NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, February 6, 2013

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

MEETING NO. 4
REGULAR BUSINESS MEETING

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

Enclosed is the Agenda for Meeting No. 4, a Regular Business Meeting. The Open Session will begin at 6:00 p.m. with the Call To Order, Roll Call and Public Comment on Closed Session Agenda items. Closed Session will follow. Open Session will resume at 7:00 p.m. The Board will meet in Creveling Lounge, Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.
AGENDA

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

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

II. CLOSED SESSION

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

Government Code §54957.9(a) Negotiation with Unrepresented Employees (Confidential, Management Association) Designated Negotiator: Ms. Gail S. Cooper, General Counsel

Government Code §54956.9(b) Conference with General Counsel regarding anticipated litigation (Two matters)

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

A. PLEDGE OF ALLEGIANCE

B. INTRODUCTIONS
   - Swearing In: Chief of Police, Don Yoder
   - Board Commendation: Jaylene Moseley, Flintridge Center
   - Commendation to PACCD: Fred Korematsu Day
   - Recognition: Bob Miller, Member, Executive Committee, Pasadena Tournament of Roses

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

D. APPROVAL OF MINUTES
   Meeting No. 2, Retreat, January 11, 2013
   Meeting No. 3, Regular Business Meeting, January 16, 2013

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

ACTION ITEMS

F. NOMINATION: CALIFORNIA COMMUNITY COLLEGES CLASSIFIED EMPLOYEE OF THE YEAR, 2013: DON ECKMANN: DISCUSSION WITH POSSIBLE ACTION
INFORMATION AND DISCUSSION ITEMS

G. REPORT AND UPDATE ON LANCERPOINT, NEW ADMINISTRATIVE INFORMATION SYSTEM

H. REFERRAL TO BOARD LEGISLATIVE ADVOCACY COMMITTEE: GRANT DEVELOPMENT AND GOVERNMENT RELATIONS CONSULTANT. DISCUSSION ONLY.

PRESIDENT'S REPORT

I. REPORT ON COLLEGE OPERATIONS AND INITIATIVES

ANNOUNCEMENTS

J. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

K. FUTURE BOARD MEETING DATES

   Wednesday, February 20, 2013
   6:00 P.M. Venue TBA

   Wednesday, March 13, 2013
   6:00 P.M. Regular Business Meeting. Creveling.

L. FUTURE AGENDA ITEMS

IV. ADJOURNMENT

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

11-S Approval of Student Travel – PCC Intervarsity Christian Fellowship, Avalon, CA
March 2-5, 2013

12-S Approval of Student Travel – PCC CLAVE Club, New York, NY
February 15-17, 2013

13-S Approval of Student Travel – PCC CLAVE Club, San Francisco, CA
March 5-10, 2013

14-S Approval of Student Travel – PCC United Without Boundaries Club, Sacramento, CA
March 2-9, 2013

15-S Approval of Student Travel – Ujima Club, San Diego, CA
March 3-5, 2013

16-S Approval of Student Travel – ASPCC Lobby Committee, Sacramento, CA
March 3-4, 2013

15-I Approval of Instructional Trip for Journalism 7A, 7B, 22, and 23
April 11-14, 2013

16-I Approve Instructional Activity – Academic and Student Affairs College Diversity Initiative

17-I Approve Instructional Activity – Career and Technical Education Collaborative Core Grant

18-I Approve Instructional Activity – Career and Technical Education Certificate Program Redesign seminar

95-B Reporting and Approval of Revolving Fund Reimbursement

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

97-B Approve Budget Augmentation

98-B Approve/Ratify/Amend Contracts

99-B Amend Consent Item No. 1-B, Approval of Organization for Academy Support Center, Cisco Networking, 2012-13 Fiscal Year

100-B Ratify Staff Development Activities

101-B Receive and Reject Claim – Brenda Ibanez

102-B Approve Purchasing Transactions

103-B Approve Information Technology Purchasing Transactions

104-B Approve Professional Conference Attendance

62-P Approve/Ratify Compensation for Academic Personnel

63-P Employment of Hourly Faculty, Spring 2013

64-P Employment of Hourly Unclassified Employees and Volunteers for Spring 2013

65-P Separation of Academic Employee

66-P Sabbatical Leaves, 2013-2014

67-P Employment, Transfer and Changes of Classified Employees
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 2 on Friday, January 11, 2013, at the Athenaeum at Caltech, the Card Room, 551 South Hill Avenue, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL
The meeting was called to order at 8:32 a.m. by Mr. Martin, President.

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

Administrative Officers in Attendance
Dr. Robert Bell, Assistant Superintendent, Senior Vice President, Academic and Student Affairs
Mr. Robert Miller, Assistant Superintendent, Senior Vice President, Business and College Services
Ms. Gail Cooper, General Counsel

The Management Association was not represented.
The Academic Senate was represented by Dr. Dustin Hanvey.
The Classified Senate was not represented.
The Associated Students Board was not represented.

II. RETREAT SESSION

A. PLEDGE OF ALLEGIANCE
Mr. Martin led the Pledge of Allegiance.

B. PUBLIC COMMENT ON NON-AGENDA ITEMS
There was no public comment.

C. GENERAL DISCUSSION
The meeting was led and facilitated by Cindra Smith.

MUTUAL RESPECT
Board President John Martin and the trustees reiterated processes and procedures for Board interaction with each other and with the Superintendent-President. It is understood the Trustee will view topics differently, disagree and vote differently on issues, but a personal,
mutual respect between Trustees is important for a smooth operation of the college to help students and serve the district.

ROLE OF OFFICERS AND COMMITTEES
• The Board only acts as a whole and carefully follows the Brown act.
• Any and all information available to one Trustee should be provided to all Trustees.
• For timely and smooth operation of the Board, the Board may delegate some decisions to the Board President. These issues are mostly focused on the process of facilitating Board Meetings and Board decisions and will always be in consultation with the Superintendent. The Board President should use any of this authority on the most limited scale possible, to respect the right of the full Board to make decisions for the District.
• The Superintendent (and where applicable Board President) must always attempt to give the Board the proper amount of lead time and background information such that Board members may make their best decision.
• The Board President may call on the other Board Officers when he or she feels it necessary to help decide more difficult process issues. (For example, when trying to balance how many and which items to place on the Board agenda while providing each item appropriate time and still ending the meeting at a reasonable hour so Trustees are not too tire to make their best decisions.)
• To help assimilate new Board Members, the Board President should arrange for any new Trustee who desires to have a mutually agreeable Board Member serve as a Board Mentor.
• The responsibility of Board oversight may, on occasion, require an extra amount of time or study. In addition, some issues require a great deal of background material and understanding. Depending on the topic, the Board may schedule a Study Session of the whole or create an Ad Hoc Board Committee to meet this need. Ad Hoc Committees will be comprised of three Trustees or less. On items where an Ad Hoc Board Committee is called, all Trustees will still receive all materials and are welcome to attend. It is the charged of these Ad Hoc Board Committees to make sure a proper study and review of the item as been done and to bring the major substance and support information of that topic to the full Board for official action.

