NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, June 20, 2012

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

MEETING NO. 10
REGULAR BUSINESS MEETING

Altadena Library District
Community Room
600 East Mariposa Street, Altadena, California 91001

Enclosed is the Agenda for Meeting No. 10, a Regular Business Meeting. The Open Session will begin at 6:00 p.m. with the Call To Order, Roll Call and Public Comment on Closed Session Agenda items. Closed Session will follow. Open Session will resume at 7:00 p.m. The Board will meet in the Community Room at the Altadena Library District, 600 East Mariposa Street, Altadena, California 91001.
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  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  Negotiation with Unrepresented Employees (Confidential, Management Association)
Designated Negotiator: Ms. Gail S. Cooper, General Counsel

Government Code §54957  Public Employee Appointment: Mathematics (Basic Skills Emphasis)

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

A. PLEDGE OF ALLEGIANCE

B. INTRODUCTIONS AND ANNOUNCEMENTS

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

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

E. OATH OF OFFICE – 2012-2013 STUDENT TRUSTEE

ACTION ITEMS

F. BUSINESS AND FISCAL AFFAIRS: RENEE GRAVES, VICENTI, LLOYD, STUTZMAN, LLP.
   1. Activity Report on Close of FY 2012-2013
   2. State Budget and PCC Cash Flow Report and Authorization: Discussion with Possible Action
G. ANNUAL BOARD REVIEW OF STUDENT TRUSTEE PRIVILEGES: DISCUSSION WITH POSSIBLE ACTION

H. ASPCC RESOLUTION ON ADVOCACY EFFORTS FOR PCC: DISCUSSION WITH POSSIBLE ACTION

I. AUTHORIZE CERTIFICATION OF SIGNATURES: DISCUSSION WITH POSSIBLE ACTION

J. ADOPTION OF RESOLUTION NO. 491 TO AUTHORIZE INTERFUND CASH BORROWING: DISCUSSION WITH POSSIBLE ACTION

K. BOARD OF TRUSTEES AD HOC SUBCOMMITTEE FOR ACCREDITATION AND GOVERNANCE. SUBCOMMITTEE RECOMMENDATIONS: DISCUSSION WITH POSSIBLE ACTION

    1. 6300: ADMINISTRATOR HIRING POLICY (revised)
    2. 6320: PERFORMANCE EVALUATION OF ADMINISTRATORS (new)
    3. 6400: EMPLOYEE CLEARANCE POLICY
    4. RECOMMENDATION: AD HOC BOARD OF TRUSTEES SUBCOMMITTEE FOR BUDGET, FACILITIES AND TECHNOLOGY

L. PERSONNEL. CANDIDATES FOR ACTING ADMINISTRATOR POSITIONS: DISCUSSION WITH POSSIBLE ACTION

M. FUTURE BOARD MEETING DATES

    Wednesday, July 18, 2012
    Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)
    Venue, TBA in Trustee Area 2

    Wednesday, August 15, 2012
    Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)
    Venue, TBA in Trustee Area 3

    Wednesday, September 5, 2012
    Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)
    Venue, TBA in Trustee Area 4

N. FUTURE AGENDA ITEMS

IV. ADJOURNMENT
CONSENT ITEMS

124-I Approve New Faculty Welcome Seminars
125-I Amendment to 105-I Salary Compensation Factors, Large Group Instruction
126-I Amendment to 106-I Salary Compensation Factors, Large Group Instruction
127-I Amendment to 121-I Natural Sciences Division Grant – Biotechnology Center Activities

154-B Approve Purchasing Transactions
155-B Approve Information Technology Purchasing Transactions
156-B Approve/Ratify/Amend Contracts
157-B Reporting and Approval of Revolving Fund Reimbursement
158-B Approve Budget Augmentation
159-B Approve Purchase Order to Digital Networks Group
160-B Ratify Grant Application, Continuation of MESA Program
161-B Ratify Grant Application, California Community Colleges Student Mental Health Program
162-B Amend Consent Item No. 1-B, Approval of Organizations for Membership, 2011-12 Fiscal Year
163-B Ratify Professional Conference Attendance

73-P Approve Compensation for Athletic Coaches
74-P Approve/Ratify Compensation for Academic Personnel – Career and Technical Education
75-P Employment of Hourly Credit Faculty, 2012-13
76-P Change of Status of Academic Employees
77-P Approval of Contracts: Division, Associate, and Assistant Deans, Director, 2012-13
78-P Authorization to Reimburse Applicants
79-P Leave
80-P Employment of New Faculty: Mathematics (Basic Skills Emphasis) — CLOSED SESSION
<table>
<thead>
<tr>
<th>Tabulation</th>
<th>Description</th>
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<tbody>
<tr>
<td>F</td>
<td>Business and Fiscal Affairs – Activity Report on FY 2012-2013</td>
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<td>G</td>
<td>Annual Review of Student Trustee Privileges</td>
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<tr>
<td>H</td>
<td>ASPCC Resolution on Advocacy Efforts for PCC</td>
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<tr>
<td>I</td>
<td>Authorize Certification of Signatures</td>
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<td>J</td>
<td>Adoption of Resolution No. 491 to Authorize Interfund Cash Borrowing</td>
</tr>
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<td>K</td>
<td>Board of Trustees Ad Hoc Subcommittee for Accreditation and Governance</td>
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Below is a detailed plan for the year end closing process. We touched on the budget process as well, but very general at this point; greater detail will be provided as we move into that phase of the project. Marie and I have reviewed the areas and are confident that the closing will be a smooth and accurate process. Please let me know if you need additional information or have any questions regarding the plan.

**Year End Closing (see attachment for specific dates)**

**Phase 1**
- Purchasing cut-offs; coordinate with purchasing to determine year accruals for invoices not yet received and work in progress, including retention amounts (see attachment)
- Completion of reconciliation of asset and liability accounts (receivables, payables, accrued liabilities, etc.) to determine balances to be written-off or re-accrued
- Reconcile beginning fund balance/net asset accounts
- Review of federal and state categorical programs; determine year end receivables or deferrals that need to be set-up
- Analysis of material revenue accounts to determine year end accruals needed – apportionment, enrollment fees, property taxes, etc.
- Analysis of material expense accounts to determine year end accruals needed – salary and benefits, etc.
- Preliminary calculation of 50% law to determine cost data to be included/excluded from the numerator and/or denominator as allowed by the Education Code
- Review of actuary calculations in accordance with GASB 45 and GASB 10 to determine the liability for Other Post-Employment Benefits Obligations and liability for open and incurred by not reported claims for the self-insurance funds
- Reconciliation between internal accounting system and LACOE reports
- Coordination with Auxiliary operations regarding year end closing and year end accruals

**Process to close-out each fund, including reconciliation of beginning fund balance and net asset accounts:**
1. Capital Services Fund – reconcile debt service payments to supporting documentation, record interest accruals as needed
2. Child Development Fund – reconcile assets and liability accounts, review federal and state programs to determine year end receivables and/or deferrals
3. Capital Outlay Fund – reconcile assets and liability accounts, review state fund programs for proper year end accruals
4. Building Fund (Prop 39 Measure M Funds) - reconcile assets and liability accounts, review projects for proper year end accruals for work in progress and retention amounts
5. Scheduled Maintenance Fund - reconcile assets and liability accounts, review projects for proper year end accruals for work in progress and retention amounts
6. Identity Services Fund - reconcile assets and liability accounts and prepare analysis of revenue and expense accounts to determine proper cut-offs
7. Self-Insurance Funds - reconcile assets and liability accounts, prepare analysis of revenue and expense accounts to determine proper cut-offs and calculate liability for open and incurred by not reported claims
8. Student Financial Aid Fund - reconcile assets and liability accounts, review federal and state programs to determine year end receivables and/or deferrals

Phase 2
Assist in the preparation and review of annual reports for State and Federal compliance.
Reconciliation of fixed assets as of June 30, 2012
Reconciliation of long-term debt as of June 30, 2012

Phase 3
Preparation of CCFS-311, including 50% law calculation
Preparation of FISAP
Reconciliation of fixed assets as of June 30, 2012
Reconciliation of long-term debt as of June 30, 2012

Preliminary Plan for 2012-13 Budget with more detail to follow

Assist in the development of 12-13 budget – Reports to the Budget Resource Allocation Committee and Executive Committee.
Assist in the Preparation of 12-13 Adopted Budget for Board approval.

Regards,
Renee

Renee S. Graves, CPA, CGFM
VICENTI • LLOYD • STUTZMAN LLP
Business Consultants and CPAs
2210 E. Route 66 Suite 100
Glendora, California 91740
Tel: 626.857.7300
Fax: 626.857.7302

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JUNE 1, 2012

TO: FISCAL SERVICE STAFF

FROM: MARIE DESCALZO

RE: CLOSING SCHEDULE FOR 2011/2012

JUNE 12  ACCOUNTS PAYABLE "B" WARRANT RUN (auditable & nonauditable)

JUNE 13  M.I.S. TRANSMIT "B" WARRANT RUN TO COUNTY

JUNE 14  DOWNLOAD ACTUALS AND BUDGETS FOR PRIOR YEAR IN PEOPLESOFT

JUNE 19  LAST DAY TO ENTER & APPROVE AUDITABLE VOUCHER ONLINE (MW) WITH AN ISSUE DATE PRIOR TO JULY 1

JUNE 19  LOAD TENTATIVE BUDGET FOR 12-13 IN PEOPLESOFT

JUNE 19  FINAL ACCOUNTS PAYABLE "B" WARRANT RUN (auditable & nonauditable)

JUNE 20  M.I.S. WILL TRANSMIT "B" WARRANT RUN TO COUNTY

JUNE 21  LAST DAY TO SEND BACK UP DOCUMENTS TO COUNTY FOR AUDITABLE ITEMS

JUNE 21  FINANCIAL AID RUN

JUNE 21  LAST DAY TO APPROVE AUDITABLE ITEMS

JUNE 21  INELIGIBLE AND UNWANTED FINANCIAL AID WARRANTS WILL BE CANCELLED BY SBS AND DELIVERED TO FISCAL THURSDAY AFTERNOON 1:00 P.M. 06/21

JUNE 25  M.I.S. WILL TRANSMIT "FA" WARRANT RUN TO COUNTY

JUNE 25  LAST DAY TO ENTER & APPROVE NON-AUDIT VOUCHER ONLINE FOR AN ISSUE DATE PRIOR TO JULY 1

JUNE 25  FINAL ACCOUNTS PAYABLE "B" WARRANT RUN (non-auditable only)

JUNE 25  ESTABLISH THE ACCRUAL MODULE IN FINANCE FOR 11-12

JUNE 26  LAST DAY TO ENTER WARRANT CANCELLATION ONLINE WITHOUT REISSUE FOR 11-12.

JUNE 27  LAST DAY TO APPROVE NON-AUDITABLE ITEMS
JUNE 28  MANUAL Warrants TO BE IssUED 07/01/12, PLEASE CHECK WITH MARIE BEFORE REQUESTING WARRANT.

JUNE 28 OR JULY 2  RUN MONTH END FOR 06/30. GOING INTO CYCLE 13

JULY 02  CALL BANK FOR YOUR STATEMENTS (FAX) COPIES ARE O.K. ACCESS STATEMENT ON LINE WHENEVER POSSIBLE

JULY 02  LAST DAY TO SUBMIT ALL CHARGEBACKS FOR PERIOD ENDING 06/30/12.

JULY 02  REVOLVING FUND CASH, COUNTED, AND FUND RECONCILED

JULY 02  SPECIAL A/P ACCRUEd RUN (ALL FUNDS, ESPECIALLY 03, 33, 41,42,43) MARIE TO READ FILES BEFORE TRANSMITTED TO LACOE

JULY 03  WAREHOUSE WILL HAVE FINAL YR END PHYSICAL INVENTORY AVAILABLE IN ESCAPE BY 12PM

JULY 03  SBS WILL SUBMIT ALL 11/12 CPR REIMBURSEMENT TO FISCAL. ALSO SBS WILL SUBMIT ALL 11/12 CLEARING ACCT RECEIPTS THRU 06/30 TO FISCAL SRVCS.

