      (2) Two classified representatives, appointed by the Classified Senate Board
      (3) Two student representatives, appointed by the Associated Students Board
      (4) Three management representatives, appointed by the Management Association
      Directors
      One Trustee representative, appointed by the Board of Trustees
   d. All ASC meetings shall be open.
   e. One member of the Board of Trustees will be added to the ASC during the self-study process.
   f. Other members of the college community may be asked to serve as resource advisors to the ASC during the self-study process.
   g. One ASC member will serve on each of the Standards Committees and Writing Groups and serve as a liaison between the Standards Committees and Writing Groups.

2. Accreditation Standards Subcommittees and Writing Groups for the Accreditation Self-Study
   a. For each accreditation standard, there shall be one Accreditation Standards SubCommittee, whose members will draft the section of the Self-Study related to that standard. Each Standards Committee will create Writing Groups as needed to complete the self-study tasks. Members of the Writing Groups will draft the section of the Self-Study relating to their standard. The Standards Committee will receive, review, and edit the drafts of the Writing Groups (as relevant) into a coherent, less redundant, and well integrated document and submit their revision to the ASC. The ASC will inform the Writing Groups regarding the revisions and the Writing Groups will have the opportunity to review the Standards Committee editing and provide feedback and suggestions to the ASC. The ASC will approve a final edited revision and forward it to the President's Cabinet. The Cabinet shall have an opportunity to provide feedback and suggestions to the ASC. The ASC will consider all input but retains final Self-Study edit rights.
   b. Standards Committees shall be created as follows:
      (1) The ASC will solicit applications of interest from members of the college Faculty, Classified, Students and Management to serve as members and/or chairs of the Standards Committees. After reviewing the applications, the ASC will appoint a chair or co-chairs for each Standard Committee and
members to serve on the Standards Committees. Placement on a Standard Committee will be guided by the applicant's areas of expertise.

(2) Each Chair or Co-Chair will then request applications of interest to serve on the Writing Groups. Standards Committee Chairs will also openly recruit members to their committee, including visiting with shared governance groups and providing an overview of the commitment and skill set required to participate on a Writing Group. Placement on a Writing Group will be guided by the applicant's areas of expertise.

(3) In forming the Writing Groups, the chair or co-chairs should include:
(a) At least one member from each of the following campus groups: Classified Senate, Students and Management.
(b) Where possible, at least three members of the committee should come from the ranks of Faculty.
(c) Additional members with substantive expertise in the applicable Standard, may be recruited from the most closely related divisions and offices at the college.

c. Once formed, the Standards Committee will:
(1) Create Writing Groups as needed.
(2) The Chair or Co-Chairs of the Standards Committee will select a leader for each writing group. The Writing Group leader is responsible for scheduling, convening and chairing the meetings, and coordinating the work of the Writing Group with the Self-Study Coordinator.
(3) Provide regular monthly reports and updates to the ASC as requested
(4) Request further advice from knowledgeable parties on campus as needed to complete the work and meet all deadlines set by the ASC.

d. Each Standards Committee or Writing Group may call upon resource people to provide information needed for its work.

b. The Standards Subcommittees shall be composed as follows:
(1) One to three members representing and appointed by each of the constituent groups: Faculty Senate, Classified Senate, Associated Students, and Management Association.
(2) Additional members with substantive expertise in the applicable Standard, recruited from the most closely related divisions and offices at PCC, assigned to subcommittees in accord with their expertise and expressed interest by the ASC co-chairs in consultation with the ASC, and confirmed by their respective constituent groups.
(3) Additional members with an expressed interest in the applicable Standard, assigned to subcommittees in accord with that interest by the ASC co-chairs in consultation with the ASC, if they judge such additions to be helpful.
(4) Members joining under (1), (2), or (3) above shall include one member of the ASC who is designated by the ASC co-chairs as the liaison person, who takes primary responsibility for communicating with the ASC regarding subcommittee issues.
(5) The Board of Trustees may appoint a Board member to any Standards Subcommittee.

c. Each Subcommittee may call upon resource people to provide information needed for its work.

d. Deputies and Chairs
(1) The ASC co-chairs shall ask each constituent group to choose, from members joining each subcommittee under b (1) or b (2) above, one deputy, who should be from a division or office, or have substantive knowledge and expertise, closely related to the applicable Standard; may serve as subcommittee chair (see below); and takes primary responsibility for communication with the constituent group regarding subcommittee matters.
(2) At the first meeting (which is convened by one of the ASC co-chairs or members), each standards subcommittee shall elect a chair from among the
deputies. If the chair is a manager, he or she will provide the clerical support for the subcommittee. If not, the management deputy will provide such support. The chair is responsible for scheduling, convening, and chairing the meetings, and for coordinating subcommittee work with the Self-Study Coordinator.

e. All-Standards Subcommittee meetings shall be open.

3. Accreditation Self-Study Coordinator

a. The primary duties of the Accreditation Self-Study Coordinator are to co-chair the ASC, coordinate the overall Self-Study process, provide guidance to the Writing Groups, edit the Self-Study report and assist in the preparation of any Annual, Follow-up, or Midterm Reports required by the commission.

b. The Self-Study Coordinator will be appointed by the Academic Senate in consultation with the college Superintendent/President.

c. In the Fall semester two years before the Self-Study is due, the Self-Study Coordinator (SSC) will be appointed and begin training for the position by attending conferences, meeting with the previous SSC, and developing training for the writers of the Self-Study. During the following Spring, the SSC will convene and form the required Sub-Committees, including the selection of the Chairs of those Sub-Committees as explained in 2b above.

d. In the Summer and Fall one year before the Self-Study is due, the Self-Study Coordinator will receive regular monthly reports from the Sub-Committee chairs on their progress in writing and researching their section(s). In the following Spring, the SSC will receive final drafts from each Sub-Committee.

e. In the Fall when the Self-Study is due, the SSC will perform the comprehensive edit of the whole report, submit that report to the ASC for approval, submit that approved policy to the Planning and Priorities committee for its approval, and, after the Board has received a copy, submit the report in December of that term.

f. In the Spring, the SSC will lead the campus as it moves through the Site Visit. He/she will create an Executive Summary of the report for all faculty, staff, and managers in preparation for that visit.

4. Preparation of the Annual, Midterm and Follow-up Accreditation Reports

a. Preparation of the Midterm Accreditation Report and any required Annual or Follow-up reports shall be the responsibility of the ALO and Self-Study Coordinator, in consultation with appropriate college staff and the College Council Planning and Priorities Standing Committee, the Midterm Accreditation Report Steering Committee.

b. The Midterm Accreditation Report Steering Committee shall consist of the ALO, a member of the Board of Trustees, and one representative each named by the Faculty Senate Board, the Classified Senate Board, the Associated Students, and the Management Association.

b. Review Process

(1) The ALO and SSC oversee the production of a each draft of each necessary the report, and submits it to the ASC Committee for review and comment.

(2) ASC Members solicit input on pertinent issues from their respective constituent groups, and make appropriate suggestions regarding the content of the Reports, based on that input and their own discussions.

(3) When the ALO, SSC and ASC have consensus and the Committee agree that the report adequately represents the College’s progress on the applicable accreditation team recommendations, the ALO submits it through the College Council to the Superintendent/President, who, after review, will submit a copy to the Board of Trustees for approval to ensure the Board has received the report before its submission.

c. The ALO is responsible for the timely submittal of all Midterm and Follow-up Accreditation reports.
5. Accreditation Liaison Officer (ALO)
   a. The ALO is appointed from the faculty or administration by the college's Superintendent/President to work with appropriate individuals or agencies on matters of accreditation.
   b. The ALO co-chairs the ASC with the self-study coordinator.

6. The Board of Trustees will be informed in timely manner about the status of the accreditation of the College, as well as the status of any specialized accreditations held by instructional programs of the college. The Board will be informed about any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.
Board Agenda Item S: Approval of Additions and Deletions to the Credit Curriculum

Board Meeting: December 12, 2012

Recommendation: It is recommended that the Board of Trustees governing the Board of the Pasadena Area Community College District of Los Angeles County, California, approve the attached Pasadena City College credit additions and deletions.

Fiscal Implications: None.

Background: These credit course and program additions have been approved by the Curriculum and Instruction Committee and have been recommended to the Vice President of Instruction for review.

Approved by:

Vice President, Information Technology

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

Recommended for Approval:

Senior Vice President/Assistant Superintendent
Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)
PASADENA CITY COLLEGE
Instructional Administration

CREDIT CURRICULUM COURSES

ADDITIONS – Effective Summer 2013:

Mathematics and Computer Science

MATH 150 QUANTITATIVE LITERACY II
6 units
Prerequisite: Math 250 or Math 402 or Math 400B or Math 125 or Math 128B or Math 127B or placement based on the Math assessment process.
Study of practical applications of mathematics including finance, probability, statistics, geometry, measurement & dimensional analysis, and functions: linear, exponential & logarithmic. For non-STEM majors, but open to all qualified students. Total of 90 hours lectures and 54 hours of laboratory.

Rationale
We have created a new basic skills sequence for non-STEM majors. This is the second course in the sequence. QL2 will meet the math requirements for an AS degree. It will also be a prerequisite for both Stat 050 and Math 015 allowing students to reach a transfer level class faster.

MATH 250 QUANTITATIVE LITERACY I
6 units
Prerequisite: Math 450 or placement based on the Math assessment process.
Number sense and basic algebraic skills involving integers, fractions, decimals, and percents. Simplifying algebraic expressions, solving linear equations and graphing. With an emphasis on how and where mathematics is used. For non-STEM majors, but open to all qualified students. No credit if taken after Math 402, 400B, 125, 127B, or 128B. Total of 90 hours lecture and 54 hours laboratory.

Rationale
We have created a new path for non-STEM students to reach a transfer level math course faster and better prepared for Stat 050 and Math 015. This is the first course in the new sequence.

Health Sciences

DH 200B DIRECTED STUDIES IN CLINICAL DENTAL HYGIENE
1 unit
Prerequisite: Acceptance into the Dental Hygiene program.
Development of dental hygiene clinical skills at a competent level in a clinical setting. Pass/no pass grading. Total of 54 hours laboratory.

Rationale
Two units of the DH200 course are currently required for the DH program. Due to the new repeatability mandate, the new DH200B will be replacing the second required unit of the DH200 course. The DH200 course has been offered at two levels of development. Since repeatability is no longer available, the course needs to be designated as a DH200A, preclinical novice course, and DH200B, clinically competent course.
Performing & Communication Arts

DANC 9D MODERN DANCE IV
1 unit
Prerequisite: Danc 009C.
Advanced technique skills in contemporary modern dance; emphasis is focused on the dancer as “artist” with continuing development of dynamic articulation of the body in motion, physicality, expressivity and presence. Enhanced experiences in the observation and analysis of movement, as well as elements of choreography and staging are explored. Total of 54 hours laboratory.
Transfer Credit: CSU; UC credit under review.

Rationale
To develop a four-semester family of courses in modern dance.

DANC 011D BALLET IV
1 unit
Prerequisite: Danc 011C.
Second level Intermediate Classical Ballet. Continues to emphasize proper placement and technique while performing steps that have greater difficulty and combinations that have greater complexity. Continued development of an integrated and embodied experience of musicality, artistry, expression, and the performance skills and strength that prepare students for advanced work. Total of 54 hours laboratory.
Transfer Credit: CSU; UC credit under review.

Rationale
In the light of new limits on repeatability we are offering four distinct levels of ballet. This course, in conjunction with the three courses that proceed this, will allow students from this two-year college to more seamlessly transfer as Dance majors into a four-year university performing arts or dance program.