BOARD MEETING OPERATIONS
• Board Meetings should be focused on the Board’s legal obligations and responsibilities especially the Board’s legal charge to conduct the District’s Business.
• Room size and location should be decided with the public in mind.
• Meeting security should balance safety for all with atmosphere of public openness.
• We would like the Board Ad Hoc Policy Committee to review the issue of Public Comment on Non Agenda Items.
• It is each Board Member’s responsibility to review their Board Packet in advance of the meeting and forward to Superintendent (with cc to the Board President if by email) any questions or concerns. This will allow the Superintendent to either answer these questions in advanced and/or be better prepared to address the question or concern if raised in the Board Meeting. This will make Board Meetings more efficient while insuring all important information is considered.
• When a Trustee does not feel appropriately informed, it is his or her responsibility to ask questions of the Superintendent until they are informed. It is best if these questions are presented to the Superintendent in advance of the Board Meeting to best facilitate a decision when it is presented at a Board Meeting.
• The Board agreed to allow the Board President to disband the Board Ad Hoc Accreditation Committee and to assign to its responsibilities to the Board Ad Hoc Policy Committee. This was done because the Board’s main role in Accreditation is centered on Policy.

BOARD POLICY AND ADMINISTRATIVE PROCEDURES
• It was clearly understood by the Board that in all its previous approval votes it was only approving the Board Policies on the white colored sheets and was not approving
the Administrative Procedures that were presented as background information on the yellow sheets of paper.

- In general, the Board expressed a desire to make Board Policies (white sheets) more specific. This means we should expect Policy Statements (white sheets) to be one paragraph to one page in length, unlike the previous statements that were only one or two general sentences.
- This level of specificity will give better Board direction while clearly showing the public that it is not approving administrative procedures (yellow sheets). Administrative procedures are established by the superintendent-president following appropriate consultation. The Board is still entitled to receive the Administrative Procedures for a better understanding of how the policy is being enacted, but they should not be directly linked to the policy in a public meeting which may confuse the public that the Board is approving procedures.

ANNUAL GOALS

Dr. Rocha highlighted some of his thoughts on the Annual Goals. They included the following:

- More Legislative advocacy
- More/Better Community Outreach
- Upgrading Public Safety both in facilities and procedural preparedness
- Improving Teaching effectiveness – This is already happening!
- Revolutionize Basic Skills
- Focus more on adult education
- Prepare for the State's proposal to base funding on course and program completion.

D. FUTURE BOARD MEETING DATES

REGULAR BUSINESS MEETINGS:

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

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

**Wednesday, February 20, 2013**
Study Session
6:00 P.M.

**Wednesday, March 13, 2013**
6:00 P.M. Closed Session.

III. ADJOURNMENT

Mr. Martin adjourned Meeting No. 2 at 2:30 p.m.

Submitted by:

Mark W. Rocha, Secretary
Board of Trustees
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  
(8:30 a.m.)

II. RETREAT SESSION

A. PLEDGE OF ALLEGIANCE

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

ACTION/INFORMATION ITEMS

C. REVIEW OF ROLES AND RESPONSIBILITIES

D. CONTINUING REVIEW OF BOARD BYLAWS AND POLICIES
   1. Conduct of Meetings (Bylaw 1290)
   2. Shared Governance (Policy 2000)

E. ACCREDITATION SELF-STUDY

F. REVIEW OF ANNUAL GOALS PLANS

G. FUTURE BOARD MEETING DATES

REGULAR BUSINESS MEETINGS:

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

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

Wednesday, February 20, 2013  
Study Session  
6:00 P.M.

Wednesday, March 13, 2013  
6:00 P.M. Closed Session.
III. ADJOURNMENT

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The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 3 on Wednesday, January 16, 2013, in Pasadena City College, Creveling Lounge, 1570 E. Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL

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

ROLL CALL

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

Administrative Officers in Attendance
Dr. Robert Bell, Assistant Superintendent, Senior Vice President, Academic and Student Affairs
Mr. Robert Miller, Assistant Superintendent, Senior Vice President, Business and College Services
Ms. Bobbi Abram, Executive Director, Foundation
Ms. Gail Cooper, General Counsel

The Management Association was represented by Dr. David Douglass.
The Academic Senate was represented by Dr. Dustin Hanvey.
The Classified Senate was represented by Ms. Jeannie Sullivan.
The Associated Students Board was represented by Mr. Simon Fraser.

PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

There was no public comment.

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

II. CLOSED SESSION

Government Code §54957.6

Collective Bargaining (PCCFA; CSEA 777; ISSU, POA)
Designated Negotiator: Ms. Gail S. Cooper, General Counsel
Government Code §54957.9(a) Negotiation with Unrepresented Employees (Confidential, Management Association) Designated Negotiator: Ms. Gail S. Cooper, General Counsel

Government Code §54956.6 Conference with General Counsel regarding existing litigation (one matter)

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

Government Code §54957 Public Employee Employment: Chief of Police

III. OPEN SESSION

Mr. Martin reconvened Open Session at 7:03 p.m. Mr. Martin reported that no action was taken in Closed Session.

A. PLEDGE OF ALLEGIANCE

Mr. Thomson led the Pledge of Allegiance.

B. INTRODUCTIONS

Dr. Bell introduced Dr. Ofelia Arellano, the new Dean of Academic Affairs.

The Pasadena City College Tournament of Roses Honor Band was presented with an official certificate of recognition by President Martin and Dr. Rocha.

Ms. Abram reported that funds are being raised for new band uniforms.

Dr. Rocha added that he would like tonight’s meeting to be adjourned in memory of Michael Buckhouse who worked in IT for over 30 years.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

D. APPROVAL OF MINUTES

Meeting No. 1, Regular Business Meeting and Annual Organizational Meeting, December 12, 2012

MOTION: ON MOTION OF Ms. Brown and seconded by Ms. Wah, the Board voted by a unanimous vote of the seven members present to approve the Minutes of Meeting No. 1, Regular Business Meeting and Annual Organizational Meeting, December 12, 2012.

Advisory Vote: Aye

E. APPROVAL OF CONSENT ITEMS

Ms. Israel requested Consent Item 90-B be withdrawn for a separate vote.

MOTION: ON MOTION OF Dr. Fellow and seconded by Ms. Wah, the Board voted by a unanimous vote of the seven members present to approve Consent Items 14-I; 80-B through 89-B, and 91-B through 94-B; and 54-P through 60-P, with 90-B withdrawn for separate vote.

Advisory Vote: Aye

MOTION: ON MOTION OF Dr. Mann and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to approve Consent Item 90-B.