JULY 05  TO RECEIVE MAJORITY OF BUFFS FROM PURCHASING/WAREHOUSE.

JULY 05  CARRY FORWARD LIST FROM PURCHASING (ITEMS NOT RECEIVED BY WAREHOUSE BY 06/30/12

JULY 05  LAST DAY TO SUBMIT AND POST 11/12 DEPOSIT TO COUNTY (USING 9110). DEPOSIT MUST BE REACH SFS ON JULY 6.

JULY 05  DEADLINE FOR CORRECTIONS TO JUNE PAYROLL TAPE (FILE)

JULY 09  SPECIAL FINANCIAL AID RUN (TENTATIVE)

JULY 09/12  SHORT PAYROLL TAPE TO BE POSTED TONIGHT

JULY 10  SPECIAL A/P ACCRUEd RUN (ALL FUNDS). LAST RUN FOR AUDITABLE ITEMS.

JULY 11  LAST DAY TO ENTER & APPROVE AUDITABLE VOUCHER ONLINE TO BE POSTED TO 2011-2012. DOCUMENTS HAVE TO BE RECD BY SFS AT THE END OF THE DAY. MANUAL WARRANTS MUST BE ENTERED IN A/P AND THE FINANCE SYSTEM BY 12PM. A/P PRINTS OPEN DOCUMENT REPORT BY VENDOR AT 2PM

JULY 11  LAST DAY TO SEND BACK UP DOCUMENTS TO COUNTY FOR AUDITABLE ITEMS (MANUAL WARRANTS)

JULY 12  LAST DAY TO RUN API PROCESS FOR 11-12, P.O. INTERFACE

JULY 12  LAST DAY TO APPROVE AUDITABLE ITEMS
JULY 12 SPECIAL FINANCIAL AID RUN (LATEST DATE)

JULY 12/16 DEADLINE FOR CORRECTIONS TO JULY SHORT PAYROLL TAPE DUE BACK FOR POSTING BY 3:00 PM

JULY 16 LAST DAY TO PRINT 11-12 P.O./CHANGE ORDER FOR MANUAL ENCUMBRANCE

JULY 16 A/P SPECIAL RUN ONLY FOR NON-AUDITABLE ITEMS

JULY 16 LAST DAY TO ENTER NON-AUDITABLE ITEMS ON LINE (MW)

JULY 17 LAST DAY TO ENTER ACCRUALS FOR ANY FUND, AFTER THIS DATE, MUST RECEIVE APPROVAL FROM MARIE, ESPECIALLY FUNDS 03, 33, 41, 42, 43 & 74. NO POSTING OTHER THAN A/R TO FUNDS 03, 33 & 74

JULY 17 PRINT APY075, PAY076-01, APY 080-01 FOR A/P TO REVIEW BEFORE CANCELLING ENCUMBRANCES. (2:00 P.M.)

JULY 18 LAST DAY TO APPROVE NON AUDITABLE "B" WARRANTS.

JULY 18 FISCAL WILL EXIT FN1112 SYSTEMS AT 9AM; M.I.S. WILL PRINT SPECIFIED APY RPTS, DELIVER THEM TO MARIE. A/P & MARIE WILL REVIEW REPTS AND NOTIFY M.I.S. TO CANCEL ALL ENCUMBRANCES

JULY 18 MIS WILL LOCK 11-12 HP GEORGE - PURCHASING

JULY 18 ACCOUNTANTS BEGIN GRANT WORK AND SET UP THEIR RECEIVABLES AFTER ENCUMBRANCES ARE CANCELLED

JULY 19 WAREHOUSE BALANCE, AND SUSAN PREPARES FINAL ADJUSTING ENTRIES FOR MARIE'S APPROVAL

JULY 23 M.I.S. WILL PUT IN PRODUCTION FY 12/13 FINANCE SYSTEMS AFTER ENCUMBRANCES ARE CANCELLED.

JULY 23 *** ? MIS WILL POINT 11-12 WORKING BUDGET TO 11-12 CHART OF ACCOUNT

JULY 24 JV INTERFACE AT 7:30 A.M. ALL JV'S, PR'S AND JE'S PREPARED AFTER 7:30 A.M. MUST HAVE COUNTY DOC. POSTED ON LINE. PLEASE CHECK WITH BRIGITTE.

JULY 24 ACCOUNTANTS AND MARIE WILL BEGIN FINAL CLOSING PROCESS.

JULY 24 ACCOUNTS PAYABLE GIVE CARRY FORWARD LIST TO MARIE.

JULY 26 FINAL CLOSING PROCESS COMPELTED BY ACCOUNTANTS & MARIE

JULY 30 FY "11/12" FINAL INPUT CUTOFF DATE TO COUNTY

JULY 31 END FY "11/12" CLOSING

AUGUST 1 WILL RECEIVE FINAL MONTHLY REPTS FROM COUNTY
FOR TRANSACTIONS THRU 07-29. WE WILL ALSO RECEIVE FISCALYR END RPTS.

COPIES TO:
Purchasing
M.I.S.
S.B.S
PASADENA CITY COLLEGE

Cash Flow Projections
July 2012 through December 2012
Cash Flow

**Cash In**
- **Beginning Cash**
  - The portion of the unrestricted fund balance that is actually cash in the county treasury
- **Cash In (Tuition and Apportionment)**
  - Student tuition and fees
  - 2012/13 Advanced Apportionment
  - RDA (Redevelopment Agencies)
  - Property Tax
- **Cash In (Deferred Apportionment)**
  - 2011/12 apportionment that will be received in July/August

**Cash Out**
- **Cash Out (Expenditures)**
  - Salaries/benefits
  - Utilities
  - Maintenance
  - Supplies
  - Other expenditures
  - Estimated at an average of $10 million per month

Surplus/Shortage – the difference between Cash In and Cash Out
Cash Flow Influences

• Tuition revenue is deducted from apportionment funding
• Reduced course sections = less tuition
• Higher tuition ($46 per unit) = more BOG waivers = less tuition revenue
• State deferrals create a greater strain on our Cash In
# Cash Flow

**Worst Case Scenario**

**July 2012 - December 2012**

<table>
<thead>
<tr>
<th></th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
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<tbody>
<tr>
<td><strong>Beginning Cash</strong></td>
<td>$1,500,000</td>
<td>$7,500,000</td>
<td>$8,500,000</td>
<td>$500,000</td>
<td>$(8,500,000)</td>
<td>$(17,500,000)</td>
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<td>(Portion of Unrestricted Fund Balance)</td>
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<tr>
<td><strong>Cash In</strong></td>
<td>$6,000,000</td>
<td>$1,000,000</td>
<td>$2,000,000</td>
<td>$1,000,000</td>
<td>$1,000,000</td>
<td>$12,500,000</td>
</tr>
<tr>
<td>(Tuition/fees, 12/13 Advanced Apportionment*, RDA, Property Tax)</td>
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</tr>
<tr>
<td><strong>Cash In</strong></td>
<td>$10,000,000</td>
<td>$10,000,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(Deferred Apportionment 11/12)</td>
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<tr>
<td><strong>Cash Out</strong></td>
<td>$(10,000,000)</td>
<td>$(10,000,000)</td>
<td>$(10,000,000)</td>
<td>$(10,000,000)</td>
<td>$(10,000,000)</td>
<td>$(10,000,000)</td>
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<tr>
<td>(Expenditures)</td>
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<tr>
<td><strong>Surplus/Shortage</strong></td>
<td>$7,500,000</td>
<td>$8,500,000</td>
<td>$500,000</td>
<td>$(8,500,000)</td>
<td>$(17,500,000)</td>
<td>$(15,000,000)</td>
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*Does not include additional Apportionment due to the District*
Cash Flow
Worst Case Scenario
July 2012 - December 2012

- Beginning Cash (Portion of Unrestricted Fund Balance)
- Cash In (Tuition/fees, 12/13 Advanced Apportionment, RDA, Property Tax)
- Cash In (Deferred Apportionment 11/12)
- Cash Out (Expenditures)
- Surplus/Shortage
With or Without Tax Measure, Proposed Dramatic Change in General Fund Cash Payments to Community Colleges

- **Current Year:** 88%
- **Budget Year (Proposed):**
  - With Tax Measure: 53% (of larger amount)
  - Without Tax Measure: 66%

**Cash Paid through January**

**Proceeds of Governor's Tax Measure, if Approved by Voters, Paid in June**

<table>
<thead>
<tr>
<th>Month</th>
<th>2011-12</th>
<th>2012-13 w/tax</th>
<th>2012-13 w/o tax</th>
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<tbody>
<tr>
<td>JUL</td>
<td>0%</td>
<td>7%</td>
<td>6%</td>
</tr>
<tr>
<td>AUG</td>
<td>13%</td>
<td>10%</td>
<td>9%</td>
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<tr>
<td>SEP</td>
<td>19%</td>
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<td>OCT</td>
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<td>12%</td>
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<td>MAY</td>
<td>7%</td>
<td>4%</td>
<td>1%</td>
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<tr>
<td>JUN</td>
<td>2%</td>
<td>6%</td>
<td>1%</td>
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June 12, 2012

Dear Robert,

The Senate Budget Committee just adjourned, having acted on most parts of the state budget today. This sets the stage for floor consideration by the Senate and Assembly on Friday, which is the deadline by which lawmakers either pass a budget or don't get paid.

In an unexpected twist, the Assembly Budget Committee held an "information only" hearing and declared that no votes would be taken. While nothing official has been released, most observers believe that the Assembly will wait for the Senate to send over its bills and pass it, rather than having separate versions of the budget that must be reconciled by a conference committee.

Governor Jerry Brown sent an email statement to reporters this afternoon saying that, while Democrats had agreed to many of the cuts he proposed, they had not reached agreement with him yet. Specifically, he cited the rejection by legislative Democrats of significant cuts to the CalWORKs welfare-to-work program. However, the actions by the Senate today for community colleges are very likely to reflect the final budget for community colleges.

Here are the major components:

**Current year (2011-2012)**

- **Student Fee Revenue Shortfall:** The Senate took no action on our request to backfill the estimated student fee revenue shortfall of $100 million in the current year.
- **Redevelopment:** The Senate adopted the governor's reduction of $116.1 million General Fund for assumed redevelopment revenues, but only with a commitment by Department of Finance that community colleges will be protected "dollar for dollar" and that no more General Funds will be taken than are actually received by community colleges from redirected redevelopment property tax revenues.

**Budget year (2012-2013)**

- **Overall:** The Senate adopted the proposed use of proceeds of the November tax measure for deferral buydown of $283.8 million (this has fallen from $313m). While we had previously supported a "positive trigger" with programmatic spending, the revelation over the last week of a huge cash flow shift and associated risk suggested that the deferral buydown is the best option for community college districts.
- **Redevelopment:** The Senate adopted the governor's reduction of $116.1 million General Fund for assumed redevelopment revenues, but only with a commitment by Department of Finance that community colleges will be protected "dollar for dollar" and that no more General Funds will be taken than are actually received by community colleges from redirected redevelopment property tax revenues.
property tax revenues.

- **Apportionment flexibility:** The Senate rejected language to repeal the SB 361 per-student funding formula.
- **Categorical flexibility:** The Senate rejected language to provide increased flexibility among categorical programs.
- **Mandates:** The Senate adopted a compromise mandates block grant, under which districts could opt to either 1) receive $28/FTES and opt out of claims or 2) use the existing claims process.
- **Cal Grants:** The Senate rejected the proposal to increase GPA requirements for Cal Grants, but accepted the governor's proposal to repeal the recent Student Aid Commission decision to allow community college transfer entitlements to students who don't transfer immediately from a community college to a four-year institution.