DANC 012 IMPROVISATION
1 unit
Improvisation in dance and choreography. For all levels of dance. Total of 54 hours laboratory.

Rationale
Typically required of Dance majors.

DANC 015C JAZZ DANCE III
1 unit
Prerequisite: Danc 015B or equivalent.
Intermediate study of jazz dance techniques and composition. Development of muscular control, endurance and flexibility at an intermediate level. Total of 54 hours lecture.

Rationale
To meet repeatability requirements for the family of jazz dance courses

DANC 015D JAZZ DANCE IV
1 unit
Prerequisite: Danc 015C or equivalent.
Advanced study of jazz dance techniques and composition. Development of muscular control, endurance and flexibility at an advanced level. Total of 54 hours laboratory.
Transfer Credit: CSU; UC credit under review.

Rationale
To meet repeatability requirements for the family of jazz dance courses.
THRT 027  MUSICAL THEATRE PRODUCTION
1 unit
Prerequisite: Audition.
Experience in all aspects of musical theatre: rehearsal and performance for cast, technical crew and instrumentalists in production of a large-scale musical. Maximum credit: 4 units, 1 unit each semester.
Maximum of 4 enrollments allowed in the Musical Theater Production Family: Danc 007AB, Musc 067, 074, 075, Thrt 075, 027. Total of 162 hours of laboratory.
Transfer Credit: CSU; UC credit under review.

Rationale
Replaces THART 125.

Visual Arts and Media Studies

ART 52B  ADVANCED ILLUSTRATION
3 units
Prerequisite: Art 052A.
Recommended Preparation: Art 031A.
Refinement of media and techniques with an emphasis towards developing experimental uses. Emphasis on advanced problem solving by creating illustrations from abstract and personal themes. Projects will serve as portfolio pieces for specific illustration areas. Total of 36 hours lecture and 72 hours laboratory.
Transfer Credit: CSU; UC credit under review.

Rationale
This change best suits the meeting of student needs to complete transfers, develop basic skills, and produce portfolios. This change will alleviate a longstanding problem by making the titles and course descriptions accurate with current curriculum. The change will help to accommodate high student interest, and they will clearly benefit by having introductory and advanced levels. Curriculum improvements would go toward improving student portfolios that are required for admission into private colleges.

ART 111  INTRODUCTORY SKILLS FOR SUCCESS IN DIGITAL MEDIA
1 unit
Co-requisite: Enrollment in one or more of the following classes: Art 040, Art 050A, Art 056.
Introductory level practice in computer based technology skills in introductory digital media and design courses. Pass/no pass grading. Total 54 hours laboratory.

Rationale
Support for technology skills in the Digital Media and Design area courses at an introductory level.

ART 112  DEVELOPING SKILLS FOR SUCCESS IN DIGITAL MEDIA
1 unit
Co-requisite: Enrollment in one or more of the following classes: Art 050B, Art 051B, Art 154.
Developing level practice in computer based technology skills in digital media and design courses at a developing level. Pass/no pass grading. Total 54 hours laboratory.

Rationale
Support for technology skills in the Digital Media and Design area courses at a developing level.
ART 113  INTERMEDIATE SKILLS FOR SUCCESS IN DIGITAL MEDIA
1 unit
Co-requisite: Enrollment in one or more of the following classes: Art 50C, Art 155A, Art 156.
Intermediate level practice in computer based technology skills in digital media and design courses at an intermediate level. Pass/no pass grading. Total 54 hours laboratory.

Rationale
Support for technology skills in the Digital Media and Design area courses at an intermediate level.

ART 114  ADVANCED SKILLS FOR SUCCESS IN DIGITAL MEDIA
1 unit
Co-requisite: Enrollment in one or more of the following classes: Art 155B, Art 158, Art 198.
Advanced level practice in computer based technology skills for success, in Advanced digital media, art, and design courses. Pass/no pass grading. Total of 54 hours laboratory.

Rationale
Support for technology skills in the Digital Media and Design area courses at an advanced level.

PHOT 111  INTRODUCTORY SKILLS FOR SUCCESS IN PHOTOGRAPHY DIGITAL MEDIA
1 unit
Co-requisite: Enrollment in one of the following: Phot 030 or 031 or 023A.
Introductory level practice in computer based technology skills in introductory digital photography courses. Pass/no pass grading. Total 54 hours laboratory.

Rationale
Support for technology skills in the Photography area courses at an introductory level.

PHOT 112  DEVELOPING SKILLS FOR SUCCESS IN PHOTOGRAPHY DIGITAL MEDIA
1 unit
Co-requisite: Enrollment in one of the following: Phot 033 or 040 or 100.
Developing level practice in computer based technology skills in digital photography courses at a developing level. Pass/no pass grading. Total 54 hours laboratory.

Rationale
Support for technology skills in the Photography area courses at a developing level.

PHOT 113  INTERMEDIATE SKILLS FOR SUCCESS IN PHOTOGRAPHY DIGITAL MEDIA
1 unit
Co-requisite: Enrollment in one of the following: Phot 023B or 132 or 29.
Intermediate level practice in computer based technology skills in digital photography courses at an intermediate level. Pass/no pass grading. Total 54 hours laboratory.

Rationale
Support for technology skills in the Photography area courses at an intermediate level.

PHOT 114  ADVANCED SKILLS FOR SUCCESS IN PHOTOGRAPHY DIGITAL MEDIA
1 unit
Co-requisite: Enrollment in one of the following: Phot 132 or 135 or 136 or 140.
Advanced level practice in computer based technology skills for success, in Advanced Photography digital art courses. Pass/no pass grading. Total of 54 hours laboratory.

Rationale
Support for technology skills in the Photography area courses at an advanced level.
PHOT 10  HISTORICAL PHOTOGRAPHY
3 units
Historical trends of the medium from its inception to the present, including historical context, technical innovations and aesthetic concerns. Total of 54 hours lecture.
Transfer Credit: CSU; UC credit under review.

Rationale
We as an area are looking to offer courses that are transferable. Phot 100 is not transferable, whereas Phot 010 will be transferable. Doing this will increase student success enabling them to take transferable courses that will be part of their educational path and goals.

JOUR 107A  ONLINE JOURNALISM
4 units
Prerequisite: Jour 007A or placement based on the Journalism assessment process.
Opportunity to work on the campus newspaper, the Courier, and its online edition. Reporting and writing news and feature stories. Navigating software used for online publishing. Mastering the skills of online journalism, including blogs, bulletins, breaking news, multimedia and social media. Total of 54 hours lecture and 54 hours laboratory.

Rationale
This course will better prepare students for employment in journalism by teaching new skills demanded by employers.

JOURN 107B  NEWS LEADERSHIP
4 units
Prerequisite: Jour 007A or placement based on the Journalism assessment process.
Opportunity to work as a manager on the campus newspaper, the Courier, and its online edition. Reporting, writing and editing news and feature stories. News judgment. Online publishing. Leadership managing peers in their roles in the newsroom as reporters, photographers and editors. Total of 54 hours lecture and 54 hours laboratory.

Rationale
This course will better prepare students for employment in journalism by teaching new skills demanded by employers.

PHOT 10  HISTORICAL PHOTOGRAPHY
3 units
Historical trends of the medium from its inception to the present, including historical context, technical innovations and aesthetic concerns. Total of 54 hours lecture.
Transfer Credit: CSU; UC credit under review.

Rationale
We as an area are looking to offer courses that are transferable. Phot 100 is not transferable, whereas Phot 10 will be transferable. Doing this will increase student success enabling them to take transferable courses that will be part of their educational path and goals.
CREDIT CURRICULUM

DELETIONS – Effective Summer 2013:

Health Sciences
RADTC 114  VENIPUNCTURE FOR TECHNOLOGISTS

Rationale
This course is outdated. Students do not need 54 hours of instruction for learning venipuncture. There are new state guidelines in place and according to the Radiologic Health Branch 8 hrs of instruction is needed. The course will be rewritten.
CREDIT CURRICULUM PROGRAMS

ADDITIONS – AA DEGREES – Effective Summer 2013

Visual Arts and Media Studies
ASSOCIATE IN ARTS DEGREE IN ARCHITECTURE 37 units

ADDITIONS – AA-T and AS-T Degrees for Transfer – Effective Summer 2013
ASSOCIATE IN ARTS IN JOURNALISM FOR TRANSFER DEGREE (AA-T) 18 units
ASSOCIATE IN SCIENCE IN COMPUTER SCIENCE FOR TRANSFER DEGREE (AS-T) 38 units
ASSOCIATE IN ARTS IN ELEMENTARY TEACHER EDUCATION FOR TRANSFER DEGREE (AA-T) 60 units
ASSOCIATE IN ARTS IN POLITCAL SCIENCE FOR TRANSFER DEGREE (AA-T) 18-19 units
CONSENT ITEM TITLE:
Approval of Student Travel –
PCC Veterans Club
Orlando, FL January 3-6, 2013

Board Meeting Date: December 12, 2012

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

GROUP: PCC Veterans Club
NUMBER: 4 (3 Students and 1 Advisor)
DATE(S): January 3-6, 2013
TIME(S): Various
DESTINATION(S): Florida Hotel and Conference Center
                  Orlando, FL
EVENT: Student Veterans of America National Conference
TRANSPORTATION: Airfare and rental
ADVISOR(S): Social Sciences Staff
NOT TO EXCEED: $3,350.00
EMP: B1, D4, E5

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2012-2013 Student Activity Fee of Directors. Cost categories and amounts include: Transportation, meals, lodging, and registration.

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

Approved by:

Vice President, Information Technology

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

Recommended for Approval

Senior Vice President, Assistant Superintendent
Business and College Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

(Requires two signatures)
CONSENT ITEM TITLE: Approval of Student Travel - ASPCC Lobby Committee
Sacramento, CA March 4, 2013

Board Meeting Date: December 12, 2012

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

GROUP: Associated Students of Pasadena City College (ASPCC) Lobby Committee
NUMBER: 179 (169 Students and 10 Advisors)
DATE(S): March 4, 2013
TIME(S): Various
DESTINATION(S): State Capitol Building
Sacramento, CA
EVENT: "March in March": Sacramento Lobby Day
TRANSPORTATION: Bus, air and shuttle
ADVISOR(S): Student Affairs Staff
NOT TO EXCEED: $49,520.00
EMP: A, A1, A2, I, and 110

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2012-2013 Associated Students Lobby Fee Fund. Cost categories and amounts include: Airfare, meals, ground transportation, and supplies.

BACKGROUND: This activity involves travel for lobbying on state legislative matters as identified by the Associated Students of Pasadena City College Lobby Committee. The students will participate in the Student Senate for California Community College Annual "March in March," a student advocacy event. Community College students from around California will join with other college students on the steps of the State Capitol in support of higher education in California.

Approved by:

[Signatures]

Vice President, Information Technology
Senior Vice President/Assistant Superintendent
Academic and Student Affairs

[Signatures]

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 the following student travel:

GROUP: Associated Students of Pasadena City College (ASPCC) Lobby Committee
NUMBER: 20 (18 Students and 2 Advisors)
DATE(S): March 15-20, 2013
TIME(S): Various
DESTINATION(S): The Liaison Capitol Hill Hotel
Washington, D.C.
EVENT: National Student Advocacy Conference
TRANSPORTATION: Air, shuttles, taxi
ADVISOR(S): Student Affairs Staff
NOT TO EXCEED: $45,800.00
EMP: A1, A2, I2

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2012-2013 Associated Students Lobby Fee Fund. Cost categories and amounts include: Airfare, ground transportation, lodging, meals, duplicating, stipends, registration fees, miscellaneous, and materials.