Advisory Vote: Abstain
Mr. Miller introduced Don Yoder, who will start his duties as Chief of Police for the college on January 26.

ACTION ITEMS

F. NOMINATIONS AND APPOINTMENT, CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD VACANCY: DISCUSSION WITH POSSIBLE ACTION.

MOTION: ON MOTION OF Dr. Mann and seconded by Mr. Thomson, the Board voted by a unanimous vote of the seven members present to approve the nomination of Linda S. Wah to the California Community College Trustees Board. 
Advisory Vote: Aye

G. RECEIPT OF SECOND QUARTERLY FINANCIAL STATUS REPORT, PASADENA CITY COLLEGE FY2012-2013: DISCUSSION WITH POSSIBLE ACTION.

MOTION: ON MOTION OF Ms. Brown and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to approve Receipt of Second Quarterly Financial Status Report, Pasadena City College FY2012-2013. 
Advisory Vote: Aye

INFORMATION AND DISCUSSION ITEMS

H. 2012 YEAR-END INSTITUTIONAL RESEARCH REPORT
- EDUCATIONAL MASTER PLAN (EMP) REPORT CARD UPDATE
- ACCOUNTABILITY REPORT OF CALIFORNIA COMMUNITY COLLEGES (ARCC) UPDATE
- STRATEGIC ENROLLMENT MANAGEMENT (SEM) REPORT: SPRING 2013.
Ms. Crystal Kollross presented the 2012 year-end Institutional Research Report.

I. REVISION OF BOARD POLICY 5575, SMOKING ON CAMPUS
After discussion, the smoking policy will be brought back to the April 3rd Board of Trustees meeting.

PRESIDENT’S REPORT

J. REPORT ON COLLEGE OPERATIONS AND INITIATIVES
Written reports were included in the Board’s folders.

ANNOUNCEMENTS

K. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

a. SHARED GOVERNANCE REPRESENTATIVES

Mr. Simon Fraser, Associated Students
- Reported that the biannual week of welcome went well; this week is Club Week, with about 68 clubs active and participating; Myra Whittington, AS Vice President for Student Services, did a fantastic job of keeping the students relaxed during finals week toward the end of last semester;
intercollegiate field tournament coming up in a couple of months; state budget is being reviewed and the legislative agenda is packed.

Ms. Jeannie Sullivan, Classified Senate
- Reported that Classified Days will be held on May 8th.
- Saddened to hear of loss of Michael Buckhouse who worked in ITS Department. Classified Senate will be hosting a memorial for him on February 13 in Circadian (11:30am-2:00pm) and one of the educational scholarships will be named for him.

Dr. Dustin Hanvey, Academic Senate
- Reported that AS is taking up revised IEC policy; Héctor Tobar, Los Angeles Times columnist and novelist will be coming to speak on April 2nd in Creveling 12:00 noon-1:30pm.

b. BOARD OF TRUSTEES

Mr. Geoffrey Baum, Trustee
- Appreciated smooth start to spring semester and the new schedule of fall, spring and summer.
- Attended Board of Governors meeting: legislative analyst provided report on adult education, governor is advocating that community colleges be charged with the primary responsibility for adult education; PCC is leading the pack in the state for adopting associate degrees for transfer under the Student Success Task Force recommendations; San Francisco City College (SFCC) still has a serious issue that accreditation may not be able to be retained, State may end up governing SFCC; accreditation team will be focusing on governance in the future.

Dr. Jeanette Mann, Trustee
- Legislative Advocacy Committee: Reported that after meeting with the students the legislative principles will be the same as last year. This year the Student Success Task Force recommendations will be supported as they are brought forward by the Board of Governors' legislative plan.
- Reported that she will attend the Community College League of California's Annual Legislative Conference January 27-28 in Sacramento along with Trustee Wah, Juan Gutierrez and Simon Fraser. Meetings will be held with local legislators.
- Reported that she will be attending the Association of Community College Trustees' National Legislative Conference February 11-14 along with Trustees Baum and Thomson, Dr. Rocha, Juan Gutierrez and a student where they will be advocating in conjunction with a professional association.

Dr. Anthony Fellow, Trustee
- Reported that he is interested in online instruction and was glad to hear the associate of arts degree is under way and that a number of core courses are being offered.
- Added he would like the meeting to adjourn in memory of Yolanda Louwers, daughter of Rep. Grace Napolitano.

Ms. Linda Wah, Trustee
- Thanked the administration for the information on LancerPoint.
- Announced that the Los Angeles County School Trustees Association will hold a reception for Dr. Brice Harris on January 30 at 6pm at the Los Angeles City College student union building; a celebration and seminar will be held in honor of Fred Korematsu Day on January 26 at 10am in the McKinley School auditorium.
Mr. William Thomson, Trustee

- Suggested Jaylene Moseley be invited to a board meeting to talk about her organization, the Flintridge Center.
- Attended along with Bob Miller the Pasadena City of Learning's program on veterans where Patty d'Orange Martin gave a presentation. Suggested she be invited to a board meeting soon.
- Attended with Trustee Brown the Armenian National Committee's holiday reception.
- Invited Assemblymember Chris Holden to come to PCC to discuss educational issues facing the college.
- Announced that tomorrow evening is the candidate forum for those running for the Pasadena Unified School District Board and the Pasadena City Council.
- Attended the Executive Committee meeting of the PCC Foundation as Board liaison and reported that he is very pleased with the work Bobbi Abram is doing leading the organization. Lonnie Schield is the new president and there are new board members who have good connections.

L. FUTURE BOARD MEETING DATES

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

**Wednesday, February 20, 2013**
Study Session
6:00 P.M.

M. FUTURE AGENDA ITEMS

Mr. Baum requested a report on LancerPoint and how it is transforming the student experience.

IV. ADJOURNMENT

Mr. Martin adjourned Meeting No. 3 at 8:41 p.m. The meeting was adjourned in memory of Michael Buckhouse, an employee of the college for over 30 years who worked in several computing services positions; and Yolanda Louwers, daughter of Rep. Grace Napolitano.
MOTIONS CARRIED AT MEETING NO. 3 – January 16, 2013

1. Approval of the Minutes of Meeting No. 1, Regular Business Meeting and Annual Organizational Meeting, December 12, 2012.

2. Approval of Consent Items 14-I; 80-B through 89-B, and 91-B through 94-B; and 54-P through 60-P, with 90-B withdrawn for separate vote.