**The Bottom Line**

- If the November tax measure passes, the community college budget increases $283.8 million, and the money will be used for deferral buydown.
- If the November tax measure fails, the community college budget will be cut the $283.8 million added to next year's budget for deferral buydown, plus an additional $286.5 million workload reduction cut, for a total of $570.3 million trigger cut.
- Under both scenarios, a large amount of cash will be deferred from July-November until later in the year as the state manages a significant cash flow problem. In 2011-12, community colleges received $1.7 billion from July through January. In 2012-13, community colleges will receive either $1.0 or $1.1 billion in the same time frame, depending respectively on whether the tax measure does not pass or does pass.

Thank you to Theresa Tena, the League's Director of Fiscal Policy, my partner in budgetary crime, who has done an outstanding job on your behalf on a state spending plan with increasing complexity, and to our community college partners including system Vice Chancellor Dan Troy.

Sincerely,

Scott Lay
President and Chief Executive Officer, The League
Orange Coast College '94
Board Agenda Item G: Annual Review of Student Trustee Privileges

Board Meeting: June 20, 2012

Recommendation: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, annually review and reaffirm the Student Trustee privileges. EMP. E1.1

Fiscal Implications: None

Background: Annual Board review of Student Trustee privileges, pursuant to Pasadena Area Community College District Board of Trustees Bylaw Number 1030, Student Trustee, and Education Code Section 72023.5 as attached.

Submitted and Recommended by: Approved for Submission to the Board of Trustees by:

Vice President, Student and Learning Services

Superintendent/President
1. **Student Trustee Qualifications**
   a. Candidates for the position may nominate themselves or be nominated by others.
   b. The student must be a legal resident of the State of California.
   c. The student must be enrolled in 9 or more units of credit at Pasadena Area Community College District. Intersession enrollment is not required.
   d. The student must have earned, and maintain, a cumulative grade point average of 2.5 or above (on a 4 point scale).
   e. The student must be in good standing at the College, i.e., not on academic, progress, or disciplinary probation.

2. **Election of Student Trustee**
   a. The Student Trustee shall be chosen by a plurality vote of all members of the student body voting for a Student Trustee candidate in the election. All members of the student body may vote. The election shall be scheduled in the Spring Semester.

3. **Student Trustee Terms of Office, Recall, Vacancy**
   a. The term of Student Trustee shall be one year commencing June 1 of each year.
   b. Student Trustee shall be subject to recall. Student recall petitions must be signed by at least 10% of credit students enrolled at Pasadena City College. The procedures governing the recall election shall otherwise be as set forth in the constitution and the election bylaws of the Associated Students at Pasadena City College as they relate to the recall of student officers.
   c. If the office is vacant due to ineligibility, resignation, or other reason, the Assistant Dean of Student Activities shall schedule a special election within 25 calendar days after the Board of Trustees declares the vacancy unless a regular Associated Students election falls within the 25 calendar-day period, in which case the Student Trustee election shall be combined with the Associated Students election. If the vacancy should occur during an Intersession, the 25 calendar days shall be counted from the opening date of the following semester.
   d. If the office of Student Trustee is vacated, the position of Acting Student Trustee shall be assumed by (until the results of the Special Election) a student holding an Associated Students office in the following order of succession, if Student Trustee qualifications are met:
      1. Associated Students President
      2. Associated Students Vice President for Internal Affairs

4. **Board Meetings**
   The Student Member shall be seated with the members of the Board and shall be entitled to attend all non-closed session Board meetings, including receiving all materials presented to the Board members (except for closed session materials) and shall be entitled to participate in the questioning of witnesses and the discussion of issues.
5. Student Trustee Privileges

On or before May 15 of each year, the Board of Trustees shall consider whether to afford the student member any of the following privileges:

a. The Student Trustee shall, before a vote takes place, have the same rights as a governing board member would have to speak to a moved and seconded motion.

b. The Student Trustee may make and second motions.

c. The Student Trustee may cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

d. Although the Student Trustee may participate fully in discussions and his/her consultative role is encouraged, the Student Trustee may not be included in determining whether a quorum is present or whether the required number of votes have been voted in favor of a matter before the Board.

e. The Student Trustee shall not attend closed sessions except to the extent that any nonmember of the governing board could attend, such as, but not limited to, when properly called as a witness, or to provide information at the invitation of the governing board.

f. The Student Trustee shall receive the following compensation:

   (1) The Student Trustee shall be granted a scholarship of $3,000.00 effective June 1. The Scholarship shall be paid at $250.00 per month against the $3,000.00 over a period of twelve months.

   (2) In each month where the student trustee does not attend a meeting he/she is eligible to attend, the $250.00 shall be prorated. Thus, if one meeting is missed out of two, the monthly amount would be one-half of $250.00 ($125.00).

6. Miscellaneous Matters

a. The Student Member shall not be liable for any acts of the Board.

b. The Student Member shall not be eligible for health and medical benefits available to members of the governing board.
Section 72023.5
Student Trustee

The governing board of each community college district shall order the inclusion within the membership of the governing board, in addition to the number of members otherwise prescribed, of one or more nonvoting students who are residents of California as determined pursuant to Part 41 (commencing with Section 68000). These students shall have the right to attend each and all meetings of the governing board, except that student members shall not have the right, or be afforded the opportunity, to attend executive sessions of the governing board.

The students selected to serve on the governing board, in addition to being residents of California as determined pursuant to Part 41 (commencing with Section 68000), shall be enrolled in a community college of the district and shall be chosen, and shall be recalled, by the students enrolled in the community colleges of the district in accordance with procedures prescribed by the governing board. A student member shall be required throughout the term of his or her appointment to be enrolled in a community college of the district for at least five semester units, or its equivalent, and shall meet and maintain the minimum standards of scholarship for community college students prescribed by the community college district. The term of the student members shall be one year commencing on June 1 of each year.

The nonvoting student members appointed pursuant to this section shall be entitled to mileage allowance to the same extent as regular members, but are not entitled to the compensation prescribed by Section 72425.

A nonvoting student member shall be seated with the members of the governing board and shall be recognized as a full member of the board at the meetings, including receiving all materials presented to the board members and participating in the questioning of witnesses and the discussion of issues.

The nonvoting student member shall not be included in determining the vote required to carry any measure before the board.

The nonvoting student member shall not be liable for any acts of the governing board.

Notwithstanding subdivision (a), the student member or members selected to serve on the governing board of a community college district pursuant to subdivision (a) may do any of the following:

1. Make and second motions at the discretion of the governing board.

2. Attend closed sessions, other than closed sessions on personnel matters or collective bargaining matters, at the discretion of the governing board.

3. Receive compensation, at the discretion of the governing board, up to the amount prescribed by Section 72425.

4. Serve a term of one year commencing on May 15 of each year, at the discretion of the governing board.

It is the intent of the Legislature that any decision or action, including any contract entered into pursuant thereto, upon the motion or second of a motion of a student member, shall be fully legal and enforceable against the district or any party thereto.

The governing board of each community college district that affords the student member or members of the board any of the privileges enumerated in subdivision (b) shall, by May 15 of each year, adopt rules and regulations implementing this section. These rules and regulations shall be effective until May 15 of the following year.
WHEREAS, the members of the Board of Trustees of Pasadena City College (hereafter the Board of Trustees) and the Associated Students of Pasadena City College (hereafter ASPCC) believe in the right to affordable and accessible higher education for students;

WHEREAS, the California Community College system has sustained significant cuts in the past few years due to actions taken by the California State Legislature;

WHEREAS, the Pasadena Area Community College District has suffered budget cuts totaling over 11 million dollars within the past year, limiting its resources and thus ability to serve its community;

WHEREAS, both ASPCC and the Board of Trustees have worked diligently within their individual powers this year to advocate against these state budget cuts; and

WHEREAS, collaborative lobbying efforts between the Board of Trustees and ASPCC carries more successful impact with California legislators;

THEREFORE BE IT RESOLVED that the Board of Trustees and ASPCC will coordinate their advocacy efforts against further budget cuts;

BE IT FURTHER RESOLVED that the Board of Trustees and ASPCC will work to have a strengthened student presence in all future lobbying and advocacy efforts.

Resolution passed by unanimous vote of the members present of the Executive Board of Associated Students of Pasadena City College on Wednesday, May 2, 2012.
Board Agenda Item I: Authorize Certification of Signatures

Board Meeting: June 20, 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, Acting Vice President, Administrative Services, to sign contracts, warrants/checks, and documents without limitation.

3. Mark W. Rocha, Superintendent/President, and Robert B. Miller, Acting Vice President, Administrative Services, to sign orders for salary payments and notices of employment.

4. Scott W. Thayer, Assistant Dean, Student Affairs, to sign 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.
Board Agenda Item J: Adoption of Resolution No. 491 to Authorize Interfund Cash Borrowing

Board Meeting: June 20, 2012

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, adopt Resolution No. 491 to authorize the Acting Vice President of Administrative Services to transfer an aggregate cash balance among all unrestricted District funds if the need arises in Fiscal Year 2012-2013.

Fiscal Implications: The District will lose interest as the cash is depleted. Monies will be restored as state funds are replenished.

Background: Due to the budget crisis at the state level, it has been projected that the state could be late in adopting its budget. A shortage of funds could be created by the deferral of the July apportionment payment or the lack of an authorizing state adopted budget which could delay the release of other state funds. The state is also moving to adopt both intra- and inter-year apportionment deferrals which would significantly reduce General Fund cash balances. As a result, the District may temporarily find that it does not have enough cash to meet its fiscal obligations in the general or other operating funds. The Board’s authorization would ensure that business operations would be performed according to schedule.

Submitted and Recommended by:

[Signature]
Acting Vice President, Administrative Services

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
RESOLUTION NO. 491
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

AUTHORIZE TEMPORARY INTERFUND CASH BORROWING

WHEREAS, the State Budget Agreement contains inter-year fiscal deferrals for community colleges that will defer monthly payments to districts with the repayment of the deferred amounts to occur after the end of the next fiscal year; and

WHEREAS, the District may temporarily find it does not have enough cash to meet its fiscal obligations in the General Fund due to the shortage of funds created by the deferral of the apportionment payments; and

WHEREAS, the California Community College Budget and Accounting Manual (BAM) gives community colleges the authority to make temporary transfers between funds; and

WHEREAS, borrowing shall occur only when the fund receiving the money will earn sufficient income, during the fiscal year 2012-2013, to repay the amount transferred; and

WHEREAS, no more than 75 percent of the maximum of moneys held in any fund during a current fiscal year may be transferred and the amounts borrowed shall be repaid either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year; and

WHEREAS, the District staff will transfer funds if necessary, and the Board of Trustees will be advised of the date and amount of transfer at the next public meeting.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Pasadena Area Community College District hereby approves this blanket resolution to authorize the use of an aggregate cash balance in any District fund if the need arises.

ADOPTED this 20th day of June, 2012

Aye: ______
No: ______
Abstain: ______
Absent: ______

I certify that the foregoing Resolution was duly introduced, passed and adopted as stated.

Geoffrey L. Baum
President, Board of Trustees
Pasadena Area Community College District
It is the policy of the Pasadena Area Community College District that the Superintendent/President will recruit and recommend highly qualified candidates to the Board of Trustees for appointment to administrative positions.

The term "administrator" is defined as any position that is an executive or management position at the level of assistant dean, director or higher.

The goals of this policy are: 1) to recruit, appoint and retain a diverse administration; 2) to recruit, appoint and retain administrators who have the requisite talent, experience and accomplishments to take effective action in advancing the specific goals of the Educational Master Plan and the Board of Trustees' Annual College Goals.
1. Upon the recommendation of the Superintendent/President, the Board of Trustees will approve the job description for a vacant or newly created administration position and will authorize a search.

2. The Superintendent/President will direct Human Resources to implement a recruitment plan for the position or positions.

3. All permanent administration positions must be filled by an open, competitive external search.

4. Exception to #3: With the approval of the Board of Trustees, the Superintendent/President may exercise discretion to move and appoint an incumbent permanent administrator to another lateral administrative position of the same level. This may occur, for example, during a restructuring of the administration in response to fiscal or educational circumstances.