BACKGROUND: This activity involves travel to Washington D.C. to lobby on student legislative issues. The purpose for the lobby trip is to provide students with a co-curricular, educational, and hands-on experience. The students will have the opportunity to speak directly to federal legislators on matters (bills and issues) that are important to community college students, specifically students in the Pasadena Area Community College District (PACCD).

Approved by:

[Vice President, Information Technology]

[Senior Vice President/Assistant Superintendent, Academic and Student Affairs]

[Recommended for Approval]

[Senior Vice President/Assistant Superintendent, Business and College Services]

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Superintendent/President]

(Requires two signatures)
Consent Item No. 10-S

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Potential Commencement Speaker List -
Commencement Speaker Selection Committee
Commencement Exercises May 3, 2013

Board Meeting Date: December 12, 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 list of individuals to deliver the address at the 88th annual Commencement exercises in May:

- President of the United States of America
- Governor of the State of California
- Sandy Banks
- Jill Biden
- Corey Booker
- Damon Dunn
- Rick Caruso
- John Chiang
- Judy Chu
- Jaime Escalante II
- Chris Holden
- Dolores Huerta
- Earvin "Magic" Johnson
- James Kossler
- Cynthia Kurtz
- Jackie Lacey
- Carol Liu
- Larry Mantle
- Michelle Obama
- Stephan Pastis
- Deval Patrick
- Terrence Roberts
- Jack Scott
- John Singleton
- Chris Wallace
- Betty White

FISCAL IMPLICATIONS: Funds for this purpose are provided by the 2012-2013 Student Service Fund Board of Directors Annual Budget. Cost category and amount include: $3,000.00, honorarium.

BACKGROUND: The list of possible commencement speakers were identified by the Commencement Speaker Selection Committee. The Committee's membership consists of student, faculty, staff and administrative representatives. EMP: E, E1

Approved by:

Vice President, Information Technology

Senior Vice President/Assistant Superintendent,
Academic and Student Affairs

Superintendent/President

(Requires two signatures)
Banks, Sandy in 1979, she came west to the LA Times as a reporter. Her 30-year career at The Times has included stints as education writer, education and religion editor, assistant metropolitan editor, editorial writer, features columnist and internship director. Her work has won national recognition from journalism groups and commendations from organizations as varied as the Muslim Women's League and the National Council of Jewish Women; the Watts Health Foundation and the Beverly Hills Rotary Club; the California Teachers' Association and the Union of Medical Marijuana Patients. Her columns, which currently appear Tuesday and Saturday on A2, focus on the intersection of the personal and the public; on people who inspire and infuriate us; on the chances we take and the choices we make.

Biden, Jill is an American educator and, as the wife of Vice President Joe Biden, is the Second Lady of the United States. She was born in Hammonton, New Jersey, and grew up in Willow Grove, Pennsylvania. She married Joe Biden in 1977 and became stepmother to his two young sons from his first marriage, Beau and Hunter, whose mother and baby sister died in a car accident. Joe and Jill Biden have a daughter, Ashley, born in 1981. Jill Biden has a bachelor's degree from the University of Delaware, master's degrees from West Chester University and Villanova University and a doctoral degree from the University of Delaware. She taught English and reading in high schools for 13 years, and also taught adolescents with emotional disabilities at a psychiatric hospital. From 1993 to 2008 she taught English and writing courses at Delaware Technical & Community College. Since 2009, she has been a professor of English at Northern Virginia Community College and is thought to be the first Second Lady to hold a paying job while her husband is Vice President. She is the founder of the Biden Breast Health Initiative non-profit organization, co-founded the Book Buddies program, and is active in Delaware Boots on the Ground.

Booker, Corey is the Mayor of Newark, New Jersey. He is a member of the Democratic Party. Booker is a former Newark City Councilman. Booker was elected Mayor in 2006, becoming the 36th mayor of Newark and the third black mayor of that city.

Caruso, Rick is the founder and chief executive officer of Caruso Affiliated, is a developer and retail operator who has designed and built properties in Southern California. He has been active in Los Angeles city commissions and was the youngest commissioner in the history of the Los Angeles Department of Water and Power. His developments have included The Grove at Farmers Market in Los Angeles and the Americana at Brand in Glendale. Caruso is developing a residential property called 8500 Burton.

Chiang, John is a Democratic politician and has been California State Controller since January 8, 2007. He previously served as Chair of the California Board of Equalization and represented the Fourth District, primarily serving southern Los Angeles County. Chiang is unable to run for a third term in 2014 due to term limits.

Chu, Judy is the United States Representative for California's 32nd congressional district, and the first Chinese American woman ever elected to the U.S. Congress. A member of the Democratic Party, she was previously Vice Chair (and a past Chair) of the California Board of Equalization, representing the 4th District. She had also served on the Garvey Unified School District Board of Education, the Monterey Park City Council with terms as Mayor and the California State Assembly. Chu ran in the 32nd congressional district special election for the seat that was vacated by Hilda Solis after she was confirmed as Barack Obama's U.S. Secretary of Labor in 2009.

Dunn, Damon is a former American football player and was a Republican Party candidate for California Secretary of State in the 2010 election. While in the NFL, Dunn worked with the Make-a-Wish Foundation visiting kids with terminal diseases. Dunn started the Fighting Giants Ministry that ministers to children with life changing injuries. Dunn has also worked with St. Augustine Soup Kitchen, the Cops-N-Kids program and the Cleveland Clinic Foundation. Dunn served as president of his local Fellowship of Christian Athletes chapter and has spoken nationally at FCA events. Dunn is also a licensed Baptist minister and a member of Saddleback Baptist Church. He lives in Irvine, California.

Escalante II, Jaime is the son of Jaime Escalante and has worked to coordinate efforts to support his father's vision of supporting underrepresented groups in the mathematics and science areas. The 20th Anniversary of the release of the movie “Stand and Deliver” will occur in 2013.
Holden, Chris is an American Democratic politician, a former Mayor of Pasadena, California, serving from 1997 to 1999. He is also the second longest-serving member in the history of the Pasadena City Council, having served since 1989. Holden is the son of Los Angeles Politician Nate Holden, and is an alumnus of Pasadena High School and San Diego State University. He first ran for seat 3 of the Pasadena City Council in 1985, but lost narrowly to incumbent Loretta Thompson-Glickman. He was elected four years later, and was appointed Mayor in 1997. During his term, the City charter was revised to allow for open election of the mayor. He was elected to serve the 41st Assembly district of California in November 2012.

Huerta, Dolores is a labor leader and civil rights activist who, along with César Chávez, co-founded the National Farmworkers Association, which later became the United Farm Workers (UFW). Huerta has received numerous awards for her community service and advocacy for workers', immigrants', and women's rights, including the Eugene V. Debs Foundation Outstanding American Award, the United States Presidential Eleanor Roosevelt Award for Human Rights and the Presidential Medal of Freedom. As a role model to many in the Latin community, Huerta is the subject of many corridos (ballads) and murals.

Johnson, Earvin "Magic" is a retired American professional basketball player who played point guard for the Los Angeles Lakers of the National Basketball Association (NBA). After winning championships in high school and college, Johnson was selected first overall in the 1979 NBA Draft by the Lakers. He won a championship and an NBA Finals Most Valuable Player Award in his rookie season, and won four more championships with the Lakers during the 1980s. Johnson retired abruptly in 1991 after announcing that he had contracted HIV, but returned to play in the 1992 All-Star Game, winning the All-Star MVP Award. After protests from his fellow players, he retired again for four years, but returned in 1996, at age 36, to play 32 games for the Lakers before retiring for the third and final time.

Kossler, James is the former Superintendent/President of Pasadena City College. Dr. Kossler taught English at several Los Angeles area high schools and held positions at East Los Angeles College, the University of Southern California, Pepperdine University, and Long Beach City College before coming to PCC as a vice president in 1988. He was an active in a number of civic organizations, including Pasadena Rotary, the Pasadena Senior Center, and the YWCA. He also served as a member of the Chancellor's Task Force on the Community College Budget, the state Commission on Athletics, and the Community College League's Commission on Legislation and Finance.

Kurtz, Cynthia became the President and CEO of the San Gabriel Valley Economic Partnership in January, 2009. Prior to holding this position, Cynthia served as the City Manager for the City of Pasadena from March 1998 until January 2008. She began with the city of Pasadena in 1987 as the capital projects administrator and in 1990 became the director of Public Works. She also served as the Interim City Manager for the City of Covina, California from October 2008 to January 2009. Prior to moving to California, Cynthia worked for 10 years for the city of Portland, Oregon holding a variety of positions in the Office of Transportation and the Bureau of Economic Development. Cynthia holds a Bachelor of Science degree in Community Development and Housing from Pennsylvania State University and a Masters of Arts degree in Transportation and Urban Planning from the University of Iowa. Cynthia serves on the Advisory Board for the La Verne Colleges School of Public Administration and the Citizens Advisory Board of the Villa Esperanza Services.

Lacey, Jackie is the newly elected District Attorney for Los Angeles County; previously she was Chief Deputy District Attorney of Los Angeles County, the second-in-command to District Attorney Steve Cooley. She is responsible for the day-to-day operations of the nation's largest local prosecutorial office with nearly 1,000 attorneys, approximately 300 peace officers and more than 800 support staff members. For the past decade, Jackie has served the District Attorney's Office as a trusted member of its management team.

Liu, Carol is a Democratic politician in the state of California who served in the State Assembly from 2000-2006. Liu was born in 1941 in Berkeley, CA. After receiving her bachelor of arts degree from San Jose State University and her teaching credentials from UC Berkeley, Liu taught junior high and senior high school-level history in the San Francisco Bay Area cities of Richmond, CA and El Cerrito, CA from 1964 until 1978. She also served as Executive Director of the Richmond Federation of Teachers from 1975-1978. Liu served as a school administrator from 1978 until 1984.
**Mantle, Larry** has been the host of AirTalk on KPCC since April 1st, 1985. It is now the longest continuously running daily talk program in the Los Angeles radio market. Mantle also hosts the movie review and interview program FilmWeek on AirTalk, heard every Friday at 11:00 a.m. on KPCC. A fourth-generation Angelino, Larry has interviewed thousands of prominent guests on an extraordinary array of topics, and received many journalistic awards in the process. Larry grew up in southwest Los Angeles, Inglewood, and Hollywood. He's a graduate of Hollywood High School and Vanguard University of Southern California.

**Obama, Michelle** is the wife of the forty-fourth President of the United States, Barack Obama, and is the first African-American First Lady of the United States. Michelle Robinson was born and grew up on the South Side of Chicago. She graduated from Princeton University and Harvard Law School. After completing her formal education, she returned to Chicago and accepted a position with the law firm Sidley Austin, where she met her future husband. Subsequently, she worked as part of the staff of Chicago mayor Richard M. Daley, and for the University of Chicago Medical Center. Throughout 2007 and 2008, she helped campaign for her husband's presidential bid and delivered a keynote address at the 2008 Democratic National Convention. She is the mother of two daughters, Malia and Sasha, and is the sister of Craig Robinson, men's basketball coach at Oregon State University.