3. Approval of Consent Item 90-B.

4. Approval of the nomination of Linda S. Wah to the California Community College Trustees Board.

5. Approval of Receipt of Second Quarterly Financial Status Report, Pasadena City College FY2012-2013.

Submitted by:

Mark W. Rocha, Secretary
Board of Trustees
AGENDA

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

II. CLOSED SESSION

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

- Government Code §54957.9(a)
  Negotiation with Unrepresented Employees (Confidential, Management Association)
  Designated Negotiator: Ms. Gail S. Cooper, General Counsel

- Government Code §54956.6
  Conference with General Counsel regarding existing litigation (one matter)

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

- Government Code §54957
  Public Employee Employment: Chief of Police

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

A. PLEDGE OF ALLEGIANCE

B. INTRODUCTIONS
   - RECOGNITION: Pasadena City College Tournament of Roses Honor Band

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

D. APPROVAL OF MINUTES
   Meeting No. 1, Regular Business Meeting and Annual Organizational Meeting, December 12, 2012

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

ACTION ITEMS

F. NOMINATIONS AND APPOINTMENT, CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD VACANCY: DISCUSSION WITH POSSIBLE ACTION.

G. RECEIPT OF SECOND QUARTERLY FINANCIAL STATUS REPORT, PASADENA CITY COLLEGE FY2012-2013: DISCUSSION WITH POSSIBLE ACTION.
INFORMATION AND DISCUSSION ITEMS (NO ACTION; DISCUSSION ONLY)

H. 2012 YEAR-END INSTITUTIONAL RESEARCH REPORT
   • EDUCATIONAL MASTER PLAN (EMP) REPORT CARD UPDATE
   • ACCOUNTABILITY REPORT OF CALIFORNIA COMMUNITY COLLEGES (ARCC) UPDATE
   • STRATEGIC ENROLLMENT MANAGEMENT (SEM) REPORT: SPRING 2013.

I. REVISION OF BOARD POLICY 5575, SMOKING ON CAMPUS

PRESIDENT'S REPORT

J. REPORT ON COLLEGE OPERATIONS AND INITIATIVES

ANNOUNCEMENTS

K. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

L. FUTURE BOARD MEETING DATES

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

   Wednesday, February 20, 2013
   Study Session
   6:00 P.M.

M. FUTURE AGENDA ITEMS

IV. ADJOURNMENT

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CONSENT ITEMS

14-I Approve Instructional Activity, Natural Sciences Division, Environmental STEM Grant

80-B Approve/Ratify Extension Instructors
81-B Approve Purchasing Transactions
82-B Approve Information Technology Purchasing Transactions
83-B Approve Professional Conference Attendance
84-B Approve Purchase Orders to Compuview
85-B Approve Purchase Order to Dell, Inc.
86-B Approve Purchase Order to Verizon Select Services, Inc.
87-B Approve Budget Augmentation
88-B Reporting and Approval of Revolving Fund Reimbursement
89-B Approve/Ratify/Amend/Renew Contracts
90-B Receive and Reject Claim: Alfred W. Hutchings, Jr.
91-B Adoption of Resolution No. 499: Ratification of Sale and Leaseback Transaction with Winthrop Resources Corporation; per previously approved Consent Item 65-B of November 7, 2012
92-B Ratify Staff Development Activities
93-B Interfund Transfer
94-B Approve 2013-2014 Non-Resident Tuition Fee, Education Code Section 76140 and 76141

54-P Approve/Ratify Compensation for Academic Personnel
55-P Employment of Hourly Faculty, Spring 2013
56-P Approve/Ratify Employment and Change of Status of Academic Employees
57-P Change of Status of Classified Employee
58-P Employment, Changes and Separation of Classified Employees
59-P Employment of Hourly Unclassified Employees and Volunteers for Spring 2013
60-P Approval of Memorandum of Understanding (MOU) with the Pasadena City College Police Officers' Association (POA)
REPORT AND UPDATE ON LANCERPOINT, NEW AIS TAB G
Strengthening the Student Experience

Cynthia Olivo
Associate Dean, Counseling & Student Success Services

Joe Simoneschi
Executive Director, Business Services

Ted Fauce, Project Manager
Ellucian
Overview

Educational Master Plan (E & G)
Project 90 Goals and Objectives
## Dates of Implementations

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<tr>
<th>Module</th>
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</tr>
<tr>
<td>Luminis Portal</td>
<td>11/1/12</td>
<td>8/6/13</td>
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</table>
## Dates of Implementations

<table>
<thead>
<tr>
<th>Module</th>
<th>Impl Start Date</th>
<th>Live Date</th>
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<tr>
<td>DegreeWorks</td>
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<td>5/11/13</td>
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<td>Banner Relationship Management</td>
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<td>6/1/13</td>
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<td>Flex Reg</td>
<td>6/1/13</td>
<td>8/1/13</td>
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<td>UC4, Evisions</td>
<td>6/1/13</td>
<td>8/1/13</td>
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<tr>
<td>New Web Page (OmniUpdate)</td>
<td>12/15/12</td>
<td>8/15/13</td>
</tr>
</tbody>
</table>
Accomplishments

- Four training centers created

- Over 25 servers performing functions in a state-of-the-art environment

- Five million records migrated from “silo” systems into LancerPoint
  -- Migrations completed for Banner General, Catalog, Schedule, Faculty Assignments, Accounts Receivable, Academic History, and Financial Aid

- Fifty training sessions completed in four major areas of the college: Student Services, Instruction, Administration, and ITS (& will continue)
Spring 2013 Milestones

• February 28, 2013: New student applications accepted

• Mid March: Mock Registration with Students

• April 18, 2013: Registration dates available

• May 2013: Financial aid award packages ready for viewing and acceptance
LancerPoint Portal

- A better user experience for every member of our community
- A greater sense of community at PCC
- Effective, timely, and meaningful communication
Systems Integration: Benefit to Students

- **Student**
  - A&R, Financial Aid, Counseling & Support Programs

- **Instruction**
  - Enrollment Management & Catalog

- **Administration**
  - Human Resources, Fiscal, Purchasing, and IPRO

- **Information Technology**
  - Hardware, Software, Data Migration, Network & Portal
How do we continue to support LancerPoint?

Develop our Communication Team responsible for maintenance

- Website
- Print Media
- Portal Branding
- Social Media
- Internal & external campaigns for all constituent groups
- Video
- Outreach

What is needed?

- Hire Personnel
- Create Innovative Space
- Resources: Equipment, marketing budget, etc.
Outcomes

- Advocacy for students
- Help PCC meet its EMP goals
- Build campus community
LancerPoint Communication Team
Juan Gutierrez
Michael Ihrig
Brock Klein
Cynthia Olivo
Joe Simoneschi
Leslie Tirapelle
CONSENT ITEM TITLE: Approval of Student Travel - PCC Intervarsity Christian Fellowship
Avalon, CA March 2-5, 2013

Board Meeting Date: February 6, 2013

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

GROUP: PCC Intervarsity Christian Fellowship
NUMBER: 40 (38 Students and 2 Advisors)
DATE(S): March 2-5, 2013
TIME(S): Various
DESTINATION(S): Campus by the Sea
Gallagher's Cove
Avalon, CA 90704
EVENT: Campus by the Sea Christian Camp, Retreat and Training Center
TRANSPORTATION: Ground and Boat Transportation (Catalina Express)
ADVISOR(S): English Division Staff
NOT TO EXCEED: $8,400.00
EMP CODES: A2, E1

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2012-2013 Student Activity Fee and participants. Cost categories and amounts include: Registration fees, lodging, ground transportation, facility rental, and meals.