5. The Superintendent/President may exercise discretion to recommend to the Board of Trustees the contracting of an outside search firm to assist with the recruitment, screening and reference process.

6. The Superintendent/President will establish a representative college-wide Search and Screen Committee of eleven members as follows:
   a. A committee chair appointed by the Superintendent/President or hiring supervisor.
   b. Two administrators appointed by the Superintendent/President or designee.
   c. Three faculty appointed by the Academic Senate.
   d. Two classified staff appointed by the Classified Senate.
   e. One staff member appointed by the collective bargaining unit whose members comprise the majority of those reporting to the proposed position.
   f. One student appointed by Associated Students.
   g. At the discretion of the Board of Trustees and Superintendent/President, one community member or other appointee of the Board.

7. In cases when more than one administrative position opening is announced at one time, the Superintendent/President may exercise discretion to establish a single Search and Screen Committee to serve for multiple positions.

8. The charge of the Search and Screen Committee is to review all applications and to forward to the Superintendent/President for final interviews not less than three candidates but not more than five candidates, unranked.

9. The Superintendent/President will select the finalist for recommendation to the Board of Trustees for appointment.
1. When a vacancy or other necessity requires it, the Superintendent/President will conduct appropriate consultation within the college and then recommend to the Board of Trustees the appointment of an acting position, without a search, for up to six months.

2. After six months, the Superintendent/President may exercise discretion to continue an acting position as an interim position for up to an additional year.
It is the policy of the Pasadena Area Community College District that all college administrators are provided a formal performance evaluation on an annual basis.

Each year by July 31, or as soon as possible thereafter, the Superintendent/President or direct supervisor shall conduct a confidential evaluation of the performance of each college executive and administrator for the prior fiscal year.

This evaluation will be based primarily on the progress the College has made on the approved Educational Master Plan in effect at the time of the evaluation and the Board of Trustees Annual Goals adopted for each new academic year.

The Superintendent/President shall establish administrative procedures to assure the effective and legal evaluation of all college administrators.
1. The performance evaluation of the Executive Officers and Administrators of the college shall consist of two elements:
   a. The self-evaluation of the executive or administrator that speaks to the performance areas indicated below, and;
   b. The evaluator’s written evaluation that considers each of the following performance areas:
      (1) Relevant Educational Master Plan Outcomes
      (2) Board of Trustees Annual College Goals
      (3) Change Management Leadership
      (4) Productivity and Effective Use of Technology
      (5) Communication and Visibility
      (6) Budget Management and Cost Effectiveness
      (7) Accreditation Performance and Outcomes
      (8) Teamwork and Collegiality
      (9) Special Achievements, Innovations and Initiatives
      (10) Resource and Revenue Development (grants, external fundraising)

2. For each of these areas, the Superintendent/President or evaluator will offer written comments and then indicate a summary rating as follows:
   a. Outstanding (3 points)
   b. Satisfactory (2 points)
   c. Needs Improvement (1 point)

   The evaluator will total the score and offer an overall holistic summary rating: Outstanding, Satisfactory or Needs Improvement.

3. An executive or administrator must receive an overall summary rating of at least Satisfactory or higher in order to receive the scheduled salary step increase.

4. For any area that an evaluator rates as Needs Improvement, the evaluator and the administrator will develop a written Personal Development Plan to improve the performance.
### ADMINISTRATOR EVALUATION FORM

A. Please attach a copy of the individual's written self-evaluation that addresses the performance areas listed below.

B. Please rate the administrator on each of the following performance areas:

- **OUTSTANDING**: 3 points
- **SATISFACTORY**: 2 points
- **NEEDS IMPROVEMENT**: 1 point

<table>
<thead>
<tr>
<th>Performance Area</th>
<th>Rating</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP Outcomes</td>
<td></td>
<td></td>
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<tr>
<td>BOT College Goals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Management</td>
<td></td>
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<tr>
<td>Productivity/Technology</td>
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<tr>
<td>Communication/Visibility</td>
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<tr>
<td>Budget/Cost Effectiveness</td>
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<tr>
<td>Accreditation Standards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teamwork/Collegiality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Achievements/Innovations</td>
<td></td>
<td></td>
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<td>Resource/Revenue Development</td>
<td></td>
<td></td>
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<tr>
<td><strong>TOTAL RATING SCORE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Evaluator's Summary Rating</strong></td>
<td>O/S/NI</td>
<td></td>
</tr>
</tbody>
</table>

An executive or administrator must receive an overall summary rating of SATISFACTORY or higher in order to receive any scheduled salary step increase or discretionary salary increase.

For any area that an evaluator rates as NEEDS IMPROVEMENT, the evaluator and the administrator will develop a written Personal Development Plan (PDP) to improve the performance.

C. Please attach goals for coming year if rated Outstanding or Satisfactory.

D. Please attach Personal Development Plan if rated Needs Improvement.

Signature of Administrator ________________________________ Date _____

Signature of Evaluator ________________________________ Date _____

Signature of President ________________________________ Date _____

Procedures for Policy No. 6320
It is the policy of the Pasadena Area Community College District that all candidates for employment with the Pasadena Area Community College District will be cleared for employment through the process of background check and verification of prior employment, references and credentials. This policy applies to candidates for all full and part time positions, including administrators, faculty, adjunct faculty, classified staff and temporary or hourly staff; and current employees who apply for different positions or promotions at the District.
1. Criminal/DMV background checks shall be performed prior to extending an offer of employment to any candidates for all Pasadena Area Community College District positions. An independent background screening company shall be retained to perform and report the results of criminal/DMV background checks consistent with all applicable statutes and regulations. The report shall include all felony and misdemeanor convictions nationwide. The report of background check results shall be submitted to General Counsel, who shall indicate clearance or non-clearance for hire by signature on the attached Employment Clearance Form.

2. All candidates for employment shall be required to sign a release permitting the background check. All background checks are strictly confidential.

3. In the case of administrators at least five references, and in the case of faculty and staff at least three references provided by a candidate for an employment position shall be contacted by telephone by the supervising administrator. A written report of each reference interview shall be prepared and attached to the Employment Clearance Form. The supervising administrator shall indicate completion of the reference check by signature on the attached Employment Clearance Form.

4. The Human Resources Department shall verify the last three places of employment provided by a candidate. A written report of each verification shall be prepared and attached to the Employment Clearance Form. The Human Resources administrator shall indicate completion by signature on the attached Employment Clearance Form.

5. The Human Resources Department shall verify receipt of original or certified transcripts from each educational institution from which a candidate received a degree. The original or certified transcripts shall be placed into an envelope and maintained in the candidate's personnel file, should the candidate be offered employment. The Human Resources administrator shall indicate receipt of all relevant original or certified transcripts by signature on the attached Employment Clearance Form.

6. The Employment Clearance Form bearing all signatures indicated above shall be submitted to the area Vice President for approval and submission to the Superintendent/President for final approval.

7. No exceptions: hiring administrators must plan properly to include time for background and reference checks prior to the proposed date of employment. A staffing emergency or any other circumstance will not constitute a basis for an exception.
EMPLOYMENT CLEARANCE FORM

Candidate: ___________________________ Position: ___________________________

1. Background Check

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

Dated: ________________

General Counsel

2. Reference Check

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

Dated: ________________

Supervising Administrator

3. Employment History Check

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

Dated: ________________

Human Resources Administrator

4. Credential Check

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

Dated: ________________

Human Resources Administrator

Approved for Hire

Dated: ________________

Supervising Vice President

Approved for Hire

Dated: ________________

President/Superintendent

Procedures for Policy No. 6400
RECOMMENDATION OF THE SUPERINTENDENT-PRESIDENT TO CREATE AND CHARGE:

AD HOC BOARD OF TRUSTEES SUBCOMMITTEE FOR BUDGET, FACILITIES AND TECHNOLOGY

The charge of this proposed ad hoc subcommittee shall be to receive, review and consider proposals of the administration in the following areas and then to recommend appropriate action to the Board of Trustees:

1. Development of the annual budget, FY2012-13
2. Major facilities maintenance and operations projects.
3. Measure P projects.
4. Public works projects over $15,000 and all other vendor contracts and purchases above $80,000.
5. The proposal for the new administrative information system and all other technology purchases above $80,000.

As with the ad hoc subcommittee for accreditation and governance for Board policies and administrative procedures, all such items must be reviewed by this subcommittee before placement on the Board of Trustees meeting agenda.

The superintendent-president shall facilitate the work of the subcommittee and shall make administrators and staff available to the subcommittee as needed.

The proposed membership of the subcommittee:

Berlinda Brown
John Martin
Linda Wah
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve New Faculty Welcome Seminars

Board Meeting Date: June 20, 2012

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

Approve:

August 22, 2012 – December 14, 2012. New Faculty Orientation activities at PCC, to provide various learning activities. Expenses not-to exceed $6000.00 to provide for guest speakers, materials, supplies and refreshments for approximately 60 participants. Cost Center 01-5210-1001-00 (New Teacher Orientation). EMP: B1,B2.1

FISCAL IMPLICATIONS: Funds for this activity will be budgeted for in cost center 01-5210-1001-0000

BACKGROUND: These activities are intended to promote Staff Development activities that 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.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Amendment to 105-I Salary Compensation Factors
Large Group Instruction

Board Meeting Date: June 20, 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, pursuant to the current agreement with the Pasadena City College Faculty Association, Article 5.6.2, that the following named employee(s) be assigned salary compensation factors as noted for the spring semester 2012:

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>DIVISION</th>
<th>CLASS/SECTION</th>
<th>COMPENSATION</th>
<th>EMP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kiotas, Argiro</td>
<td>Social Sciences</td>
<td>5285</td>
<td>$1800.00</td>
<td>G5</td>
</tr>
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<td>Price, Paul</td>
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<td>Sepikas, John</td>
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<td>Uranga, David</td>
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<tr>
<td>Yamauchi, Kent</td>
<td>Social Sciences</td>
<td>6485</td>
<td>$1800.00</td>
<td>G5</td>
</tr>
</tbody>
</table>

Submitted and Recommended for Approval by:

Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
CONSENT ITEM TITLE:  
Amendment to 106-I Salary Compensation Factors  
Large Group Instruction  

Board Meeting Date: May 2, 2012 June 20, 2012  

RECOMMENDATION:  It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, ratify, pursuant to the current labor agreement, the following named instructors be paid as indicated below for teaching a large group instruction (LGI) section during Spring 2012:  

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Division</th>
<th>Class/Section</th>
<th>Additional Hours/Week</th>
<th>EMP:</th>
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<tbody>
<tr>
<td>Dabelow, Kathryn</td>
<td>Social Sciences</td>
<td>5187</td>
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<tr>
<td>Forman, Kurt</td>
<td>Social Sciences</td>
<td>5049</td>
<td>1</td>
<td>G5</td>
</tr>
<tr>
<td>Nebrida, Victor</td>
<td>Social Sciences</td>
<td>4964</td>
<td>1</td>
<td>G5</td>
</tr>
<tr>
<td>Yamauchi, Kent</td>
<td>Social Sciences</td>
<td>6485</td>
<td>1</td>
<td>G5</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS:  Monies will be transferred from hourly instructional accounts.  

BACKGROUND:  In conformance with the current labor agreement.  

Submitted and Recommended for Approval by:  

Vice President, Instruction  

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:  

Superintendent/President
CONSENT ITEM TITLE: Amendment to 121-I Natural Sciences Division Grant - Biotechnology Center Activities

Board Meeting Date: June 20, 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 Biotech activities listed below:

Approve:

July 15, 2012 – June 30, 2013 - Biotechnology Center Ad Hoc Advisory Meetings at PCC and various locations at or near the 37 community colleges included in the LA/OC biotech Center Grant’s service area, to develop strategies for providing education and training to students and incumbent workers in the biotechnology field, for approximately 10 attendees per meeting. Anticipated expenses are not-to-exceed $1000 for materials, and refreshments. Cost Center 03-5210-5118-0000, Biotechnology Center EMP: B1.2, D4, and K3.