**Pastis, Stephan** is an American cartoonist, the creator of the comic strip *Pearls Before Swine*. Pastis was raised in San Marino, California, and attended the University of California at Berkeley, earning a B.A. in Political Science in 1989, followed by UCLA School of Law. From 1993, Pastis worked as a litigation attorney in the San Francisco Bay area. At this time he also tried to fulfill his childhood ambition of becoming a syndicated cartoonist by submitting different concepts to syndication agencies. The *Infirm, Rat*, and *Bradbury Road* were rejected, but *Pearls Before Swine* was accepted by United Features in 1999. It started publication on December 31, 2001 and is still one of the fastest growing comic strips, appearing in more than 450 newspapers worldwide and counting. Pastis left his law job in August 2002. He is married to his wife Staci. Pastis was nominated for the National Cartoonists Society Newspaper Comic Strip Award for 2002 and 2006. He won the 2003 and 2007 awards.

**Patrick, Deval** is the 71st and current Governor of Massachusetts. A member of the Democratic Party, Patrick served as an Assistant United States Attorney General under President Bill Clinton. He is the state's first African-American governor and the second African American to be elected governor of any US state, after Douglas Wilder.

**Roberts, Terrence** was one of the Little Rock Nine, a group of African-American students who, in 1957, were the first black students ever to attend classes at Little Rock Central High School in Little Rock, Arkansas. In 1999, he and the other people of the Little Rock Nine were awarded the Congressional Gold Medal by President Bill Clinton.

**Scott, Jack** is an American Democratic politician. He recently served as a California State Senator, representing the 21st district. He recently retired from his post as the Chancellor for California Community Colleges. Prior to being elected to the California Legislature, Scott served as President of Pasadena City College from 1987 to 1995 and is the first President Emeritus of the college.

**Singleton, John** is an American film director, screenwriter, and producer. A native of South Los Angeles, many of his early films consider the implications of inner-city violence like the critically acclaimed and popular *Boyz n the Hood, Poetic Justice, Higher Learning* and *Baby Boy*. He branched out into mainstream territory with the blockbuster *2 Fast 2 Furious* and *Four Brothers*. He attended Pasadena City College and the USC School of Cinematic Arts.

**Wallace, Chris** is a journalist and television anchor who is currently the host of the Fox News program *Fox News Sunday*. Wallace has won three Emmy Awards and the Dupont-Columbia Silver Baton Award. Wallace has been with Fox News since 2003. As a previous moderator of *Meet the Press*, Wallace is the only person to date to have served as host/moderator of more than one of the major Sunday political talk shows.

**White, Betty** is an American actress, comedienne, singer, author, and television personality. With a career spanning over seven decades, she is best known to contemporary audiences for her television roles as Sue Ann Nivens on *The Mary Tyler Moore Show* and Rose Nylund on *The Golden Girls*. Since the death of co-star Rue McClanahan in 2010, she is now the only living Golden Girl. She currently stars as Elka Ostrovsky in the TV Land sitcom *Hot in Cleveland* and hosts the practical-joke show *Betty White's Off Their Rockers*. 
President of the United States of America

Barack Obama is the 44th and current President of the United States. He is the first African American to hold the office. Obama previously served as the junior United States Senator from Illinois, from January 2005 until he resigned after his election to the presidency in November 2008. Obama is a graduate of Columbia University and Harvard Law School, where he was the president of the Harvard Law Review. He was a community organizer in Chicago before earning his law degree. He worked as a civil rights attorney in Chicago and taught constitutional law at the University of Chicago Law School from 1992 to 2004. Obama served three terms in the Illinois Senate from 1997 to 2004. Following an unsuccessful bid for a seat in the U.S. House of Representatives in 2000, he ran for United States Senate in 2004. During the campaign, several events brought him to national attention, such as his victory in the March 2004 Democratic primary election for the United States Senator from Illinois as well as his prime-time televised keynote address at the Democratic National Convention in July 2004. He won election to the U.S. Senate in November 2004.

Governor of the state of California

Jerry Brown is an American politician, and the 39th and current Governor of the state of California. He previously served as Attorney General of California, Mayor of Oakland and two terms as the state's 34th Governor, from 1975 to 1983. At the time of his election to a third, non-consecutive term as governor, on November 2, 2010, Brown was serving as the 31st Attorney General of California, an elected position. Brown was formally inaugurated as governor on January 3, 2011, the 28th anniversary of the end of his last term. During his first term (as California's 34th Governor), he was the sixth-youngest Governor of that state. Upon his inauguration as California's 39th Governor, he became its oldest serving governor.
Pasadena City College
Commencement Speaker List
(1997-2012)

Pasadena City College is preparing for the 88th annual commencement exercises at the college and is in the process of selecting a graduation speaker. The names of the previous commencement speakers from 1997-2012 are listed below. This information was requested at the November 7, 2012 Board of Trustees meeting.

<table>
<thead>
<tr>
<th>Year</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>1997</td>
<td>Mr. Tommy Hawkins: <em>Professional Basketball Player, LA Lakers</em></td>
</tr>
<tr>
<td>1998</td>
<td>Dr. Jack Scott: <em>Assemblymember, 44th District</em></td>
</tr>
<tr>
<td>1999</td>
<td>Dr. Steven B. Sample: <em>President, University of Southern California</em></td>
</tr>
<tr>
<td>2000</td>
<td>Dr. Koichi Nishimura: <em>President and CEO, Solectron</em></td>
</tr>
<tr>
<td>2001</td>
<td>Dr. Bruce Carter: (for Congressman Adam B. Schiff)</td>
</tr>
<tr>
<td>2002</td>
<td>Dr. Charles B. Reed: <em>Chancellor, The California State University</em></td>
</tr>
<tr>
<td>2003</td>
<td>Dr. Albert Carnesale: <em>Chancellor, University of California at Los Angeles</em></td>
</tr>
<tr>
<td>2004</td>
<td>Ms. Pat Morrison, <em>Author</em></td>
</tr>
<tr>
<td>2005</td>
<td>Dr. Adriana Ocampo, <em>NASA Space Geologist</em></td>
</tr>
<tr>
<td>2006</td>
<td>Mr. Larry Carroll, <em>Journalist</em></td>
</tr>
<tr>
<td>2007</td>
<td>Mr. Anthony Portantino: <em>Assemblymember, 44th District</em></td>
</tr>
<tr>
<td>2008</td>
<td>Ms. Reyna Grande: <em>Author</em></td>
</tr>
<tr>
<td>2009</td>
<td>Robert K. Ross, MD: <em>President and CEO, California Endowment</em></td>
</tr>
<tr>
<td>2010</td>
<td>Mr. Warren Furutani: <em>Assemblymember, 55th District</em></td>
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<tr>
<td>2011</td>
<td>Dr. Ramon C. Cortines: <em>Educator</em></td>
</tr>
<tr>
<td>2012</td>
<td>Dr. Karen Symms Gallagher: <em>Dean, University of Southern California Rossier School of Education</em></td>
</tr>
</tbody>
</table>
CONSENT ITEM TITLE: Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation

Board Meeting Date: December 12, 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 $27,299. EMP: L

FISCAL IMPLICATIONS: The funds were expended for medical, travel, legal, and benefit payments.

<table>
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<tr>
<th>DATE</th>
<th>WARRANT NUMBERS</th>
<th>AMOUNT</th>
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<tr>
<td>11/01/12</td>
<td>20121640</td>
<td>$27,299.00</td>
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<th>Description</th>
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<td>Medical</td>
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<tr>
<td>Mileage</td>
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<td>Legal</td>
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<td>Benefit Payments</td>
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<td>Total</td>
<td>$27,299.00</td>
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</tbody>
</table>

BACKGROUND: Effective April 1, 1988, Keenan and Associates manage 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, Information Technology

Senior Vice President/Assistant Superintendent Academic and Student Affairs

Recommended for Approval

Senior Vice President/Assistant Superintendent Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)
CONSEN Item No. 67-B

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSEN Item TITLE:
Increase Mileage Reimbursement Rate

Board Meeting DATE: December 12, 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 an increase in mileage reimbursement to employees from 55.5 cents per mile to 56.5 cents per mile, effective January 1, 2013.

FISCAL IMPLICATIONS: Funds are provided in the 2012-13 Budget.

BACKGROUND: The Internal Revenue Service increased the standard mileage reimbursement rate to 56.5 cents per mile effective 01-01-13. Mileage reimbursements to employees for business use of personal automobiles, which are made at a rate no greater than the standard IRS rate, are not reported on employee W-2 statements.

Approved by:

Vice President, Information Technology

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

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 Budget Augmentation

Board Meeting Date: December 12, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following augmentation to the 2012-13 Adopted Budget for the grant and program listed below.

FISCAL IMPLICATIONS:

Child Development Center: EMP: E1.1
2012-2013 Adopted Budget: $49,558.00
Increase $84,417.00
2012-2013 Revised Budget $133,975.00

Child Development Center: EMP: E1.1 & SG.3
2012-2013 Adopted Budget: $153,996.00
Increase $41.00
2012-2013 Revised Budget $154,037.00

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

Approved by:

Vice President, Information Technology

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

Recommended for Approval

Senior Vice President/Assistant Superintendent
Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)
CONSENT ITEM No. 69-B

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Reporting and Approval of Revolving Fund
Reimbursement

Board Meeting Date: December 12, 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 $10,411.54. EMP: L

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

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<tr>
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<th>AMOUNT</th>
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<td>11/28/12</td>
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<td>$5,024.54</td>
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<td></td>
<td></td>
<td>$10,411.54</td>
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</table>

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

Approved by:

Vice President, Information Technology

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

Senior Vice President/Assistant Superintendent
Business and College Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)
REVEROLVING FUND REIMBURSEMENT
OCTOBER 2012 EXPENSE SUMMARY

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<td>Enrollment fee refunds</td>
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<td>Asb fee refunds</td>
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<td>Course refunds</td>
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<td>ASB fee refunds</td>
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<td>Repairs</td>
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<td>ASB fee refund</td>
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<td>Health fee refunds</td>
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<tr>
<td>Enrollment fee</td>
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Grand total: $10,411.54
CONSENT ITEM TITLE: Approve/Ratify/Amend/Renew Contracts

Board Meeting Date: December 12, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify/amend/renew the contracts listed on the attached pages.