BACKGROUND: This activity involves travel to Catalina's Campus by the Sea. The southern California Region of Intervarsity Christian Fellowship hosts events at Campus by the Sea for college students and faculty each year. Students will meet their counterparts from colleges and universities throughout southern California and participate in workshops which will hone on their leadership development and skills.

Recommended for Approval:

[Signature]
Dean, Student Affairs

Approved by:

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

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President

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

CONSENT ITEM TITLE:
Approval of Student Travel -
PCC CLAVE Club
New York, NY February 15-17, 2013

Board Meeting Date: February 6, 2013

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

GROUP: PCC CLAVE Club
NUMBER: 14 (13 Students and 1 Advisor)
DATE(S): February 15-17, 2013
TIME(S): Various
DESTINATION(S): Hampton Inn Manhattan-SoHo
54 Watts Street
New York, NY 10013
EVENT: CLAVE Club New York Campus Tours
TRANSPORTATION: Airfare & Ground Transportation
ADVISOR(S): Counseling Staff
NOT TO EXCEED: $10,100.00
EMP CODES: D2, D3, E1

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2012-2013 Student Activity Fee and participants. Cost categories and amounts include: Airfare, lodging, ground transportation, and meals.

BACKGROUND: This activity involves travel to the city of New York. CLAVE will give students the opportunity to visit Columbia University, New York University, and Juilliard School of drama, dance, and music. This experience will be enriching to all participants because it will allow them to physically visit several New York Universities and encourage them explore their options of applying to four-year universities outside of California.

Recommended for Approval:

[Signature]
Dean, Student Affairs

Approved by:

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

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

[Signature]
Superintendent/President

(Requires two signatures)
Consent Item No. 13-S

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Student Travel - PCC CLAVE Club
San Francisco, CA March 5-10, 2013

Board Meeting Date: February 6, 2013

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

GROUP: PCC CLAVE Club
NUMBER: 25 (23 Students and 2 Advisors)
DATE(S): March 5-10, 2013
TIME(S): Various
DESTINATION(S): Embassy Suites San Francisco
250 Gateway Boulevard
South San Francisco, CA 94080
EVENT: CLAVE Club San Francisco Campus Tours
TRANSPORTATION: Ground Transportation
ADVISOR(S): Counseling Staff
NOT TO EXCEED: $11,215.00
EMP CODES: D2, D3, E1

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2012-2013 Student Activity Fee and participants. Cost categories and amounts include: lodging, ground transportation, and meals.

BACKGROUND: This activity involves travel to Northern California (primarily San Francisco). CLAVE will give students the opportunity to visit four-year universities in Northern California such as UC Berkeley, UC Davis, and Stanford. This experience will be enriching to all participants because it will allow them to physically visit several Northern California Universities and encourage them to apply.

Recommended for Approval:

Dean, Student Affairs

Approved by:

Senior Vice President/Assistant Superintendent, Academic and Student Affairs

Senior Vice President/Assistant Superintendent, Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

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

CONSENT ITEM TITLE: Approval of Student Travel -
PCC United Without Boundaries Club
Sacramento, CA March 2-9, 2013

Board Meeting Date: February 6, 2013

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

GROUP: PCC United Without Boundaries
NUMBER: 30 (27 Students and 3 Advisors)
DATE(S): March 2-9, 2013
TIME(S): Various
DESTINATION(S): Hampton Inn & Suites Sacramento-Airport-Natomas
3021 Advantage Way
Sacramento, CA 95834

The Lodge at Tiburon
1651 Tiburon Blvd.
Tiburon, CA 94920

EVENT: United Without Boundaries Northern California College Visits
TRANSPORTATION: Ground Transportation
ADVISOR(S): Social Science Staff
NOT TO EXCEED: $15,840.30
EMP CODES: D2, D3, E1

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2012-2013 Student Activity Fee and participants. Cost categories and amounts include: lodging, ground transportation, and meals.

BACKGROUND: This activity involves travel to Northern California. The United Without Boundaries Club will give students the opportunity to visit four-year universities in Northern California such UC Santa Cruz, Sacramento State, UC Davis, UC Berkeley, Sonoma State, & the State Capitol. This experience will be enriching to all participants because it will allow them to physically visit several Northern California Universities and encourage them to apply for admission once they are ready to transfer from PCC.

Recommended for Approval:

Dean, Student Affairs

Approved by:

Senior Vice President/Assistant Superintendent, Academic and Student Affairs
Senior Vice President/Assistant Superintendent, Business and College Services

(Requires two signatures)
CONSENT ITEM TITLE:
Approval of Student Travel - Ujima Club
San Diego, CA  March 3-5, 2013

Board Meeting Date:  February 6, 2013

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

GROUP:  Ujima Club
NUMBER:  45 (40 Students, 3 Advisors, 2 Bus Drivers)
DATES:  March 3-5, 2013
TIMES:  Various
DESTINATION:  University of San Diego and San Diego State University
San Diego, CA
EVENT:  Annual College Campus Tours
TRANSPORTATION:  District-arranged vehicles
ADVISOR(S):  Counseling Staff
NOT TO EXCEED:  $11,500.00
EMP:  A, E, A3, 1, A2, A3, E1

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

BACKGROUND:  Ujima students will participate in a campus tour, admission session, and financial aid session at each of the campuses. These resources and experiences enable the students to begin the process of exploring a university campus. This trip will increase the student's awareness of the different university campuses. Students will be exposed to the various majors, financial aid opportunities, study abroad experiences, and extracurricular activities offered by these institutions.