July 15, 2012 – June 30, 2013 – Bridges to the Future Program Monthly Meetings at PCC and various community locations, to develop strategies for providing education and training to students and incumbent workers in the biotechnology field, for approximately 30 students per meeting. Anticipated expenses are not-to-exceed $1200 for materials, and refreshments. Cost Center 03-5210-5118-0000, Biotechnology Center EMP: B1.2, D4, and K3.


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

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

Submitted:

Division Dean, Natural Science

Recommended for Approval:

Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent /President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:  
Approve Purchasing Transactions

Board Meeting Date: June 20, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve purchasing transactions P12-03260 through P12-03330. EMP: L

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

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

Submitted by:

Office for Administrative Services

Recommended for Approval:

[Signature]
Acting Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total Fund Amount</th>
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<tbody>
<tr>
<td>P12-03278</td>
<td>LIVESCRIBE EDUCATION BUNDLES</td>
<td>INSTRUCTIONAL/EDUCATION MATL.</td>
<td>ENG/TECH</td>
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<td>P12-03291</td>
<td>C.V. TILE AND C &amp; M DESIGN</td>
<td>BUILDING MATERIALS</td>
<td>ENG/TECH</td>
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<td>P12-03294</td>
<td>LEEPER'S STAIRS PRODUCTS</td>
<td>BUILDING MATERIALS</td>
<td>ENG/TECH</td>
<td>1,102.08</td>
</tr>
<tr>
<td>P12-03302</td>
<td>* RED SUPPLY</td>
<td>BUILDING MATERIALS</td>
<td>ENG/TECH</td>
<td>1,185.61</td>
</tr>
<tr>
<td>P12-03321</td>
<td>C.V. TILE AND C &amp; M DESIGN</td>
<td>BUILDING MATERIALS</td>
<td>ENG/TECH</td>
<td>1,499.66</td>
</tr>
<tr>
<td>P12-03326</td>
<td>FORD PRINTING &amp; MAILING</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>EXTENDED LEARNING</td>
<td>4,165.81</td>
</tr>
<tr>
<td>P12-03263</td>
<td>UNISAN PRODUCTS</td>
<td>JANITORIAL/CUSTODIAL SUPPLY</td>
<td>FACILITIES</td>
<td>877.87</td>
</tr>
<tr>
<td>P12-03267</td>
<td>HIRSCH PIPE AND SUPPLY</td>
<td>PLUMBING SUP.</td>
<td>FACILITIES</td>
<td>522.36</td>
</tr>
<tr>
<td>P12-03286</td>
<td>* GANAHL LUMBER COMPANY</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
<td>1,204.13</td>
</tr>
<tr>
<td>P12-03287</td>
<td>DOORTECH</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>1,182.18</td>
</tr>
<tr>
<td>P12-03306</td>
<td>CORONA GLASS AND MIRROR</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>805.89</td>
</tr>
<tr>
<td>P12-03307</td>
<td>CROWN FENCE</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>1,900.00</td>
</tr>
<tr>
<td>P12-03308</td>
<td>HIRSCH PIPE AND SUPPLY</td>
<td>PLUMBING SUP.</td>
<td>FACILITIES</td>
<td>2,885.64</td>
</tr>
<tr>
<td>P12-03325</td>
<td>PEARSON DENTAL SUPPLY, CO.</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>HEALTH SCI</td>
<td>644.25</td>
</tr>
<tr>
<td>P12-03261</td>
<td>* ORVAC ELECTRONICS</td>
<td>ELECTRICAL SUP. &amp; EQUIP.</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>1,113.84</td>
</tr>
<tr>
<td>P12-03282</td>
<td>RENAISSANCE INSURANCE AGENCY</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>INTERNATIONAL STUDENTS</td>
<td>556,452.00</td>
</tr>
<tr>
<td>P12-03297</td>
<td>MIKE BROWN GRANDSTANDS, INC.</td>
<td>RENTAL OF EQUIP./TOOLS</td>
<td>PERFORMING AND COMM ARTS</td>
<td>4,300.00</td>
</tr>
<tr>
<td>P12-03288</td>
<td>SONY ELECTRONICS INC.</td>
<td>REPAIRS</td>
<td>PUBLIC RELATIONS</td>
<td>965.16</td>
</tr>
<tr>
<td>P12-03312</td>
<td>* VROMAN'S BOOKSTORE</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>STUDENT ACTIVITIES</td>
<td>1,181.46</td>
</tr>
<tr>
<td>P12-03330</td>
<td>* WALTER'S WHOLESALE ELECTRIC</td>
<td>ELECTRICAL SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>1,612.03</td>
</tr>
</tbody>
</table>

* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Change</th>
<th>New Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>P12-00282</td>
<td>CHEVRON U.S.A., INC.</td>
<td>INCREASE PO PER THE DEPT.</td>
<td>POLICE</td>
<td>5,000.00</td>
<td>35,000.00</td>
</tr>
<tr>
<td>P12-00284</td>
<td>ARCO BUSINESS SOLUTIONS</td>
<td>INCREASE PO PER THE DEPT.</td>
<td>POLICE</td>
<td>7,000.00</td>
<td>47,000.00</td>
</tr>
<tr>
<td>P12-00280</td>
<td>PACIFIC PARKING SYSTEMS, INC.</td>
<td>INCREASE PO PER THE DEPT.</td>
<td>POLICE</td>
<td>600.00</td>
<td>22,600.00</td>
</tr>
<tr>
<td>P12-00281</td>
<td>TOM'S CLOTHING AND UNIFORMS</td>
<td>INCREASE PO PER THE DEPT.</td>
<td>POLICE</td>
<td>3,000.00</td>
<td>16,000.00</td>
</tr>
<tr>
<td>P12-01164</td>
<td>DRAMA PRODUCTION DEPT.</td>
<td>INCREASE PO PER THE DEPT.</td>
<td>PERFORMING &amp; COMM ARTS</td>
<td>1,280.00</td>
<td>13,965.00</td>
</tr>
<tr>
<td>P12-01512</td>
<td>BILL'S CHICKEN</td>
<td>INCREASE PO PER THE DEPT.</td>
<td>CEC</td>
<td>800.00</td>
<td>2,700.00</td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Information Technology Purchasing Transactions

Board Meeting Date: June 20, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Information Technology orders from purchasing transactions P12-03260 through P12-03330. EMP: L

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

BACKGROUND: Orders have been issued in accordance with legal requirements and with Purchasing Policies revised by the Board of Trustees on July 16, 2008, Bylaw No. 1600. The purchase orders listed on the attached report include orders to provide for Information Technology Services (ITS). ITS supports and maintains the components of a campus wide network communications backbone, and networked PCs in classrooms, labs and offices throughout the campus. These purchases will ensure that the campus have the information technology tools and infrastructure necessary to carry out the academic mission of the college.

Submitted by:
Acting Vice President, Administrative Services

Recommended for Approval:
Vice President, Information Technology Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
## 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>P12-03279</td>
<td>AMAZON.COM</td>
<td>OFFICE SUP. &amp; EQUIP. HP Designjet 111 Printer for use in the SASI Program</td>
<td>ENG/TECH</td>
<td>943.21</td>
</tr>
<tr>
<td>P12-03299</td>
<td>VALPAR INTERNATIONAL CORP.</td>
<td>SERVICE FEES/PROFESSIONAL SVS INFORMATION TECHNOLOGY SVS Two year agreement</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>1,650.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>for SIGI3 Internet Access. SIGI3, System of Integrated Guidance and Information, is a software for career planning and education.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P12-03300</td>
<td>IPSWITCH, INC.</td>
<td>MAINTENANCE/SERVICE AGREEMENT INFORMATION TECHNOLOGY SVC: WhatsUp Gold Premium Software for monitoring networks, servers, and applications</td>
<td></td>
<td>1,484.44</td>
</tr>
<tr>
<td>P12-03303</td>
<td>DELL, INC.</td>
<td>COMPUTER EQUIP. COMMUNITY EDUCATION CENTER Two desktop systems and One laptop for ESL faculty and staff</td>
<td></td>
<td>3,750.49</td>
</tr>
<tr>
<td>P12-03304</td>
<td>APPLE COMPUTER</td>
<td>COMPUTER EQUIP. COMMUNITY EDUCATION CENTER iPad system for Ibrahim Naeem</td>
<td></td>
<td>759.08</td>
</tr>
<tr>
<td>P12-03311</td>
<td>CDW GOVERNMENT, INC.</td>
<td>COMPUTER EQUIP. INFORMATION TECHNOLOGY SVC: 21 Logitech Keyboard Cases for iPads</td>
<td></td>
<td>1,667.14</td>
</tr>
<tr>
<td>P12-03315</td>
<td>APPLE COMPUTER</td>
<td>COMPUTER EQUIP. INFORMATION TECHNOLOGY SVC: Ten 16GB iPads, Ten 32GB iPads, and One iPad Wi-Fi</td>
<td></td>
<td>14,359.20</td>
</tr>
<tr>
<td>P12-03333</td>
<td>DELL, INC.</td>
<td>COMPUTER EQUIP. &amp; SUPPLIES INFORMATION TECHNOLOGY Dell Latitude E6320 Laptop for Robert Miller</td>
<td></td>
<td>2,243.75</td>
</tr>
</tbody>
</table>

**Total 26,857.31**

* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve/Ratify/Amend Contracts

Board Meeting Date: June 20, 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 the contracts listed on the attached pages.

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

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

Submitted by:
Office for Administrative Services

Recommended for Approval:  
Acting Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
# REVIEW OF TRANSACTIONS AND CONTRACTS

## PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-98149-3</td>
<td>Flintridge Center</td>
<td>No cost to District</td>
<td>To provide career sector training and professional development internships for PCC students. EMP: D4, K1 7/09/12 thru 8/24/12</td>
<td>Career and Technical Education Collaborative</td>
<td>N/A</td>
</tr>
<tr>
<td>B-98150-3</td>
<td>211 L.A. County</td>
<td>No cost to District</td>
<td>To provide career sector training and professional development internships for PCC students. EMP: D4, K1 7/09/12 thru 8/24/12</td>
<td>Career and Technical Education Collaborative</td>
<td>N/A</td>
</tr>
<tr>
<td>B-98151-3</td>
<td>City of Los Angeles, Management Information Systems Division</td>
<td>No cost to District</td>
<td>To provide career sector training and professional development internships for PCC students. EMP: D4, K1 7/09/12 thru 8/24/12</td>
<td>Career and Technical Education Collaborative</td>
<td>N/A</td>
</tr>
<tr>
<td>B-98152-3</td>
<td>Women At Work</td>
<td>No cost to District</td>
<td>To provide career sector training and professional development internships for PCC students. EMP: D4, K1 7/09/12 thru 8/24/12</td>
<td>Career and Technical Education Collaborative</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Consent Item No. 156-B
June 20, 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>FUND 01 – UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Approve</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-981533</td>
<td>Instructure, Inc.</td>
<td>$262,280.00 per year</td>
<td>To provide services to replace Blackboard as the District's learning management system (LMS) with Instructure Canvas to support on-ground, hybrid and online courses. Intensive, lengthy review by a cross-disciplinary group of 31 faculty, staff, students and administrators occurred. The committee overwhelmingly selected Canvas among the three leading Learning Management Systems reviewed (including BlackBoard). Further, the Committee took the extraordinary step to make the transition to Canvas in Summer, 2012 indicative of their immense satisfaction and their desire to move as quickly as possible to help the District achieve its vision of becoming a 21st century global community college.  &lt;i&gt;EMP: B1.4, C1.2, C2, C3.1&lt;br&gt;7/01/12 thru 6/30/15&lt;/i&gt;</td>
<td>Online Education</td>
<td>4212-0000</td>
</tr>
<tr>
<td><strong>Ratify</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-98155-2</td>
<td>Vicenti, Lloyd &amp; Stutzman, LLP</td>
<td>Various hourly rates</td>
<td>To provide auditing services related to oversight and direction in the year-end closing process and assistance with development of the 2012-2013 budget.  &lt;i&gt;EMP: L&lt;br&gt;6/11/12 thru 12/31/12&lt;/i&gt;</td>
<td>Administrative Services</td>
<td>01-5720</td>
</tr>
<tr>
<td><strong>Consent Item No. 156-B</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 20, 2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
# REVIEW OF TRANSACTIONS AND CONTRACTS

## PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-98156-2</td>
<td>Bernstein Crisis Management, Inc.</td>
<td>$250.00 per</td>
<td>To provide consulting services to manage public relations issues. <strong>EMP: L</strong> 6/07/12 thru 12/31/12</td>
<td>Public Relations</td>
<td>01-5120</td>
</tr>
<tr>
<td></td>
<td></td>
<td>hour</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FUND 41 – CAPITAL OUTLAY**

### Approve

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-98154-2</td>
<td>Geotechnologies, Inc.</td>
<td>$5,500.00</td>
<td>To provide inspection and testing services during the construction of the modular classrooms in Lot 5A. <strong>EMP: L</strong> 6/21/12 thru 9/30/12</td>
<td>C/O Replace U Building</td>
<td>41-6214</td>
</tr>
</tbody>
</table>

### Amend

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-97905-1</td>
<td>Wittry Associates</td>
<td>N/A</td>
<td>To extend term of agreement from 10/30/11 to 5/30/12 for additional services related to design services for modular Science Village. <strong>EMP: L</strong></td>
<td>C/O Campus Remodeling</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**FUND 42 – BUILDING FUND**

### Amend

<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>C-3000-2</td>
<td>Emcor Mesa Energy Systems</td>
<td>$16,792.00</td>
<td>To increase amount of agreement for engineering changes for an amount not-to-exceed $3,797,213.00. <strong>EMP: L</strong></td>
<td>M/P Center for the Arts Building</td>
<td>42-6250</td>
</tr>
</tbody>
</table>

Consent Item No. 156-B
June 20, 2012
CONSENT ITEM TITLE: Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: June 20, 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 $6,051.81. EMP: L

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/23/12</td>
<td>19776037</td>
<td>$1,368.27</td>
</tr>
<tr>
<td>06/01/12</td>
<td>19794441</td>
<td>$2,106.24</td>
</tr>
<tr>
<td>06/05/12</td>
<td>19799784</td>
<td>$  978.47</td>
</tr>
<tr>
<td>06/06/12</td>
<td>19802339</td>
<td>$1,598.83</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$6,051.81</td>
</tr>
</tbody>
</table>

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

Submitted by:

[Signature]
Supervisor, Accounting/Fiscal Services

Recommended for Approval:

[Signature]
Acting Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
## REVOLVING FUND REIMBURSEMENT
### JUNE 2012 EXPENSE SUMMARY

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/23/2012</td>
<td>19776037</td>
<td>$1,368.27</td>
</tr>
<tr>
<td></td>
<td>Supplies</td>
<td>$1,293.27</td>
</tr>
<tr>
<td></td>
<td>Activity fee refund</td>
<td>$15.00</td>
</tr>
<tr>
<td></td>
<td>ASB fee refunds</td>
<td>$2.00</td>
</tr>
<tr>
<td></td>
<td>Course fee refunds</td>
<td>$40.00</td>
</tr>
<tr>
<td></td>
<td>Health fee refunds</td>
<td>$23.00</td>
</tr>
<tr>
<td></td>
<td>Processing fee</td>
<td>-$5.00</td>
</tr>
</tbody>
</table>

| 6/1/2012   | 19794441       | $2,106.24 |
|            | Supplies       | $1,898.24 |
|            | Course fee refunds | $60.00   |
|            | Enrollment refunds | $108.00 |
|            | Citation refunds | $45.00    |
|            | Processing fee  | -$5.00    |

| 6/5/2012   | 19799784       | $978.47   |
|            | Supplies       | $978.47   |

| 6/6/2012   | 19802339       | $1,598.83 |
|            | Supplies       | $1,553.83 |
|            | Postage        | $45.00    |

**Grand total:** $6,051.81
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following augmentation to the 2011-12 Adopted Budget for the grants and programs listed below.

FISCAL IMPLICATIONS:

<table>
<thead>
<tr>
<th>FOSTER CARE: EMP: A3.1</th>
<th>1ST Increase</th>
<th>2ND Increase</th>
<th>3RD Increase</th>
<th>2011-2012 Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-2012 Adopted Budget:</td>
<td>$136,731</td>
<td>$1,335</td>
<td>$874</td>
<td>$791</td>
</tr>
</tbody>
</table>

BACKGROUND: Recently, we learned that certain grant funding from the State was increased. As a result, the District is updating its budget both on the revenue and expense sides. This increase is based on the most recent information available from the Chancellor's Office.

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

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

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

CONSENT ITEM TITLE:
Approve Purchase Order to Digital Networks Group

Board Meeting Date: June 20, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Purchase Order Number P12-03342 for Ninety-Three Thousand Four Hundred Thirty-Seven Dollars and Seventy-Nine Cents ($93,437.79) to Digital Networks Group. This purchase will provide the District with the audio/visual conference room equipment and integration for various locations on campus.

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2011-2012 Adopted Budget under the following cost center shown:

41-6412-7116-0000 (New Equipment $5,000 >/Tech Upgrade)

BACKGROUND: Even though the purchase amount exceeds bidding levels, Los Angeles County Counsel and the District's Counsel provided that school districts may purchase equipment which exceeds those limits when it utilizes the California Multiple Award Schedule (CMAS), administered by the State of California, Department of General Services, Procurement Division. Digital Networks Group has been awarded CMAS contracts, and this purchase order is made under CMAS Agreement #’s 03-06-70-2070D and 03-07-70-238A.

Submitted by:
Office for Administrative Services

Recommended for Approval:

[Signature]
Acting Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
CONSENT ITEM TITLE:
Ratify Grant Application, Continuation of MESA Program

Board Meeting Date: June 20, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, ratify the submittal of a grant application by the Vice President for Educational Services to the Chancellor's Office, California Community Colleges, Academic Affairs Division, Fund for Student Success, to continue to offer a Math, Engineering and Science Achievement (MESA) Program to provide academic and support services for economically and educationally disadvantaged students majoring in calculus-based fields who seek to transfer to four-year colleges and universities and graduate with a degree in a Science, Technology, Engineering and Math (STEM) discipline. EMP: D2.3, E5, I3

FISCAL IMPLICATIONS: The Chancellor's Office will award a total of $1.5 million (30 awards) in first year funding for a project that may be renewed each of the succeeding four years, to a maximum of five years. Continued funding is contingent upon completion of the approved prior year's objectives and the submittal of a new application. A dollar-for-dollar match is required, including the Project Coordinator's salary.

BACKGROUND: Established in 1970, the California Community College MESA Programs prepare program students intending to transfer to four-year institutions, to assure their ability to attain baccalaureate degrees in STEM majors. MESA program components include: Academic Excellence Workshops that teach collaborative learning techniques that help students to master complex concepts, a special orientation course for MESA students, a dedicated study center, career advising and exploration of STEM options, transfer assistance, scholarships and prospective partnerships with student and professional organizations.

Submitted by:
Office for Educational Services

Recommended for Approval:
Acting Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
AUTHORIZATION TO SUBMIT A GRANT PROPOSAL

Title of Proposal
Math, Engineering, and Science Achievement (MESA) Program

Prepared by
Melva Alvarez and Nancy Roberts

Submitted to
Chancellor's Office, California Community Colleges, Academic Affairs Division, Fund for Student Success

Abstract of Proposal
Pasadena City College is requesting a grant of $50,500 from the Chancellor's Office, California Community Colleges, to continue to offer a Math, Engineering and Science Achievement (MESA) Program to 120 educationally and economically disadvantaged students majoring in calculus-based math and science fields. The program's purpose is to academically prepare the students to transfer successfully and attain baccalaureate degrees in Science, Technology, Engineering, and Mathematics (STEM) fields. PCC has offered a MESA Program since 1999, and this application proposes to continue to deliver a program that advances the statewide MESA program objectives and addresses all components required for MESA projects, including the MESA Student Center, which offers opportunities to study, complete assignments, and discuss academics and transfer issues with program staff. PCC's MESA students will receive extensive support services including tutoring, mentoring, advisement, guidance on financial aid, access to research-oriented activities, and workshops that prepare them for success in college.

Staffing Impact
Grant funds pay for: clerical support, stipends, student assistants, facilitators for Academic Excellence workshops, and tutors. Per grant requirement, District pays for Project Director (100%, 11 months).

Fiscal Impact

<table>
<thead>
<tr>
<th>External Grant</th>
<th>In-Kind Contribution</th>
<th>District Matching</th>
<th>Project Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,500</td>
<td>$70,025</td>
<td>$78,049</td>
<td>$198,574</td>
</tr>
</tbody>
</table>

Authorizations

Project Manager/Contact Person

Dean/Division Chairperson

Area Assistant Superintendent

Asst Supt Administrative Services

Superintendent/President

Date of Board of Trustees Approval
PASADENA AREA COMMUNITY COLLEGE DISTRICT
AUTHORIZATION TO SUBMIT A GRANT PROPOSAL

BUDGET SUMMARY

<table>
<thead>
<tr>
<th>DIRECT COSTS</th>
<th>PROJECT FUNDED ***</th>
<th>DISTRICT INKIND MATCH*</th>
<th>DISTRICT MATCH **</th>
<th>PROJECT TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 Certificated Salaries</td>
<td>-0-</td>
<td>15,145 (1)</td>
<td>-0- (1)</td>
<td>15,145</td>
</tr>
<tr>
<td>2000 Classified Salaries</td>
<td>26,000</td>
<td>-0- (1)</td>
<td>52,800 (1)</td>
<td>78,800</td>
</tr>
<tr>
<td>3000 Employee Benefits</td>
<td>960</td>
<td>-0- (1)</td>
<td>25,249 (1)</td>
<td>26,209</td>
</tr>
<tr>
<td>4000 Materials/Supplies</td>
<td>2,700</td>
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<td>-0- (1)</td>
<td>2,700</td>
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<td>5000 Other Operating</td>
<td>12,300</td>
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<td>67,180</td>
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<td>6000 Capital Outlay</td>
<td>-0-</td>
<td>-0- (1)</td>
<td>-0- (1)</td>
<td>-0-</td>
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<tr>
<td>7000 Other Outgo</td>
<td>6,520</td>
<td>-0- (1)</td>
<td>-0- (1)</td>
<td>6,520</td>
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<tr>
<td>TOTAL DIRECT</td>
<td>48,480</td>
<td>70,025 (1)</td>
<td>78,049 (1)</td>
<td>196,554</td>
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</table>

<table>
<thead>
<tr>
<th>INDIRECT COSTS ****</th>
<th>(@ 4% of Direct)</th>
<th>N/A</th>
<th>N/A</th>
<th>2,020</th>
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<tbody>
<tr>
<td>PROJECT TOTALS</td>
<td>50,500</td>
<td>70,025</td>
<td>78,049</td>
<td>198,574</td>
</tr>
</tbody>
</table>

(1) Cost Center which will provide in-kind or matching funds: 5206

* DISTRICT IN-KIND refers to items already funded in the college budget, but which will be used in support of this project. In-Kind support for this project consists of loaned time for administrative support ($15,145) and non-profit use fees for classrooms and labs ($54,880).

** DISTRICT MATCH refers to new funding the District must secure or provide in support of this project. The Statewide Office requires MESA projects to provide the Project Director's salary ($52,800) and benefits ($25,249).