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

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

Approved by:

Vice President, Information Technology

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

Recommended for Approval:

Senior Vice President/Assistant Superintendent
Business and College 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>
<tbody>
<tr>
<td><strong>NO COST TO DISTRICT</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Approve</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>B-98247-3</td>
<td>National Hispanic Media Coalition</td>
<td>No cost to District</td>
<td>To provide career sector training and professional development via internships. <strong>EMP: D4, K1</strong> 1/07/13 until terminated</td>
<td>Career &amp; Technical Education</td>
<td>N/A</td>
</tr>
<tr>
<td>B-98248-3</td>
<td>YWCA Pasadena Foothill</td>
<td>No cost to District</td>
<td>To provide career sector training and professional development via internships. <strong>EMP: D4, K1</strong> 1/07/13 until terminated</td>
<td>Career &amp; Technical Education</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Ratify</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-98249-3</td>
<td>Lesley Y. Jeong, DDS, MS</td>
<td>No cost to District</td>
<td>To provide use of facilities for clinical experience for Dental Assisting students. <strong>EMP: C2</strong> 11/08/12 until terminated</td>
<td>Dental Assisting Program</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>FUND 01 – UNRESTRICTED FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Approve</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-98250-3</td>
<td>Schools Services of California, Inc.</td>
<td>$25,000.00 plus approved reimbursables</td>
<td>To provide consulting services on an as-needed basis. <strong>EMP: F</strong> 12/13/12 thru 6/30/13</td>
<td>General Counsel 4013-0000</td>
<td>01-5120</td>
</tr>
<tr>
<td>B-98254-3</td>
<td>Janet Bosnich</td>
<td>$5,000.00</td>
<td>To provide consulting services as it relates to creation of job descriptions and recommended salary levels. <strong>EMP: F</strong> 12/13/12 thru 1/31/13</td>
<td>Human Resources 4300-0000</td>
<td>01-5120</td>
</tr>
</tbody>
</table>

Consent Item No. 70-B  
December 12, 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>Amend B-98190-3</td>
<td>Robin Oaks, Attorney at Law</td>
<td>$11,150.00</td>
<td>To increase amount of agreement for additional investigative services for an amount not-to-exceed $21,150. EMP: F</td>
<td>Human Resources</td>
<td>01-5120</td>
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<tr>
<td></td>
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<tr>
<td>FUND 03 – RESTRICTED FUNDS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approve B-98251-3</td>
<td>Christina Cuevas</td>
<td>$7,350.00</td>
<td>To provide services to organize and facilitate externships for teachers and counselors, organize and facilitate mini-career centers in middle schools, and assist at each Collaborative professional development event. EMP: D</td>
<td>Career and Technical Education:</td>
<td>03-5120</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>Glendale Community College</td>
<td>$10,000.00</td>
<td>To provide services for the completion of the Community Collaborative Grants work plan. EMP: B2.1, B2.2, D1, D4.3, K3</td>
<td>Career and Technical Education:</td>
<td>03-5820</td>
</tr>
<tr>
<td></td>
<td></td>
<td>plus $3,000.00</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>for software reimbursement</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>Sera DiBlasio</td>
<td>$30,000.00 per year</td>
<td>To provide video editing for all Title V and Title V Coop related video and online media network projects for an amount not-to-exceed $90,000.00. EMP: A, C, E</td>
<td>Title V and Title V Coop</td>
<td>03-5120</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>Maxwell Rowe</td>
<td>$30,000.00 per year</td>
<td>To provide web design, management, and graphic design for all Title V and Title V Coop related projects for an amount not-to-exceed $90,000.00. EMP: A, C, E</td>
<td>Title V and Title V Coop</td>
<td>03-5120</td>
</tr>
</tbody>
</table>

Consent Item No. 70-B
December 12, 2012
### REVIEW OF TRANSACTIONS AND CONTRACTS

#### PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Renew</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>B-98167-3</td>
<td>WestEd</td>
<td>N/A</td>
<td>To extend term of agreement from 12/31/12 to 1/31/13, as requested by the Chancellor's Office. EMP: L</td>
<td>Statewide Matriculation</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$30,000.00</td>
<td>To provide brand development, marketing and outreach services for E-STEM Grant activities. EMP: SSAA #3, D2.3</td>
<td>Environmental STEM Grant</td>
<td>03-5120</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1/01/13 thru 6/30/13</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FUND 41 – CAPITAL OUTLAY</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Approve</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-98253-3</td>
<td>Lee McDonald</td>
<td>$9,000.00 plus approved reimbursables</td>
<td>To provide implementation of interface between CCCApply and Banner. EMP: C1-3</td>
<td>C/O Enterprise Resource Program</td>
<td>41-5120</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12/31/12 thru 12/12/13</td>
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<td></td>
</tr>
</tbody>
</table>

Consent Item No. 70-B
December 12, 2012
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve/Ratify Staff Development Activities

Board Meeting Date: December 12, 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 Staff Development activities listed below:

Approve

January 7, 2013 – August 30, 2012 – Environmental STEM Grant activities at PCC and other local venues, to provide professional development activities for faculty, staff, students and, managers. Anticipated expenses not-to-exceed $50,000.00 for materials, catering, facilities, approved travel related expenses, speakers, and refreshments for approximately 15 to 50 participants per activity. Cost Center: 03-5210-5262-0000, Environmental STEM Grant. EMP: D3, KI, SSAA#3

Ratify

August 1, 2012 – June 30, 2013 – LancerPoint (AIS) Implementation Staff Development Activities, at PCC and other local venues. Anticipated expenses not-to-exceed $5,000.00 for facilities, materials, Speakers and refreshments for approximately 200 participants at various sessions. Cost Center: 01-5210-4700-0000, Information Technology Services. EMP: C1, C1.1, C1.2

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

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

Approved by:

Vice President, Information Technology

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

Recommended for Approval

Senior Vice President/Assistant Superintendent
Business and College 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, receive and reject the Claim for Damages as alleged by Jerry Garcia, aka Jerry Craig.

FISCAL IMPLICATIONS: Mr. Garcia's claim is in excess of $10,000.00. The District is self-insured and a member of the joint powers authority, Statewide Association of Community Colleges (SWACC) with a $50,000.00 member retained limit. SWACC coverage provides the District with a defense for breach of contract claims.

BACKGROUND: Mr. Garcia is alleging injury as a result of his participation in a theatrical production when the gurney he and another student were lifting with another cast member lying on it collapsed, causing, injury to his legs.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Purchasing Transactions

Board Meeting Date: December 12, 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 P13-01329 through P13-01596. 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 that are over $500.

Approved by:

Vice President, Information Technology

Senior Vice President/Assistant Superintendent Academic and Student Affairs

Recommended for Approval

Senior Vice President/Assistant Superintendent Business and College Services

(Requires two signatures)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

[Signatures]
### Change Orders

**$500 or More**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Change</th>
<th>New Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>P13-00558</td>
<td>LEXIPOL LLC</td>
<td>INCREASE PO PER THE DEPT. POLICE</td>
<td></td>
<td>1,000.00</td>
<td>2,950.00</td>
</tr>
<tr>
<td>P13-01134</td>
<td>PERKIN-ELMER/LAS INC.</td>
<td>INCREASE PO PER THE DEPT. NATURAL SCIENCE</td>
<td></td>
<td>508.98</td>
<td>1,653.98</td>
</tr>
<tr>
<td>P13-01462</td>
<td>FORD PRINTING &amp; MAILING</td>
<td>INCREASE PO PER THE DEPT. PUBLIC RELATIONS</td>
<td></td>
<td>1,152.00</td>
<td>40,239.96</td>
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<tr>
<td></td>
<td></td>
<td><strong>FUND 03 RESTRICTED GENERAL FUND</strong> (INCLUDING GRANTS)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>P13-01194</td>
<td>PCC BOOKSTORE</td>
<td>INCREASE PO PER THE DEPT. EOPS</td>
<td></td>
<td>1,000.00</td>
<td>1,500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>FUND 33 CHILD DEVELOPMENT FUND</strong></td>
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</tr>
<tr>
<td>P13-01288</td>
<td>I-8 FOOD SERVICES</td>
<td>INCREASE PO PER THE DEPT. CHILD DEV</td>
<td></td>
<td>10,000.00</td>
<td>20,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blanket order to provide vended food services on an as needed basis</td>
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<tr>
<td></td>
<td></td>
<td><strong>FUND 41 CAPITAL OUTLAY FUND</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P13-00550</td>
<td>HIGHSMITH CO., INC.: THE</td>
<td>INCREASE PO PER THE DEPT. FACILITIES</td>
<td></td>
<td>1,078.14</td>
<td>11,477.15</td>
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</table>
## PURCHASE ORDERS OVER $500

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P13-01432</td>
<td>SARS SOFTWARE PRODUCTS, INC.</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>COUNSEL</td>
<td>$1,610.00</td>
</tr>
<tr>
<td>P13-01525</td>
<td>COASTLINE COMMUNITY COLLEGE</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>EDUCATIONAL SERVICES</td>
<td>$4,263.00</td>
</tr>
<tr>
<td>P13-01579</td>
<td>AMERICAN FOOTHILL PUBLISHING CO.</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>EXTENDED LEARNING</td>
<td>$18,458.60</td>
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<tr>
<td></td>
<td>Printing and mailing of 134,000 2013 Spring Catalogs</td>
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<tr>
<td>P13-01340</td>
<td>ABCO ELECTRIC MOTORS</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>$2,200.00</td>
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<tr>
<td>P13-01396</td>
<td>UNISAN PRODUCTS</td>
<td>JANITORIAL/CUSTODIAL SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>$31,994.03</td>
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<tr>
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<td>Paper products for campus restrooms</td>
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</tr>
<tr>
<td>P13-01415</td>
<td>&gt; STAPLES</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>$611.09</td>
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<tr>
<td>P13-01431</td>
<td>US EQUIPMENT CO.</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>$1,850.77</td>
</tr>
<tr>
<td>P13-01455</td>
<td>* SAV-ON CARPET &amp; DRAPERY</td>
<td>DRAPERIES &amp; WINDOW COVERINGS</td>
<td>FACILITIES</td>
<td>$521.78</td>
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<tr>
<td>P13-01444</td>
<td>JOHNSON LIFT/HYSTER</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>$1,096.05</td>
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<tr>
<td>P13-01546</td>
<td>* CONSOLIDATED ELEC. DIST.</td>
<td>LIGHTING</td>
<td>FACILITIES</td>
<td>$2,861.48</td>
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<tr>
<td>P13-01547</td>
<td>SHIFFLER EQUIPMENT SALES</td>
<td>LIGHTING</td>
<td>FACILITIES</td>
<td>$1,574.00</td>
</tr>
<tr>
<td>P13-01552</td>
<td>CLEAN SOURCE</td>
<td>JANITORIAL/CUSTODIAL SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>$3,973.73</td>
</tr>
<tr>
<td>P13-01555</td>
<td>NATIONAL CONSTRUCTION RENTALS</td>
<td>RENTAL OF EQUIP./TOOLS</td>
<td>FACILITIES</td>
<td>$850.00</td>
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<tr>
<td>P13-01589</td>
<td>MCMASTER-CARR SUPPLY CO.</td>
<td>PLUMBING SUPPLIES</td>
<td>FACILITIES</td>
<td>$557.91</td>
</tr>
<tr>
<td>P13-01492</td>
<td>* ANDERSON BUSINESS TECHNOLOGY</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>FIN AID</td>
<td>$538.31</td>
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<tr>
<td>P13-01401</td>
<td>OUGHORIAN: ARDVAZ</td>
<td>REPAIRS</td>
<td>HEALTH SCI</td>
<td>$1,148.40</td>
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<tr>
<td>P13-01586</td>
<td>AMERICAN ASSOC. OF MED ASSISTANTS</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>HEALTH SCI</td>
<td>$1,000.00</td>
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<tr>
<td>P13-01493</td>
<td>UNITED INTERIORS</td>
<td>FURNITURE--OFFICE</td>
<td>HUMAN RESOURCES</td>
<td>$2,175.67</td>
</tr>
<tr>
<td>P13-01508</td>
<td>JOBELEPHANT.COM INC</td>
<td>ADVERTISING</td>
<td>HUMAN RESOURCES</td>
<td>$728.75</td>
</tr>
<tr>
<td>P13-01502</td>
<td>&gt; STAPLES</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>LAC</td>
<td>$663.91</td>
</tr>
<tr>
<td>P13-01516</td>
<td>* ANDERSON BUSINESS TECHNOLOGY</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>LANGUAGES DIVISION</td>
<td>$3,121.56</td>
</tr>
<tr>
<td></td>
<td>Contract renewal for Copy Center 133 located in C247</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P13-01517</td>
<td>* ANDERSON BUSINESS TECHNOLOGY</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>LANGUAGES DIVISION</td>
<td>$1,722.60</td>
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<tr>
<td></td>
<td>Contract renewal for Copy Center 128 located in R225-C</td>
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<tr>
<td>P13-01348</td>
<td>DEMCO, INC.</td>
<td>LIBRARY SUP. &amp; EQUIP.</td>
<td>LIBRARY</td>
<td>$2,752.84</td>
</tr>
<tr>
<td>P13-01404</td>
<td>KAPCO LIBRARY PRODUCTS</td>
<td>LIBRARY SUP. &amp; EQUIP.</td>
<td>LIBRARY</td>
<td>$1,165.94</td>
</tr>
<tr>
<td>P13-01429</td>
<td>COMVIEW</td>
<td>AUDIO/VISUAL SUP. &amp; EQUIP.</td>
<td>LIBRARY</td>
<td>$1,083.15</td>
</tr>
<tr>
<td>P13-01460</td>
<td>CHOICE/ACRL SUBSCRIPTIONS</td>
<td>SUBSCRIPTIONS</td>
<td>LIBRARY</td>
<td>$870.00</td>
</tr>
<tr>
<td>P13-01461</td>
<td>CCLC/COA PUBLICATIONS</td>
<td>SUBSCRIPTIONS</td>
<td>LIBRARY</td>
<td>$7,875.00</td>
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<tr>
<td></td>
<td>Subscription to Springer Ebooks-2012 collection</td>
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<td></td>
</tr>
<tr>
<td>P13-01463</td>
<td>CCLC/COA PUBLICATIONS</td>
<td>SUBSCRIPTIONS</td>
<td>LIBRARY</td>
<td>$33,147.00</td>
</tr>
<tr>
<td></td>
<td>Renewal for various online resources</td>
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<tr>
<td>P13-01566</td>
<td>ENVISIONWARE, INC.</td>
<td>SOFTWARE</td>
<td>LIBRARY</td>
<td>$1,728.50</td>
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<tr>
<td>P13-01403</td>
<td>THERMO FISHER SCIENTIFIC</td>
<td>CHEMICALS</td>
<td>NATURAL SCIENCE</td>
<td>$3,099.52</td>
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<tr>
<td>P13-01360</td>
<td>CALIF. OFFICE SYSTEMS, INC.</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>OFFICE SVS</td>
<td>$1,415.98</td>
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<tr>
<td>P13-01563</td>
<td>PRINT FINISHING SOLUTIONS</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>OFFICE SVS</td>
<td>$1,479.00</td>
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<tr>
<td>P13-01582</td>
<td>SOUTHWEST BINDING CO.</td>
<td>PRINTING SUP. &amp; EQUIP.</td>
<td>OFFICE SVS</td>
<td>$524.45</td>
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<tr>
<td>P13-01593</td>
<td>THE BAND HALL</td>
<td>MUSIC SUP. &amp; INSTRUMENTS</td>
<td>PERFORMING AND COMM ARTS</td>
<td>$682.46</td>
</tr>
<tr>
<td>P13-01527</td>
<td>GREENWOOD ENTERPRISES</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
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<td>Agreement to purchase emission credits</td>
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<tr>
<td>P13-01462</td>
<td>FORD PRINTING &amp; MAILING</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>PUBLIC RELATIONS</td>
<td>$40,239.96</td>
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<td></td>
<td>Printing, addressing, mailing of 160,000 Winter/Spring President's Report to the Community</td>
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<tr>
<td>P13-01487</td>
<td>* DONNA M. GREEN &amp; ASSOC.</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
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<td>SOC SCI</td>
<td>$5,406.52</td>
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* Indicates Vendor is located within the Pasadena Area Community College District.