Recommended for Approval:

[Signature]
Dean, Student Affairs

Approved by:

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

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President

(Requires two signatures)
CONSENT ITEM TITLE:
Approval of Student Travel - ASPCC Lobby Committee
Sacramento, CA March 3-4, 2013

Board Meeting Date: February 6, 2013

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

GROUP: Associated Students of Pasadena City College (ASPCC) Lobby Committee
NUMBER: 13 (12 Students and 1 Advisor)
DATE(S): March 3-4, 2013
TIME(S): Various
DESTINATION(S): Holiday Inn Capitol Plaza and State Capitol Building
Sacramento, CA
EVENT: Sacramento Lobby Day
TRANSPORTATION: Air and shuttle
ADVISOR(S): Student Affairs Staff
NOT TO EXCEED: $10,150.00
EMP: A, A1, A2, I, and 110

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

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

Recommended for Approval:

Recommended for Approval:

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

(Required two Signatures)
Consent Item No. 15-1

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for Journalism 7A, 7B, 22, and 23, April 11-14, 2013

Board Meeting Date: February 6, 2013

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

GROUP: Journ 7A, 7B, 22, and 23 students
NUMBER: 20 students, 2 faculty
DATE: April 11-14, 2013
TIME: Depart: 04/11/13, 10:00 a.m.  
Return: 04/14/13, 6:00 p.m.
DESTINATION: Journalism Association of Community Colleges (JACC) State Convention, Doubletree Hotel, 2001 Point West Way, Sacramento, California
EVENT: Attend annual convention of Journalism Association of Community Colleges (JACC), including seminars, workshops, and competitions
TRANSPORTATION: Private automobiles
ADVISOR: Visual Arts and Media Studies: Warren Swil, Instructor; Rachel Fermi, Instructor.
NOT TO EXCEED: $10,110 (transportation - $1,450 [2 faculty roundtrip airfare @ $300 each and student gasoline reimbursement - $850, 5 vehicles @ $170 each]; lodging - $3,600 [8 rooms @ $150 each x 3 nights]; food - $660 [22 people @$10 per day x 3 days]; registration - $4,400 [22 people @$200 each]).
EMP: A2

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

FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 2012-13 Adopted Budget in the Journalism Trust and Agency account and Student Services Fund - Associated Students.

BACKGROUND: This instructional field trip is requested by the Division Dean, Visual Arts and Media Studies.

Recommended for Approval:

Dean, Visual Arts and Media Studies

Approved by:

Senior Vice President/Assistant Superintendent, Academic and Student Affairs
Senior Vice President/Assistant Superintendent, Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES

(Requires two signatures)
CONSENT ITEM TITLE: Approve Instructional Activity – Academic and Student Affairs College Diversity Initiative

Board Meeting Date: February 6, 2013

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Instructional activities as part of the Academic and Student Affairs College Diversity Initiative listed below:

FISCAL IMPLICATIONS: Funds for these activities are in the 2012-2013 Adopted budget in the funds indicated and charged to the cost center centers shown Academic and Student Affairs – 01-5210-1000-0000, and College Diversity Initiative – 01-5140-4005-0000.

APPROVE:

February 7 – 28, 2013 Academic and Student Affairs College and Diversity Initiative will organize for students, staff, faculty, and community members, round table dialogues, noon lectures, performances by professional artists, scholar-in-residence seminars, and field trips for Black History Month. Anticipated expenses not-to-exceed $12,500.00 for facilities, technicians, presenters, facilitators, audio/visual supplies, and duplicating, printing, approved travel related expenses, and refreshments. EMP A2; A3; B1

BACKGROUND: These activities are intended to meet the objectives of the Educational Master Plan and the Colleges' Institutional Core Values: An Appreciation of Diversity – "We recognize that a diverse community of learners enriches our educational environment."

Recommended for Approval:

[Signatures]

Senior Vice President/Assistant Superintendent, Academic and Student Affairs

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signatures]

Superintendent/President

(Requires two Signatures)
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Instructional activities as part of the Career and Technical Education Collaborative Core Grant below:

FISCAL IMPLICATIONS: Funds for these activities are in the 2012-2013 Adopted budget in the funds indicated and charged to the cost center centers shown Collaborative Core- 03-5210-5112-0000, 03-5210-5130-1011

APPROVE:

March 1 to March 31, 2013 Career Technical Education Collaborative Core will present seminars to train teachers and students in curricula and workplace skills. Workshops, job shadowing, internships, worksite visits, field trips, and guest speakers. Collaboration with schools and industry, for curriculum development and dissemination, to build knowledge of careers and career pathways. Anticipated expenses for, approximately 7-12 teachers, students, administrators, and counselors not-to-exceed $10,000.00 for materials, supplies and fees, technicians, presenters, supplies, refreshments, printing fees, AV, custodial fees, transportation, and other related expenses EMP D1.1D1.2,D2.1

April 1 to June 31, 2013 Career Technical Education Collaborative Core will present seminars to train teachers and students in curricula and workplace skills. Workshops, job shadowing, internships, worksite visits, field trips, and guest speakers. Collaboration with schools and industry, for curriculum development and dissemination, to build knowledge of careers and career pathways. Anticipated expenses for, approximately 7-12 teachers, students, administrators, and counselors not-to-exceed $8000.00 for materials, supplies and fees, technicians, presenters, supplies, refreshments, printing fees, AV, custodial fees, transportation, admission fees, and other related expenses EMP D1.1D1.2,D2.1

BACKGROUND: Educational partnerships Grant, to generate collaboration with schools and industry.

Recommended for Approval:

Dean, Career Technical Education

Approved by:

Senior Vice President/Assistant Superintendent, Academic and Student Affairs

Senior Vice President/Assistant Superintendent, Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two Signatures)
Consent Item No. 18-1

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Instructional Activity – Career and Technical Education Certificate Program Redesign seminar

Board Meeting Date: February 6, 2013

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Instructional activities as part of the Career and Technical Education Certificate Program Redesign Seminar listed below:

FISCAL IMPLICATIONS: Funds for these activities are in the 2012-2013 Adopted budget in the funds indicated and charged to the cost center centers shown. CTEA – Across All cost center 03-5210-5112-0000.

APPROVE:

February 8, 2013 – Career Technical Education Certificate Program Redesign Seminar conference will be comprised of workshops discussing CTEA funding opportunities, the importance of CTE programs meeting their program-specific core indicators, evaluating labor market information, pathway development, etc. The event, which will include approximately 60 representatives from CTE faculty, staff, and administration, is being held on campus. Through event CTE faculty will gather valuable information as to what is needed to meet college and state goals and how best to incorporate this into the individual programs to assist students to succeed in their respective field of study. Expenses not- to- exceed $3,000.00 for materials, refreshments, and miscellaneous meeting related expenses including pre-and post planning meetings’ expenditures, which may be incurred in support of this even, EMP: D4, K3.

BACKGROUND: Meeting local market needs serves both the community and provides the students with a better chance of success at program completion.

Recommended for Approval:

[Signature]
Dean, Career Technical Education

Approved by:

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

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President

(Requires two Signatures)
CONSENT ITEM TITLE: Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: February 6, 2013

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 $5,672.22.

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>
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<tbody>
<tr>
<td>01/07/13</td>
<td>20238395</td>
<td>$1,781.75</td>
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<td>01/09/13</td>
<td>20243736</td>
<td>$1,871.21</td>
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<td>01/15/13</td>
<td>20260823</td>
<td>$1,174.69</td>
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<td>01/17/13</td>
<td>20265997</td>
<td>$844.57</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$5,672.22</td>
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BACKGROUND: The Board of Trustees originally established the Revolving Fund by resolution in January 1971. Subsequent resolutions have been adopted by the Board in October 1977, October 1980 and November 1981. The current resolution authorizing the fund was adopted by the Board on November 5, 1981, Board Report 168-B. The amount of the fund is $30,000 entrusted to the Director of Fiscal Services.