*** Classified Salaries are comprised of $16,000 for clerical support and stipends, along with $10,000 to pay for Student Assistants, Academic Excellence Workshop facilitators, and tutors. Materials and Supplies ($3,125) include student portfolios, office supplies, program T-shirts, database/SAT preparation software, and the shared cost of the National Student Clearinghouse used as a resource for program evaluation. Other Operating costs include: travel for project staff ($4,100); student travel costs ($8,000) for conferences and campus visits; and postage. Other Outgo is comprised of the cost of textbooks for students (purchased and re-used through the MESA Book Loan Program).
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Ratify Grant Application, California Community Colleges Student Mental Health Program

Board Meeting Date: June 20, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, ratify the submittal of a Campus-Based Grant application by the Vice President for Student and Learning Services to the California Community Colleges Student Mental Health Program in order to establish the Journey to Wellness Project at Pasadena City College for the purpose of supporting the mental health needs of PCC students.
EMP: E1.3, E4, E5, I3.1

FISCAL IMPLICATIONS: The California Community Colleges Student Mental Health Program (CCC SMHP) expects to award between 12-60 grants totaling $3,060,000. Additional grants may be awarded if funding becomes available. Applicants may request up to $250,000 over two years. There is no cost sharing or matching requirement; however, identifying and including in-kind or other resources is strongly encouraged.

BACKGROUND: The source of funding for the CCC SMHP Campus-Based Grants is the California Mental Health Services Authority (CalMHSA), an organization of county governments working to improve mental health outcomes for individuals, families and communities. CalMHSA administers programs funded by the Mental Health Services Act (Prop. 63) on a statewide, regional and local basis. The CCC SMHP is a joint project between the Chancellor’s Office and the Foundation for California Community Colleges (FCCC) and provides programmatic oversight of CalMHSA funding. The purpose of the Campus-Based Grants is to address the mental health prevention and early intervention needs of California community college students, faculty, and staff.

Submitted by:
Office for Student and Learning Services

Recommended for Approval:
Acting Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
AUTHORIZATION TO SUBMIT A GRANT PROPOSAL

Title of Proposal  
The Journey to Wellness

Prepared by  
Theresa Reed and Nancy Roberts

Submitted to  
California Community Colleges Student Mental Health Program (CCC SMHP)

Abstract of Proposal  
Pasadena City College is requesting a grant of $244,541 over two years to create a campus culture of wellness to promote student achievement. The project will include a Wellness Center as a first-stop for students, faculty and staff to: 1) access information and resources to support their own well-being, and 2) increase their knowledge of stigmas and discrimination against underserved/underrepresented student groups. Objectives designed to achieve that goal are: 1) Recognition of mental health challenges facing underserved students; 2) Build awareness of the connection between academic success and well-being; 3) Provide alternative resources to address student mental health needs; and 4) Develop a dynamic campus and community collaborative. The Journey to Wellness project will use three approaches recommended by the CCC SMHP to address the wellness needs of the campus community. These will include: faculty and staff training (through wellness fairs, Student Health 101, and software simulations related to veterans and other at-risk populations); peer to peer resources (such as implementation of Teen Futures' Mentors with Purpose Model and adaptation of the California Youth Connection student leadership model for self-advocacy); and suicide prevention (using interactive training simulations designed for faculty/staff and students). Committed partners for the project include the Los Angeles County Department of Mental Health, Pasadena Unified School District, and California State University, Los Angeles. These and other educational and community partners will take part in a Student Mental Health Regional Strategizing Forum supported by the grant.

Grant funds pay for: Project Coordinator (25% reassigned) and stipends for peer mentors. Consultants will be contracted for peer to peer training, development of a Wellness Pantry, organizing Wellness Fairs, and speakers for wellness-focused workshops.

Fiscal Impact  
<table>
<thead>
<tr>
<th>External Grant</th>
<th>In-Kind Contribution</th>
<th>District Matching</th>
<th>Project Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 244,541</td>
<td>$ 13,480</td>
<td>$ -0-</td>
<td>$ 258,021</td>
</tr>
</tbody>
</table>

Authorizations  

Project Manager/Contact Person  

Dean/Division Chairperson  

Area Assistant Superintendent  

Asst Supt Administrative Services  

Superintendent/President  

Date of Board of Trustees Approval
PASADENA AREA COMMUNITY COLLEGE DISTRICT
AUTHORIZATION TO SUBMIT A GRANT PROPOSAL

BUDGET SUMMARY (Years 1-2)

<table>
<thead>
<tr>
<th>DIRECT COSTS</th>
<th>PROJECT FUNDED ***</th>
<th>DISTRICT INKIND MATCH*</th>
<th>DISTRICT MATCH **</th>
<th>PROJECT TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 Certificated Salaries</td>
<td>-0-</td>
<td>-0- (1)</td>
<td>-0- (1)</td>
<td>-0-</td>
</tr>
<tr>
<td>2000 Classified Salaries</td>
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<td>12,000 (1)</td>
<td>-0- (1)</td>
<td>109,262</td>
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<tr>
<td>3000 Employee Benefits</td>
<td>14,800</td>
<td>-0- (1)</td>
<td>-0- (1)</td>
<td>14,800</td>
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<td>880 (1)</td>
<td>-0- (1)</td>
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<td>-0- (1)</td>
<td>88,700</td>
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<tr>
<td>6000 Capital Outlay</td>
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<td>-0- (1)</td>
<td>-0- (1)</td>
<td>-0-</td>
</tr>
<tr>
<td>7000 Other Outgo</td>
<td>-0-</td>
<td>-0- (1)</td>
<td>-0- (1)</td>
<td>-0-</td>
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<tr>
<td>TOTAL DIRECT</td>
<td>232,761</td>
<td>13,480</td>
<td>-0-</td>
<td>246,241</td>
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</table>

INDIRECT COSTS ****
(7.5% of Modified Direct)

|                  | 11,780             | -0-                    | -0-               | 11,780        |

PROJECT TOTALS

|                  | 244,541            | 13,480                 | -0-              | 258,021       |

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

* DISTRICT IN-KIND refers to items already funded in the college budget, but which will be used in support of this project. In-Kind support for this project consists of two (2) work study students to support peer mentoring activities ($12,000), non-profit use fees for facilities to host Regional Strategizing Forum ($600), and tables/chairs for wellness fairs ($880).

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

*** All proposed expenditures listed here and above are for the project term of two years. Classified Salaries consist of a Project Coordinator @ 25% ($31,982), stipends for 10 Peer Mentors ($38,400) and 2 Lead Peer Mentors ($21,120), and a stipend for a part-time (20 hrs/mo) scheduler ($5,760). Materials and Supplies include: two 27” computer monitors for digital bulletin board ($761); lunch for 20 members of Regional Strategizing Forum for 2 meetings/year ($1,200); food for Wellness Pantry @ $25/day ($12,000); Wellness Fair canopy rentals/food for 200 ($7,840); costs of Wellness Center open house ($1,000 in Year 1); printing for posters and advertising ($2,500); All About Wellness poster set ($298); and office supplies/materials ($7,000). Other Operating costs include: required project-related travel ($3,400); participant support costs for training conferences ($1,600); HSACCC ACHA data gathering ($5,000); printing and postage ($2,400); and contractual services totaling $75,700 (Peer to Peer Services consultant to develop peer training curriculum, Wellness Pantry consultant to provide recommendations and workshops, Wellness Fair organizer, software development, Student Health 101, and speakers for project-related workshops).

**** The California Community Colleges Student Mental Health Program limits indirect costs for Campus-Based Grants to 7.5% of a modified direct cost base, which excludes Contractual Services. Therefore, indirect costs in this budget were calculated at 7.5% of $157,061, the amount of direct costs using the modified calculation.

SEE THE FOLLOWING PAGE FOR A BUDGET SUMMARY OF GRANT EXPENDITURES BY YEAR
## BUDGET SUMMARY BY YEAR – The Journey to Wellness Project

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Year 1</th>
<th>Year 2</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classified Salaries:</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Project Coordinator</td>
<td>25</td>
<td>15,991</td>
<td>25</td>
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<tr>
<td>Peer Mentors stipends (10 x $10/hr x 16 hrs/month)</td>
<td>N/A</td>
<td>19,200</td>
<td>N/A</td>
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<tr>
<td>Lead Peer Mentor stipends (2 x $11/hr x 40 hrs/month)</td>
<td>N/A</td>
<td>10,560</td>
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<td>Scheduler stipend ($12/hr x 20 hrs/month)</td>
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<td>2,880</td>
<td>N/A</td>
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<td><strong>Sub-Total</strong></td>
<td>48,631</td>
<td>48,631</td>
<td>97,262</td>
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<tr>
<td><strong>Employee Benefits</strong></td>
<td>7,400</td>
<td>7,400</td>
<td>14,800</td>
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<tr>
<td><strong>Materials/Supplies:</strong></td>
<td></td>
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<td></td>
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<tr>
<td>Two 27” computer monitors for digital bulletin board</td>
<td></td>
<td>761</td>
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<tr>
<td>Regional Strategizing Forum (20 x $15 x twice per year)</td>
<td>600</td>
<td>600</td>
<td></td>
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<tr>
<td>Food for Wellness Pantry @ $25/day</td>
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<tr>
<td>Wellness Fair canopy rentals, food for 200 @ $6.00</td>
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<tr>
<td>Wellness Center Open House</td>
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<tr>
<td>Printing for posters and advertising</td>
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<tr>
<td>All About Wellness poster set</td>
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<td>Office supplies and materials</td>
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<td><strong>Other Operating:</strong></td>
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<tr>
<td>Project-related travel</td>
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<td>Participant support costs – training conferences</td>
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<td>HSACCC ACHA data gathering</td>
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<tr>
<td>Printing and postage</td>
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<tr>
<td>Peer to Peer Services Consultant (contractual)</td>
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<tr>
<td>Wellness Pantry Consultant (contractual)</td>
<td>2,250</td>
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<tr>
<td>Wellness Fair Organizer (contractual)</td>
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<tr>
<td>Kognito software (contractual)</td>
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<td>Student Health 101 (contractual): $750/semester</td>
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<tr>
<td>Speakers (contractual): 8 hrs/wk @ $50/hr x 48 weeks</td>
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<tr>
<td><strong>Capital Outlay</strong></td>
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<tr>
<td><strong>Other Outgo</strong></td>
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<td>-0-</td>
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<td><strong>Total Direct Costs</strong></td>
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<td>113,876</td>
<td>232,761</td>
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<td>Indirect: 7.5% of Modified Direct (excluding contractual)</td>
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<td>5,824</td>
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<tr>
<td><strong>Total Project Costs</strong></td>
<td>124,841</td>
<td>119,700</td>
<td>244,541</td>
</tr>
</tbody>
</table>
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, amend Consent Item No. 1-B, approved on July 6, 2011, to include memberships in the following organizations:

- American Dental Education Association (ADEA) $945 EMP: C1
- National Association of Dental Laboratories (NADL) $350 EMP: C1

FISCAL IMPLICATION: Funds for this purpose are budgeted in the 2011-2012 Budget in Object 5310, under Cost Centers 1305 (Dental Assisting) and 1307 (Dental Lab Technology).

BACKGROUND: The American Dental Education Association (ADEA) is the voice of dental education. Its members include all U.S. and Canadian dental schools and many allied and advanced dental education programs, corporations, faculty, and students. The mission of ADEA is to lead individuals and institutions of the dental education community to address contemporary issues influencing education, research, and the delivery of oral health care for the health of the public. ADEA's activities encompass a wide range of research, advocacy, faculty development, meetings, and communications like the esteemed Journal of Dental Education.