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<tr>
<th>PO Number</th>
<th>Vendor Name</th>
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<td>P13-01539</td>
<td>TANDUS</td>
<td>FLOORING MATERIALS/INSTALL</td>
<td>TITLE V</td>
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<td>P13-01509</td>
<td>AIRGAS DUARTE</td>
<td>ART SUPPLIES</td>
<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
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**FUND 03 RESTRICTED GENERAL FUND (INCLUDING GRANTS)**

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<th>PO Number</th>
<th>Vendor Name</th>
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<td>OFFICE SUP. &amp; EQUIP.</td>
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<td>P13-01596</td>
<td>LAEDC</td>
<td>MEMBERSHIP FEES</td>
<td>CAREER AND TECHNICAL EDU</td>
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<td>P13-01433</td>
<td>ON-SITE LASERMEDIC CORP.</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>COMMUNITY EDUCATION CENTER</td>
<td>1,200.00</td>
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<td>P13-01510</td>
<td>MORRIS FLAMINGO, INC.</td>
<td>LABORATORY/BEAUTY SUP.</td>
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<td>P13-01511</td>
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<td>P13-01513</td>
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<td>P13-01353</td>
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<td>P13-01583</td>
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<td>SERVICE FEES/PROFESSIONAL SVS</td>
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<td>P13-01341</td>
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<td>P13-01535</td>
<td>YBP LIBRARY SERVICES</td>
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<td>P13-01536</td>
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<td>P13-01343</td>
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<td>P13-01347</td>
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<td>REPAIRS</td>
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<td>REPAIRS</td>
<td>NATURAL SCIENCE</td>
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<td>P13-01392</td>
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<td>P13-01412</td>
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<td>OFFICE SUP. &amp; EQUIP.</td>
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<td>SAFETY &amp; FIRE SUP. &amp; EQUIP.</td>
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<td>P13-01594</td>
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<td>P13-01409</td>
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<td>AUDIOVISUAL SUP. &amp; EQUIP.</td>
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<td>P13-01430</td>
<td>* SAMY'S CAMERA</td>
<td>AUDIOVISUAL SUP. &amp; EQUIP.</td>
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<td>P13-01561</td>
<td>MARKERTEK</td>
<td>AUDIOVISUAL SUP. &amp; EQUIP.</td>
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<td>CAMERA EQUIP. &amp; PHOTO SUP.</td>
<td>PUBLIC RELATIONS</td>
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<td>P13-01355</td>
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<td>INSTRUCTIONAL/EDUCATIONAL MATL.</td>
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<td>P13-01488</td>
<td>* SMART &amp; FINAL</td>
<td>FOODMEAL SERVICE</td>
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<td>P13-01489</td>
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<td>FOODMEAL SERVICE</td>
<td>STUD SVS</td>
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<td>P13-01518</td>
<td>* ANDERSON BUSINESS TECHNOLOGY</td>
<td>COPY/DUPLICATING SUP. &amp; EQUIP.</td>
<td>STUDENT ACTIVITIES</td>
<td>826.46</td>
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</tbody>
</table>

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<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
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<td>INDUSTRIAL ARTS SUP. &amp; EQUIP.</td>
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<td>P13-01565</td>
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<td>MAINTENANCE/SERVICE AGREEMENT</td>
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<td><strong>FUND 33 CHILD DEVELOPMENT FUND</strong></td>
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<td>P13-01402</td>
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<td><strong>FUND 41 CAPITAL OUTLAY FUND</strong></td>
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<td>P13-01369</td>
<td>SAV-ON CARPET &amp; DRAPERY</td>
<td>DRAPERIES &amp; WINDOW COVERINGS</td>
<td>FACILITIES</td>
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<td><strong>FUND 42 MEASURE P BUILDING FUND</strong></td>
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<td>P13-01368</td>
<td>DIVISION OF STATE ARCHITECT</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>11,421.59</td>
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<td>Structural safety and access compliance for construction of 2-story C,R Building and sitework</td>
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<td>P13-01548</td>
<td>CONCRETE TIE</td>
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<td>P13-01549</td>
<td>CONCRETE CORING COMPANY</td>
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<td>P13-01550</td>
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<td>P13-01551</td>
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<td><strong>FUND 61 SELF-INSURANCE FUND - WORKER'S COMPENSATION</strong></td>
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<td>P13-01407</td>
<td>ST. GEORGE'S MEDICAL CLINIC</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>HUMAN RESOURCES</td>
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<td>P13-01588</td>
<td>S.W.A.C.C.</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
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<td><strong>408,300.79</strong></td>
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</tbody>
</table>

* Indicates Vendor is located within the Pasadena Area Community College District.
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CONSEN$ ITEM TITLE: Approve Information Technology Purchasing Transactions

Board Meeting Date: December 12, 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 P13-01329 through P13-01596. 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, Information Technology

Senior Vice President/Assistant Superintendent Academic and Student Affairs

Senior Vice President/Assistant Superintendent Business and College Services

(Signature)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund Amount</th>
</tr>
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<tr>
<td>P13-01452</td>
<td>TIER TECHNOLOGIES, INC.</td>
<td>MAINTENANCE/SERVICE AGREEMENT 56-Sesion Webencore System</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>7,500.00</td>
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<tr>
<td>P13-01477</td>
<td>BIZ SUMMITS</td>
<td>MEMBERSHIP FEES CIO Summit Institutional Membership</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>1,250.00</td>
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<td>P13-01567</td>
<td>MINISOFT, INC.</td>
<td>SOFTWARE Database bridge for PCC online web services to communicate with databases on the HP3000</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>3,900.00</td>
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<tr>
<td>P13-01453</td>
<td>COMPVIEW</td>
<td>AUDIOVISUAL SUP. &amp; EQUIP. Chief RPA and mini elite universal projector mounts</td>
<td>ITS ELECTRONIC SERVICES</td>
<td>531.59</td>
</tr>
<tr>
<td>P13-01418</td>
<td>APPLE COMPUTER</td>
<td>COMPUTER EQUIP. 16GB iPad3 with wi-fi funded by CTEA</td>
<td>CAREER AND TECHNICAL EDUC</td>
<td>1,944.56</td>
</tr>
<tr>
<td>P13-01541</td>
<td>ECOTECH IMAGING</td>
<td>COMPUTER EQUIP. HP Color Printer for the Wellness Center</td>
<td>COUNSEL</td>
<td>791.20</td>
</tr>
<tr>
<td>P13-01542</td>
<td>CDW GOVERNMENT, INC.</td>
<td>COMPUTER EQUIP. Various computer equipment for the Wellness Center</td>
<td>COUNSEL</td>
<td>6,328.79</td>
</tr>
<tr>
<td>P13-01390</td>
<td>B &amp; H PHOTO-VIDEO PRO AUDIO</td>
<td>COMPUTER EQUIP. 8 Epson Perfection Photo Scanners for use in LL311 funded by CTEA</td>
<td>LIBRARY</td>
<td>1,505.01</td>
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<tr>
<td>P13-01335</td>
<td>APPLE COMPUTER</td>
<td>COMPUTER EQUIP. Various computer equipment for the Design Tech Pathways Program</td>
<td>TITLE V</td>
<td>26,761.65</td>
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<tr>
<td>P13-01337</td>
<td>CDW GOVERNMENT, INC.</td>
<td>COMPUTER EQUIP. Computer equipment for use in the IT215 area for Design Tech Pathways Program</td>
<td>TITLE V</td>
<td>7,279.29</td>
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<tr>
<td>P13-01338</td>
<td>GOVCONECTION, INC.</td>
<td>COMPUTER EQUIP. Document camera for use in the IT215 area for Design Tech Pathways Program</td>
<td>TITLE V</td>
<td>781.91</td>
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<tr>
<td>P13-01419</td>
<td>PATON GROUP</td>
<td>COMPUTER EQUIP. 3D Printer for use in Design Tech Pathways Program</td>
<td>TITLE V</td>
<td>29,523.00</td>
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<tr>
<td>P13-01336</td>
<td>APPLE COMPUTER</td>
<td>COMPUTER EQUIP. 5 Macbook Air laptops for the Helpdesk Technicians</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>7,692.98</td>
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<tr>
<td>P13-01420</td>
<td>LENOVO</td>
<td>COMPUTER EQUIP. 2 Windows 8 tablets for testing and review as an iPad option</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>1,421.87</td>
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<tr>
<td>P13-01422</td>
<td>APPLE COMPUTER</td>
<td>COMPUTER EQUIP. Items to provide docking capability for 2 Macbook Air Laptops</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>2,411.17</td>
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<tr>
<td>P13-01423</td>
<td>CDW GOVERNMENT, INC.</td>
<td>COMPUTER EQUIP. 8 Windows 8 tablets for testing and review as an iPad option</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>8,485.16</td>
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<tr>
<td>P13-01424</td>
<td>APPLE COMPUTER</td>
<td>COMPUTER EQUIP. 2 iPad3 for Executive Directors of Facilities and ITS</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>1,796.63</td>
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<tr>
<td>P13-01495</td>
<td>APPLE COMPUTER</td>
<td>COMPUTER EQUIP. 30 iPad3 for faculty and Executive Director of Business Services</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>19,298.81</td>
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<td>P13-01523</td>
<td>CXTEC</td>
<td>COMPUTER EQUIP. Equal2New Nortel Secure Router for the warehouse facility</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>1,260.07</td>
</tr>
</tbody>
</table>

Total 130,463.69

* 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. 75-B

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Change Orders, Restroom Upgrade – R Building

Board Meeting Date: December 12, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Change Order Number Two (2) to SBS Corporation for Contract Number C-3100-8. As part of the agreement between SBS Corporation and the District, change orders may be related to the contract, labor, equipment and/or materials.