Recommended for Approval:

Interim Director, Fiscal Services

Approved by:

Senior Vice President/Assistant Superintendent Business and College Services

Senior Vice President/Assistant Superintendent Academic and Student Affairs

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/ President

(Requires two signatures)
### REVOLVING FUND REIMBURSEMENT
#### FEBRUARY 2013 EXPENSE SUMMARY

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<td>$1,871.21</td>
<td>Supplies $1,826.21, Postage $45.00</td>
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<td>1/15/2013</td>
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<td>$1,174.69</td>
<td>Supplies $985.79, Postage $5.90, Lost key refund $65.00, Parking refund $118.00</td>
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<tr>
<td>1/17/2013</td>
<td>20265997</td>
<td>$844.57</td>
<td>Supplies $722.40, Conference $33.17, Parking fee refunds $43.00, Transcripts refunds $6.00, Course fee $40.00</td>
</tr>
</tbody>
</table>

**Grand Total:** $5,672.22
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the reimbursement of the Workers' Compensation Self-Insurance Fund bank account in the amount of $109,971.48. EMP: L

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBERS</th>
<th>AMOUNT</th>
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<td>20107976</td>
<td>$35,187.72</td>
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<td>20206338</td>
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<td>20206337</td>
<td>$25,602.05</td>
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<tr>
<td></td>
<td></td>
<td>$109,971.48</td>
</tr>
</tbody>
</table>

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

Recommended for Approval:

Interim Director, Fiscal Services

Approved by

Senior Vice President/Assistant Superintendent Business and College Services

Senior Vice President/Assistant Superintendent Academic and Student Affairs

(Requires two signatures)
CONSENT ITEM TITLE:
Approve Budget Augmentation

Board Meeting Date: February 6, 2013

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

FISCAL IMPLICATIONS:

EOPS&S/EVALUATION & ACCOUNTABILITY: EMP: I
2012-2013 Adopted Budget: Increase 2012-2013 Revised Budget
$48,930 $92,285 $141,215

STATE MATRICULATION: EMP: I
2012-2013 Adopted Budget: Increase 2012-2013 Revised Budget
$306,099 $575,000 $881,099

C/O 2013 COLLEGE ACCESS (UPWARD BOUND): EMP: D1
2012-2013 Adopted Budget: Increase 2012-2013 Revised Budget
$0 $220,000 $220,000

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

Recommended for Approval:

/\Does cab/
Interim Director, Fiscal Services

Approved by:

/\Wmke Mille\ /
Senior Vice President/Assistant Superintendent, Business and College Services

Senior Vice President/Assistant Superintendent, Academic and Student Affairs

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

/\Much to Ranke\ /
Superintendent/President

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

Board Meeting Date: February 6, 2013

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 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.

Recommended for Approval:

Executive Director, Business Services

Approved by:

Senior Vice President/Assistant Superintendent
Business and College Services

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

(Requires two signatures)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
# REVIEW OF TRANSACTIONS AND CONTRACTS

**PASADENA AREA COMMUNITY COLLEGE DISTRICT**

<table>
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<th>Contract Number</th>
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<td><strong>FUND 01 – UNRESTRICTED FUNDS</strong></td>
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<tr>
<td>Ratify</td>
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<tr>
<td>B-98286-3</td>
<td>Research and Planning Group for California Community Colleges (RP Group)</td>
<td>$25,000.00</td>
<td>To provide services for survey implementation of former students. EMP: K 1/01/13 thru 8/1/13</td>
<td>Student Access &amp; Success Initiative (SASI)</td>
<td>01-5820</td>
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<tr>
<td>B-98287-3</td>
<td>State of California Office of Administrative Hearings</td>
<td>Not-to-exceed $48,000.00</td>
<td>To provide services to conduct services as hearing officer on an as-needed basis. EMP: F 12/05/12 thru 12/05/17</td>
<td>Office of General Counsel</td>
<td>01-5820</td>
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<td>B-98173-3</td>
<td>The Piras Group</td>
<td>$169.00</td>
<td>To increase amount of agreement for additional leadership training for management, faculty and staff for an amount not-to-exceed $34,169.00. EMP: B1</td>
<td>Student &amp; Learning Services</td>
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<td><strong>FUND 03 – RESTRICTED FUNDS</strong></td>
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<td>Approve</td>
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<tr>
<td>B-98288-3</td>
<td>Study Smart Tutors</td>
<td>$6,600.00</td>
<td>To provide SAT/ACT preparation courses for Upward Bound and Upward Bound Math/Science students. EMP: D1 3/01/13 thru 5/31/13</td>
<td>Upward Bound Programs</td>
<td>03-5120</td>
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Consent Item No. 98-B
February 6, 2013
## REVIEW OF TRANSACTIONS AND CONTRACTS

### PASADENA AREA COMMUNITY COLLEGE DISTRICT

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<th>Contract Number</th>
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<th>Description of Articles or Services</th>
<th>Department</th>
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<td>B-98289-3</td>
<td>Satya Ma Wellness</td>
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<td>To provide personal development training for the Journey to Wellness Project. EMP: B, E 2/04/13 thru 6/30/13</td>
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<td>B-98241-3</td>
<td>OmniUpdate, Inc.</td>
<td>$800.00</td>
<td>To increase amount of agreement for approved travel-related expenses for an amount not-to-exceed $75,500.00 for first year. EMP: C</td>
<td>C/O Technology Upgrade</td>
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<td>B-98290-3</td>
<td>Wittry Association</td>
<td>$3,200.00</td>
<td>To provide electrical engineering services for new gas emergency generator for the Center for the Arts. EMP: L 2/07/12 thru 9/30/13</td>
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<td>B-96882-7</td>
<td>AC Martin</td>
<td>$274,490.00</td>
<td>To increase amount of agreement for additional architectural services for the Center for the Arts for an amount not-to-exceed $3,792,600.00. EMP: L</td>
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<td>B-98862-1</td>
<td>Geotechnologies, Inc.</td>
<td>$9,000.00</td>
<td>To increase amount of agreement for additional inspection and testing services for the Center for the Arts for an amount not-to-exceed $60,500.00. EMP: L</td>
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Consent Item No. 98-B
February 6, 2013
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Amend Consent Item No. 1-B, Approval of Organization for Academy Support Center, Cisco Networking, 2012-13 Fiscal Year

Board Meeting Date: February 6, 2013

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, amend Consent Item No. 1-B, approved on July 18, 2012, to include membership in the following organization:

Academy Support Center, Cisco Networking
Ohlone Community College District $500.00 EMP: B1, D1

FISCAL IMPLICATION: Funds for this purpose are budgeted in the 2012-2013 Budget in Object 5310, under Cost Center 1201 (Engineering & Technology).