The National Association of Dental Laboratories (NADL) is a federation of state commercial dental laboratory associations formed in 1951 in Chicago by a merger of the Dental Laboratory Institute of America and the American Dental Laboratory Association. In 1952, NADL opened its national headquarters offices in Washington, D.C. From 1968-1971, the organization was known as the National Association of Certified Dental Laboratories. The association changed back to its original name in 1971.
CONSENT ITEM NO. I 163-B

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Ratify Professional Conference Attendance

Board Meeting Date: June 20, 2012

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

FUND 01 UNRESTRICTED GENERAL FUND

RATIFY:

ATTENDEE: Robert Miller
LOCATION: Corporate College Connecting with Industry, Cleveland, Ohio
DATES: June 6 – June 7, 2012*
PURPOSE: Pre-conference sales management seminar and community college business development and sales conference
CHARGES: $2,373.63
COST CENTERS: 01-5210-4200-0000
RECOMMENDED BY: Dr. Mark Rocha
EMP: B1, C1
* June 5 – additional travel day

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

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

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

Submitted by:
Office for Administrative Services

Recommended for Approval: Acting Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
CONSENT ITEM TITLE: Approve Compensation for Athletic Coaches

Board Meeting Date: June 20, 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 persons on the attached list to be employed as Athletic Coaches for Kinesiology, Health and Athletics Division 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. These payments have been requested by the Director, Kinesiology, Health and Athletics Division.

Submitted by:
Office of Human Resources
Recommended for Approval and

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
<table>
<thead>
<tr>
<th>Name</th>
<th>Compensation</th>
<th>Athletic Coaches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lopez, Alonzo</td>
<td>1,500.00</td>
<td>Assistant Men's walk-on Soccer Coach, Summer intersession, 07/02/12-08/23/12 EMP: A1; A2</td>
</tr>
<tr>
<td>Manvelyan, Edgar</td>
<td>1,500.00</td>
<td>Assistant Men's walk-on Soccer Coach, Summer intersession, 07/02/12-08/23/12 EMP: A1; A2</td>
</tr>
<tr>
<td>Bodis, Tracy</td>
<td>2,500.00</td>
<td>Additional assignment as Head Coach, Cheer and Pep Squad from 08/27/12-06/30/13 EMP: A1; A2</td>
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<tr>
<td>Crespo, Armand</td>
<td>8,000.00</td>
<td>Additional assignment as Head Men/ Women's Cross Country Coach from 08/27/12-06/30/13 EMP: A1; A2</td>
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<tr>
<td>Manvelyan, Edgar</td>
<td>8,000.00</td>
<td>Head Men's walk-on Soccer Coach from 08/27/12-06/30/13 EMP: A1; A2</td>
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<tr>
<td>Lilavois, Randy</td>
<td>8,000.00</td>
<td>Additional assignment as Head Women's Soccer Coach from 08/27/12-06/30/13 EMP: A1; A2</td>
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<tr>
<td>Wade, Larry</td>
<td>8,000.00</td>
<td>Additional assignment as Head Men/ Women's Track and Field Coach from 08/27/12-06/30/13 EMP: A1; A2</td>
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<tr>
<td>Williams, Brittany</td>
<td>8,000.00</td>
<td>Additional assignment as Head Women's Softball Coach from 08/27/12-06/30/13 EMP: A1; A2</td>
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<tr>
<td>O'Meara, Evan</td>
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<td>Sanchez, Bill</td>
<td>8,000.00</td>
<td>Additional assignment as Head Women's Badminton Coach from 08/27/12-06/30/13 EMP: A1; A2</td>
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</table>
CONSENT ITEM TITLE:
Approve/Ratify Compensation for Academic Personnel
Career and Technical Education

Board Meeting Date: June 20, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the persons on the attached list to be employed in a special project as listed, approved for the College year 2011-2012 and 2012-2013, unless otherwise indicated, or any portion thereof, as stated in the contract. The length of time of the employment and the assignment shall be determined by College need.

<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Douglas, Earlie</td>
<td>1,700.00</td>
<td>Career and Technical Education—Internship coordinator will orient employer partners, recruit students, organize and assist in the preparation of the Student Learning Plan, monitor progress of both students and employers at the worksite D4, K1, K3</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Funds are budgeted in respective cost center.

BACKGROUND: The assignment shall be determined by College need.

Submitted by:
Office of Human Resources
Recommended for Approval and

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
CONSENT ITEM TITLE:
Employment of Hourly Credit Faculty, 2012-13

Board Meeting Date: June 20, 2012

RECOMMENDATION: It is recommended that the Board of Trustees of the Pasadena Area Community College District of Los Angeles County, California, ratify the employment of the persons listed below for 2012-2013. The length of time of the employment and the assignment shall be determined by the needs of the College. All employment was in accordance with Pasadena City College Hiring Policies and Procedures and applicable California Government Codes.

EMP: A3.1

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
<th>START DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camacho, Martha</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>7</td>
<td>Library</td>
<td>08-27-2012</td>
</tr>
<tr>
<td>Durfield, Amy</td>
<td>Adjunct Noncredit Faculty</td>
<td>NM</td>
<td>1</td>
<td>Community Education Center</td>
<td>08-27-2012</td>
</tr>
<tr>
<td>Lao, Faye</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Business &amp; Computer Techn</td>
<td>08-27-2012</td>
</tr>
<tr>
<td>Ramirez, Janet</td>
<td>Adjunct Faculty</td>
<td>B</td>
<td>1</td>
<td>Health Sciences</td>
<td>06-25-2012</td>
</tr>
<tr>
<td>Rudolph, Mark</td>
<td>Adjunct Noncredit Faculty</td>
<td>NM</td>
<td>1</td>
<td>Community Education Center</td>
<td>08-27-2012</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Funds are budgeted in respective cost centers.

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

Submitted by:
Office of Human Resources
Recommended for Approval and

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
**CONSENT ITEM TITLE:**
Change of Status of Academic Employees

**Board Meeting Date:** June 20, 2012

**RECOMMENDATION:** It is recommended that the Board of Trustees of the Pasadena Area Community College District of Los Angeles County, California, approve the following changes pertaining to academic employees.

<table>
<thead>
<tr>
<th>EMP</th>
<th>NAME, CLASSIFICATION AND DEPARTMENT/DIVISION</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2</td>
<td>Futtner, Joseph From: Instructor To: Interim Division Dean M-1 Visual Arts and Media Studies</td>
<td>From: 10 months To: 12 months</td>
<td>07/01/12 – 06/30/13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hanvey, Dustin* Instructor English E-17</td>
<td>From: 10 months To: 11 months</td>
<td>07/01/12 – 06/30/12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hogue, Charles From: Instructor To: Interim Division Dean Mathematics M-1</td>
<td>From: 10 months To: 12 months</td>
<td>07/01/12 – 06/30/13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>O, Jeong From: Instructor To: Interim Director Nursing Programs Health Sciences M-3</td>
<td>From: 10 months To: 12 months</td>
<td>07/01/12 – 06/30/13</td>
<td></td>
</tr>
</tbody>
</table>

*Academic Senate President

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

**BACKGROUND:** Routine personnel transactions.

Submitted by:

Office of Human Resources
Recommended for Approval and

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT/DIVISION</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peach, Patricia</td>
<td>Mathematics</td>
<td>From: 100%</td>
<td>08/27/12 – 12/16/12</td>
</tr>
<tr>
<td>Instructor</td>
<td>B-33</td>
<td>To: 86.7%</td>
<td></td>
</tr>
<tr>
<td>Staley, Douglass</td>
<td>Business and Computer Technology</td>
<td>From: 100%</td>
<td>08/27/12 – 06/16/13</td>
</tr>
<tr>
<td>Instructor</td>
<td>B-31</td>
<td>To: 86.6%</td>
<td></td>
</tr>
</tbody>
</table>
CONSENT ITEM TITLE:
Approval of Contracts: Division, Associate, and Assistant Deans, Director, 2012-2013

Board Meeting Date: June 20, 2012

RECOMMENDATION: It is recommended that the Board of Trustees of the Pasadena Area Community College District of Los Angeles County, California, approve the continuing employment of academic managers as indicated from July 1, 2012 through June 30, 2013. EMP: A3.1

<table>
<thead>
<tr>
<th>NAME</th>
<th>STEP</th>
<th>MONTHS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arnwine, James</td>
<td>M-1</td>
<td>12</td>
<td>Division Dean, Performing and Communication Arts</td>
</tr>
<tr>
<td>Chapman, Elaine</td>
<td>M-1</td>
<td>12</td>
<td>Director, PCC Extension</td>
</tr>
<tr>
<td>Douglass, David</td>
<td>M-1</td>
<td>12</td>
<td>Division Dean, Natural Sciences</td>
</tr>
<tr>
<td>Finkenbinder, Michael</td>
<td>M-1</td>
<td>12</td>
<td>Division Dean, Social Sciences</td>
</tr>
<tr>
<td>Freund, Barbara</td>
<td>M-1</td>
<td>12</td>
<td>Division Dean, Health Sciences</td>
</tr>
<tr>
<td>Miles, Kim</td>
<td>M-3</td>
<td>12</td>
<td>Assistant Dean, Scholarships and Financial Aid</td>
</tr>
<tr>
<td>Olivo, Cynthia</td>
<td>M-1</td>
<td>12</td>
<td>Associate Dean, Counseling and Student Success Services</td>
</tr>
<tr>
<td>Thayer, Scott</td>
<td>M-2</td>
<td>12</td>
<td>Assistant Dean, Student Affairs</td>
</tr>
<tr>
<td>Ulmer, Amy</td>
<td>M-1</td>
<td>12</td>
<td>Division Dean, English</td>
</tr>
<tr>
<td>Yamauchi, Kent</td>
<td>M-1</td>
<td>12</td>
<td>Assistant Dean, Special Services</td>
</tr>
<tr>
<td>Young, Theodore</td>
<td>M-1</td>
<td>12</td>
<td>Division Dean, Languages</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Funds are budgeted in respective general fund cost centers.

BACKGROUND: Current contracts for these managers have expired. Their employment continues for the prescribed period with current salaries and benefits. Assignments in 2012-13 are pursuant to an MOU signed with the Management Association (copy attached).

Submitted by: Office of Human Resources.
Recommended for Approval by

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Vice President of Instruction/SLS
Superintendent/President
Memorandum of Understanding
between
Pasadena Area Community College District
and
Pasadena City College Management Association

RE: FY 2012-2013 Employment of Managers Represented by the Management Association

The District and the Management Association wish to make an agreement for continuing employment for represented managers in FY2012-2013 that is respectful and grateful to all managers for their service and at the same time provides the District with increased flexibility in specific assignments for next year, pending the outcome of the anticipated administrative realignment.

Therefore the District and the Management Association have met and conferred and have agreed as follows:

For all managers who continue in the District's employ for the 2012-2013 year, i.e. those who do not retire or otherwise resign by June 30, 2012, there are two possibilities:

1. The represented manager will be given a new assignment with the same title level and salary; or an appropriately higher salary if the new assignment is significantly broader in scope and responsibilities.
2. The represented manager will retain the same assignment as in 2011-2012. Given the pending realignment and current budget realities, this option is the least likely.

Our mutual intent is to assure all represented managers that, if they choose to continue their service, they will retain their salary and title level for 2012-2013. Managers agree that the specifics of their assignment may change effective July 1, 2012, pending the realignment recommendation and the needs of the college moving forward.

Dated: March 7, 2012

For the Pasadena Area Community College District

Dr. Mark Rocha
Superintendent-President

For the Pasadena City College Management Association

Dr. Dave Douglass
President, Management Association
Dean, Natural Sciences
Consent Item No. 78-P

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Authorization to Reimburse Applicants

Board Meeting Date: June 20, 2012

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

Bradford Johnston $ 500.00
David Sicko 497.87

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

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

Submitted by:
Office of Human Resources
Recommended for Approval and

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

CONSENT ITEM TITLE:
Leave

Board Meeting Date: June 20, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following changes pertaining to the following classified service employees. All changes were in accordance with Pasadena City College applicable policies and procedures and California Government Codes. EMP: E2, E4

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>RANGE &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEAVE</td>
<td></td>
<td>FMLA leave</td>
<td>06/21/12-08/17/12</td>
</tr>
<tr>
<td>Hunt, Brady</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Laboratory Technician I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual Arts and Media Studies</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: None.

BACKGROUND: Routine personnel transactions.

Submitted by:
Office of Human Resources
Recommended for Approval and

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President