Change Order #2: Add to remove 43” x 24” duct and replace with 60” x 18” duct pursuant to RFI #6. The total cost of this change order is Two Thousand Six Hundred Fourteen and Two Cents ($2,614.02).

Add to furnish and install 200’ of insulation to the existing cold water piping pursuant to Bulletin 1. The total cost of this change order is Five Thousand Eight Hundred Ninety-Eight Dollars and Two Cents ($5,898.02).

Add to furnish and install insulation for existing supply and return air duct pursuant to Bulletin 7. The total cost of this change order is Five Thousand Four Hundred Twenty-Five Dollars and Seventy-Three Cents ($5,425.73).

Add to furnish and install stud kickers to the south, east and west walls pursuant to RFI #7. The total cost of this change order is Two Thousand Three Hundred Six Dollars ($2,306.00).

Add to remove damaged pencil studs on the south wall and reframe wall with new king studs pursuant to RFI #5. The total cost of this change order is Eight Hundred Sixty-Nine Dollars and Twenty Cents ($869.20).

Credit to delete paper towel dispenser and trash combo; add to reframe wall pursuant to Bulletin 3. The total cost of this change order is a credit of One Hundred Forty-Five Dollars (-$145.00).

Credit to delete the installation of VCT flooring and base pursuant to Bulletin 5.1. The total cost of this change order is a credit of Two Thousand Five Hundred (-$2,500.00).

Add to paint elevator lobby and foyer walls, doors and frames pursuant to Bulletins 5.1 and 8. The total cost of this change order is One Thousand Three Hundred Fifty Dollars and Nineteen Cents ($1,350.19).

Page 1 of 2

Approved by:

Vice President, Information Technology

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

Recommended for Approval:

Senior Vice President/Assistant Superintendent
Business and College Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES

Superintendent/President

(Requires two signatures)
Add to remove existing wire mold and replace with BX cable from power source in mechanical closet to north and south automatic door opener devices. Run BX cable inside of storefront mullions so that none of BX cable is exposed. The total cost of this change order is Three Hundred Fifty Dollars and Twenty-One Cents ($350.21).

Add to furnish and install 16" x 8" back draft damper pursuant to Bulletin 7. The total cost of this change order is Four Hundred Dollars and Ninety-Six Cents ($400.96).

Add to furnish and install ridged to flex adaptors and flex ductwork down to the new diffusers pursuant to RFI #36 and Directive No. 3. The total cost of this change order is Nine Hundred Seventy-Six Dollars and Four Cents ($976.04).

Add to patch and repair basement area wall from plumbing penetrations. The total cost of this change order is Three Hundred Dollars and Eleven Cents ($300.11).

Add eight (8) relays to interface with the two fire alarm panels pursuant to RFI #31. The total cost of this change order is Two Thousand Seven Hundred and Seventy Dollars and Five Cents ($2,770.05).

**FISCAL IMPLICATIONS:** The total amount of this change order is Twenty Thousand Six Hundred Fifteen Dollars and Fifty-Three Cents ($20,615.53). Funds for this purpose are provided in the 2012-2013 District Budget under the following Measure P cost centers shown:

- 42-6250-7415-4000 (Bldg: Const/M/P/Asbestos)
- 42-6250-7412-4000 (Bldg: Const/M/P Restroom Upgrade)

**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 December 14, 2011, the Board awarded Bid 874 to SBS Corporation and authorized the issuance of Contract Number C-3100-8.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Purchase Order for HP Tipping Point Hardware

Board Meeting Date: December 12, 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 Purchase Order P13-01608 for One Hundred Six Thousand Six Hundred Eighty-Four Dollars and Twenty Nine Cents $106,684.29 to Hewlett Packard HP Order Entry. This purchase provides the District with the network security equipment, software and integration required for the AIS implementation project.

EMP: L

FISCAL IMPLICATIONS: Funds for this purpose will be provided in the 2012-2013 District budget indicated and charged to the cost center shown:

41-6413-7115-0000 (AIS Implementation)

BACKGROUND: Even though the purchase amount exceeds bidding limits, Los Angeles County Counsel has provided that school districts may purchase equipment which exceeds those limits when it utilizes the WSCA (Western States Contracting Alliance) contract administered by the State of California, Department of General Services, and Procurement Division. Hewlett Packard has been awarded a WSCA contract number AR1464.

With this purchase the District can proceed to acquire and install the network security equipment which is needed for the Administrative Information System (AIS) implementation.

Approved by:

Vice President, Information Technology

Senior Vice President/Assistant Superintendent, Academic and Student Affairs

Recommended for Approval:

Senior Vice President/Assistant Superintendent, Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)
Consent Item No. 77-B

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Purchase Order for Sole Source Declaration to Apple Computer, Inc.

Board Meeting Date: December 12, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, make a finding and adopt the position that the District would recognize no benefit nor realize any profit through formal bidding for the purchase of hardware products manufactured and sold by Apple Computer. It is also recommended that the Board approve Purchase Order P13-01609 for Two Hundred Fifty-Eight Thousand Three Hundred Eighty-Four Dollars and Ninety-Four Cents ($258,384.94) to Apple Computer, Inc. for the faculty laptop program. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose will be provided in the 2012-2013 District budget indicated and charged to the cost center shown:

41-6413-7118-0000 (Virtualization and Lab Upgrades)

BACKGROUND: Even though the purchase amount exceeds bidding limits, Los Angeles County Counsel has previously stated that where only one source exists, the Board of Trustees may make a finding and adopt the position that the process of bidding would provide no benefit to the District. This amount also includes a four year Apple protection plan which covers warranty, maintenance for these laptop computers. Apple Computer, Inc. is the sole source for this Apple computer equipment and is being purchased for the faculty laptop program.

Approved by:

Vice President, Information Technology

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

Recommended for Approval:

Senior Vice President/Assistant Superintendent
Business and College Services

(Requires two signatures)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
CONSENT ITEM TITLE: Approve Purchase Order to CDW Government, Inc.

Board Meeting Date: December 12, 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 Purchase Order P13-01610 for Four Hundred Seventeen Thousand Four Hundred Ninety-Five Dollars and Forty Six Cents ($417,495.46) to CDW Government, Inc.. This purchase provides the District with the faculty technology consisting of think pads, docking stations and monitors. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose will be provided in the 2012-2013 District budget indicated and charged to the cost center shown:

41-6411-7118-0000 (Virtualization and Lab Upgrades)

BACKGROUND: Even though the purchase amount exceeds bidding limits, Los Angeles County Counsel has provided that school districts may purchase equipment which exceeds those limits when it utilizes the National Joint Powers Alliance (NJPA) contract administered by the State of California, Department of General Services, and Procurement Division. CDW Government, Inc. has been awarded a NJPA contract number CZVP225. This is a competitively awarded cooperative contract for public agencies to piggyback from.

This purchase is part of the faculty laptop upgrade program.

Approved by:

Vice President, Information Technology

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

Recommended for Approval:

Senior Vice President/Assistant Superintendent
Business and College Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES

Superintendent/President

(Requires two signatures)
CONSENT ITEM TITLE: Approve/Amend Professional Conference Attendance

Board Meeting Date: December 12, 2012

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

APPROVE:

ATTENDEE: Cathy Wei
LOCATION: 2012 International Conference of Teaching Chinese as a Second Language, Taipei, Taiwan, Republic of China
DATES: December 28 – December 30, 2012*
PURPOSE: To update the knowledge in the field of teaching Chinese as a second language and share the results with colleagues in the PCC Chinese Language Program
CHARGES: No cost to the District
COST CENTER: N/A
RECOMMENDED BY: Dr. Robert Bell
EMP: B2.1

*December 27, 2012 and January 2, 2013 additional travel days

FISCAL IMPLICATIONS: No fiscal obligation is created for this conference.

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.

Approved by:

Vice President, Information Technology

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

Recommended for Approval:

Senior Vice President/Assistant Superintendent
Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

(Requires two signatures)
**AMEND CONSENT ITEM NO. 43-B DATED 10/03/12:**

**ATTENDEES:**  
Mark Rocha, Cynthia Olivo, Javier Carbajal-Ramos, Salomon Davila

**LOCATION:**  
Hispanic Association of Colleges and Universities 26th Annual National Conference, Washington, D.C.

**DATES:**  
October 19, 2012 – October 22, 2012*

**PURPOSE:**  
Learning about national programs at other Hispanic Serving Institutions, connecting with federal agencies and introducing students to HSI activities, learning innovative strategies that improve success of Hispanic students and network with others who are doing the same

**CHARGES:**  
$2,167.00 for Rocha, $2,270.00 $2,840.00 for Olivo, Carbajal-Ramos, and Davila

**COST CENTERS:**  
01-5210-2300-0010 for Rocha, Olivo, and Davila, 01-5210-5255-0000 for Carbajal-Ramos

**RECOMMENDED BY:**  
Dr. Robert Bell and Dr. Mark Rocha

**EMP:**  
A3

*October 18 additional travel day for Rocha, October 19 and October 23 additional travel days for Olivo, Carbajal-Ramos, and Davila*
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, Information Technology

Senior Vice President/Assistant Superintendent, Academic and Student Affairs

Senior Vice President/Assistant Superintendent, Business and College Services

Recommended for Approval:

Executive Director, Human Resources

(Requires two signatures)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
### FUND 01

<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crosby, Jeff</td>
<td>1,000.00</td>
<td>SASI—will outline an independent ESL (pre-literacy to high beginning) course from the existing project lab to creating a course description; further develop the learning management system course upgrade, 12-12-12 to 06-24-13 EMP: A2, B1.3 C2, C4, D2.1, G5, L2 01-1420-4219-3114</td>
</tr>
<tr>
<td>Foster, Valerie</td>
<td>800.00</td>
<td>Non-STEM Redesign: SASI—plan and run a 1-day retreat for math faculty on problem based learning, 11-1-12 to 5-1-13 EMP: B1, A3.2, D2.3, D4.1 01-1420-4219-3110</td>
</tr>
<tr>
<td>Jordan, Matthew</td>
<td>3,500.00</td>
<td>Accreditation—continue to oversee the Program Redesign Project to support the college in attainment of the Project 90 Goals, 10-1-12 to 11-7-12, EMP: A2.1, B1, B2.1 01-1420-4201-0000</td>
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<tr>
<td>Ogden, Kristen</td>
<td>14,000.00</td>
<td>SASI—responsible for designing, implementing, and overseeing the launch of a stretch composition program for Fall 2013; managing this program will require scholarly research, collaboration with peers, curriculum development and coordination with administrators across campus, 1-7-13 to 8-24-12 EMP: A2, A3, B1, D2 01-1420-4219-3112</td>
</tr>
<tr>
<td>Rivas, Elsie Rivas</td>
<td>14,000.00</td>
<td>SASI—responsible for designing, implementing, and overseeing the launch of a stretch composition program for Fall 2013; managing this program will require scholarly research, collaboration with peers, curriculum development and coordination with administrators across campus, 1-7-13 to 8-24-12 EMP: A2, A3, B1, D2 01-1420-4219-3112</td>
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<tr>
<td>Wilcox, Alison</td>
<td>1,000.00</td>
<td>SASI—will outline an independent ESL (pre-literacy to high beginning) course from the existing project lab to creating a course description; further develop the learning management system course upgrade, 12-12-12 to 06-24-13 EMP: A2, B1.3 C2, C4, D2.1, G5, L2 01-1420-4219-3114</td>
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### FUND 03

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<tr>
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<tr>
<td>Blount, Gia</td>
<td>5,500.00</td>
<td>Student Mental Health—perform coordination as the Wellness Fair Coordinator for the Journey to Wellness project, 11-22-12 to 06-30-13 EMP: A3.1 03-1420-5264-0000</td>
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<tr>
<td>Cheeseman, Bonnie</td>
<td>500.00</td>
<td>Community Education Center—level 5 Common Formative Assessment (CFA) Lead. Facilitate the development of CFAs With other level 5 instructors at b-monthly PLC meetings, 11-7-12 to 5-5-13 EMP: A2.1, B1.4, B2.1, D2.1 03-1420-5208-0000</td>
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<tr>
<td>Cho, Jay</td>
<td>4,000.00</td>
<td>Design Tech—Title V Co-Op—curriculum development and coordination of design tech pathway, 8-27-12 to 5-17-13, EMP: A1, A2, A3 03-1420-5262-0000</td>
</tr>
<tr>
<td>Cho, Jay</td>
<td>500.00</td>
<td>Title V—revise five levels of Math Jam curriculum, 11-1-12 to 12-20-12, EMP: A1, A2, A3,D1, D2 03-1420-5255-0000</td>
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<tr>
<td>NAME</td>
<td>COMPENSATION</td>
<td>SPECIAL PROJECT</td>
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<tr>
<td>Courter, Rebecca</td>
<td>500.00</td>
<td>Title V—revise five levels of Math Jam curriculum, 11-1-12 to 12-20-12, EMP: A1, A2, A3,D1, D2</td>
</tr>
<tr>
<td>Crosby, Jeff</td>
<td>4,000.00</td>
<td>Community Education Center—develop an individualized skills program known as the noncredit ESL Project Lab; will include creating a course which utilizes computer software and online resources to build listening, speaking, reading and writing skills for all levels, 11-7-12 to 5-5-13 EMP: A2.2, B1.3, B2.1, C1.2, C2.1, C4.1, G5, J1</td>
</tr>
<tr>
<td>Endore, Gita</td>
<td>500.00</td>
<td>Community Education Center—level 2 Common Formative Assessment (CFA) Lead. Facilitate the development of CFAs With other level 2 instructors at b-monthly PLC meetings, 11-7-12 to 5-5-13 EMP: A2.1, B1.4, B2.1, D2.1</td>
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<tr>
<td>Faccuseh, Maria</td>
<td>500.00</td>
<td>Title V—revise five levels of Math Jam curriculum, 11-1-12 to 12-20-12, EMP: A1, A2, A3,D1, D2</td>
</tr>
<tr>
<td>Gallardo, Robert</td>
<td>500.00</td>
<td>Community Education Center—level 3 Common Formative Assessment (CFA) Lead. Facilitate the development of CFAs With other level 3 instructors at b-monthly PLC meetings, 11-7-12 to 5-5-13 EMP: A2.1, B1.4, B2.1, D2.1</td>
</tr>
<tr>
<td>Kottaras, Ekaterini</td>
<td>4,000.00</td>
<td>Design Tech—Title V Co-Op—curriculum development and coordination of design tech pathway, 8-27-12 to 5-17-13, EMP: A1, A2, A3</td>
</tr>
<tr>
<td>Jens, Kristen</td>
<td>500.00</td>
<td>Title V—revise five levels of Math Jam curriculum, 11-1-12 to 12-20-12, EMP: A1, A2, A3,D1, D2</td>
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<tr>
<td>Maraghy, Shannon</td>
<td>500.00</td>
<td>Community Education Center—level 3 Common Formative Assessment (CFA) Lead. Facilitate the development of CFAs With other level 3 instructors at b-monthly PLC meetings, 11-7-12 to 5-5-13 EMP: A2.1, B1.4, B2.1, D2.1</td>
</tr>
<tr>
<td>Monn, Rachel</td>
<td>7,000.00</td>
<td>Community Education Center—facilitate bi-monthly noncredit English as a Second Language Professional Learning Community meetings focused on creating Common Formative Assessments for all levels; maintain a Canvas site where faculty members can continue to work outside of meetings 11-7-12 to 5-5-13 EMP: A2.1, B1.4, B2.1, D2.1</td>
</tr>
<tr>
<td>Nordstrom, Donna</td>
<td>500.00</td>
<td>Title V—revise five levels of Math Jam curriculum, 11-1-12 to 12-20-12, EMP: A1, A2, A3,D1, D2</td>
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<tr>
<td>Panella, AC</td>
<td>2,000.00</td>
<td>Design Tech—Title V Co-Op—curriculum development for second phase of design tech pathway, 1-7-13 to 5-17-13, EMP: A1, A2, A3 03-1420-5265-0000</td>
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<tr>
<td>Smith, Anthony</td>
<td>1,500.00</td>
<td>Student Mental Health—perform coordination for pre-college Wellness seminars and Win Big, Lose Big; conduct workshops, 11-22-12 to 06-30-13 EMP: A3.1 03-1420-5264-0000</td>
</tr>
<tr>
<td>Wilcox, Alison</td>
<td>5,000.00</td>
<td>Community Education Center—design a master online course for noncredit ESL that will serve as an online course template to provide program uniformity/structure, 11-7-12 to 5-5-13 EMP: A2.2, B1.3, B2.1, C1.2, C2.1, C4.1, G5, J1 03-1420-5208-0000</td>
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</tbody>
</table>
Consent Item No. 48-P

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Salary Compensation Factors—Large Group Instruction

Board Meeting Date: December 12, 2012

RECOMMENDATION: It is recommended that the following named instructors be paid an amount equal to the hourly summer intersession rate times the number of hours listed each week in ADDITION to the regular compensation for teaching hourly classes during the fall semester 2012. EMP: A3.1

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>DEPARTMENT/DIVISION</th>
<th>COURSE/SECTION</th>
<th>COMPENSATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chavez, Thomas</td>
<td>Business &amp; Computer Technology</td>
<td>LEGAL 142 2463</td>
<td>1 Hour/Week</td>
</tr>
<tr>
<td>Richeda, Richard</td>
<td>Business &amp; Computer Technology</td>
<td>LEGAL 137 2458</td>
<td>1 Hour/Week</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Funds are budgeted in respective cost centers.

BACKGROUND: In conformance with the current agreement with the Pasadena City College Faculty Association, Article 5.6.2.

Approved by:

Vice President, Information Technology

Senior Vice President/Assistant Superintendent, Academic and Student Affairs

Senior Vice President/Assistant Superintendent, Business and College Services

Recommended for Approval:

Executive Director, Human Resources

Superintendent/President

(Requires two signatures)
CONSENT ITEM TITLE: Approve/Ratify Employment and Change of Status of Academic Employees

Board Meeting Date: December 12, 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 change of status pertaining to academic employees. EMP: A2, A3.1

NAME, CLASSIFICATION AND DEPARTMENT/DIVISION

EMPLOYMENT

Funds 01, 03

Arzoumanian, Arineh
Temporary Instructor
Engineering and Technology
01-1110-1201-0000
03-1270-5265-0000

Lee, Sandy
Temporary Instructor
Engineering and Technology
01-1110-1201-0000
03-1270-5265-0000

CLASS & STEP

A-6
C-6

ASSIGNMENT BASIS

100% - 5 months
100% - 5 months

EFFECTIVE DATE

01/07/13 – 05/05/13
01/07/13 – 05/05/13

FISCAL IMPLICATIONS: Funds are budgeted in respective cost centers.

BACKGROUND: Routine personnel transactions.

Approved by:

Vice President, Information Technology

Senior Vice President/Assistant Superintendent, Academic and Student Affairs

Recommended for Approval:

Executive Director, Human Resources

(Requires two signatures)
Consent Item 49-P
NAME, CLASSIFICATION AND DEPARTMENT/DIVISION | CLASS & STEP  | ASSIGNMENT BASIS | EFFECTIVE DATE
--- | --- | --- | ---
CHANGE OF STATUS
FUND 01
Ilano, Gilda
Instructor
Health Sciences
01-1110-1301-0000
B-33
From: 100%
To: 89%
08/27/12 – 05/05/13
Peach, Patricia
Instructor
Mathematics
01-1110-1451-0000
B-33
From: 100%
To: 86.7%
01/07/13 – 05/05/13
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following employment 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**

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**FISCAL IMPLICATIONS:** Funds are budgeted in respective cost centers.

**BACKGROUND:** Routine personnel transactions.

Approved by:

Vice President, Information Technology

Senior Vice President/Assistant Superintendent, Academic and Student Affairs

Senior Vice President/Assistant Superintendent, Business and College Services

Recommended for Approval:

Executive Director, Human Resources

(Requires two signatures)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
CHANGES

Matchan, Steven
From: Police Sergeant M-2
To: Interim, Director Safety Services M-1
Police/Safety Services
01-2120-3300-0000
03-2120-3301-5000

100% - 12 mo.
100% - 12 mo.
12/13/12
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Employment of Hourly Unclassified Employees and Volunteers for Fall 2012

Board Meeting Date: December 12, 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, Information Technology

Senior Vice President/Assistant Superintendent, Academic and Student Affairs

Senior Vice President/Assistant Superintendent, Business and College Services

Recommended for Approval:

Executive Director, Human Resources

Superintendent/President

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

CONSENT ITEM TITLE:
Approval of Adjustment to the July 1, 2007
Confidential Salary Schedule

Board Meeting Date: December 12, 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 adjustments to the July 1, 2007 Confidential Salary Schedule as indicated on the attachment, effective July 1, 2011.

FISCAL IMPLICATIONS: None

BACKGROUND: The adjustment is to address the recalculation of the ISSU Salary Schedule and reflect the 5% difference between the ISSU and Confidential Salary Schedules.

Approved by:

Vice President, Information Technology

Senior Vice President/Assistant Superintendent, Academic and Student Affairs

Senior Vice President/Assistant Superintendent Business and College Services

Recommended for Approval:

Executive Director, Human Resources

(Requires two signatures)
## Official Classified Monthly Salary Schedule

**Effective July 1, 2011**

### Classification

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