BACKGROUND: Ohlone College Community College District is the Academy Support Center as it relates to Cisco Networking. Membership includes operational support to the District by training and setting up of classrooms, assisting with resources, tools and information as well as relaying critical operation communications from Cisco to the District.

Recommended for Approval:

[Signatures]

Executive Director, Business Services

Senior Vice President/Assistant Superintendent, Business and College Services

Senior Vice President/Assistant Superintendent, Academic and Student Affairs

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President

(Requires two Signatures)
Consent Item No. 100-B

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Ratify Staff Development Activities

Board Meeting Date: February 6, 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 Staff Development activities listed below:

Ratify

January 7, 2013 – August 31, 2013 – Professional Development Workshops at PCC and local venues related to the NSF-supported program InTeGrate: Interdisciplinary Teaching of Geoscience for a Sustainable Future. Anticipated expenses not-to-exceed $2,000.00 for materials, supplies, speakers, travel-related expenses, facilities and refreshments for approximately 10-15 participants per activity. Cost Center: 03-5210-5263-0000, NSF Grant. EMP: B1, B2

February 1, 2013 – August 31, 2013 – Professional Learning Workshops at PCC in support of the Student Access & Success Initiative Grant (SASI). Anticipated expenses not-to-exceed $6,000.00 for facilities, materials, supplies and refreshments for approximately 15-25 participants per activity. Cost Center: 01-5210-4219-3112. EMP: B1, B2

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

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

Recommended for Approval:

[Signature]
Executive Director, Business Services

Approved by:

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

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES.

[Signature]
Superintendent/President

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

CONSENT ITEM TITLE:
Receive and Reject Claim
Brenda Ibanez

Board Meeting Date: February 6, 2013

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, receive and reject the Claim for Damages as alleged by Brenda Ibanez.

FISCAL IMPLICATIONS: Ms. Ibanez's claim is in excess of $10,000.00. The District is self-insured and a member of the joint powers authority, Statewide Association of Community Colleges (SWACC) with a $50,000.00 member retained limit.

BACKGROUND: Ms. Ibanez is alleging intentional infliction of emotional distress, retaliation, defamation, HIPAA disclosure violations, and discrimination.

Recommended for Approval:

Executio Directo, Business Services

Approved by:
Senior Vice President/Assistant Superintendent Business and College Services
Senior Vice President/Assistant Superintendent Academic and Student Affairs

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES
Superintendent/ President

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

CONSENT ITEM TITLE:
Approve Purchasing Transactions

Board Meeting Date: February 6, 2013

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve purchasing transactions P13-01843 through P13-02063. EMP: L

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

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

Recommended for Approval:

Executive Director, Business Services

Approved by:

Senior Vice President/Assistant Superintendent Business and College Services

Senior Vice President/Assistant Superintendent Academic and Student Affairs

(Requires two signatures)
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* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
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<td>P13-01939</td>
<td>NICHOLS LUMBER AND HARDWARE</td>
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<td>HENRY SCHEIN INC.</td>
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<td>HEALTH SCI</td>
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<td>Dental supplies and equipment</td>
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<td>P13-02049</td>
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<td>OFFICE SUP. &amp; EQUIP.</td>
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<td>P13-02050</td>
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<td>P13-01846</td>
<td>BIO CORPORATION</td>
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<td>P13-01857</td>
<td>CAROLINA BIOLOGICAL SUPPLY CO</td>
<td>LABORATORY/BEAUTY SUP.</td>
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<td>P13-01884</td>
<td>AMAZON.COM</td>
<td>BOOKS</td>
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<td>P13-01908</td>
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<td>P13-01919</td>
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<td>LABORATORY/BEAUTY SUP.</td>
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<td>BIOPACK SYSTEMS, INC.</td>
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<td>P13-01854</td>
<td>SUNSET LADDER CO.</td>
<td>AUDIO/VISUAL SUP. &amp; EQUIP.</td>
<td>PERFORMING AND COMM ARTS</td>
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<td>P13-02040</td>
<td>FULL COMPASS SYSTEMS, LTD.</td>
<td>MUSIC SUP. &amp; INSTRUMENTS</td>
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<td>P13-02043</td>
<td>TOPANGA LUMBER AND HARDWARE CO.</td>
<td>THEATER/STAGE SUP. &amp; EQIU.</td>
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<td>P13-01896</td>
<td>SURVEILLANCE SYSTEMS INTEGRATION</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>POLICE</td>
<td>6,000.00</td>
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<td>P13-01911</td>
<td>* MARANATHA HIGH SCHOOL</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>STUD SVS</td>
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<td>P13-02042</td>
<td>AMERICAN COLLEGE HEALTH ASSOC.</td>
<td>MEMBERSHIP FEES</td>
<td>STUD SVS</td>
<td>1,019.00</td>
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</table>

* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
<table>
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<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total PO Amount</th>
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<td>P13-01988</td>
<td>* I-8 FOOD SERVICES</td>
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<td>FUND 33 CHILD DEVELOPMENT FUND</td>
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<td>REPAIRS</td>
<td>CHILDEV</td>
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<td>FUND 41 CAPITAL OUTLAY FUND</td>
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<td>P13-01952</td>
<td>INDUSTRIAL HYGIENE MANAGEMENT</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
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<td>P13-02062</td>
<td>* HORIZON MECHANICAL CONTRACTORS</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
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<td>Pool heater installation</td>
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<td>P13-02046</td>
<td>CUSTOM CRAFT FLOORING CONTRACTORS</td>
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<td>FUND 42 MEASURE P BUILDING FUND</td>
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<td>P13-01945</td>
<td>DIVISION OF STATE ARCHITECT</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
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<td>ACE WORLD WIDE</td>
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<td>FUND 59 IDENTITY SERVICES FUND</td>
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<td>P13-01961</td>
<td>S.O.S. SURVIVAL PRODUCTS</td>
<td>SAFETY &amp; FIRE SUP. &amp; EQUIP.</td>
<td>IDENTITY SERVICES</td>
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<td>FUND 62 PROPERTY DAMAGE AND PUBLIC LIABILITY SELF-INSURANCE FUND</td>
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<td>P13-01889</td>
<td>S.W.A.C.C.</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
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<td>Defense Reimbursement</td>
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<td>P13-01960</td>
<td>KEENAN &amp; ASSOCIATES</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>OFFICE OF GENERAL COUNSEL</td>
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<td>Cover self-insurance retention layer for cost associated with liability claims</td>
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<td>P13-00267</td>
<td>ARCO BUSINESS SOLUTIONS</td>
<td>INCREASE PO PER THE DEPT. POLICE</td>
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<td>P13-00671</td>
<td>PCC BOOKSTORE</td>
<td>INCREASE PO PER THE DEPT. COUNSEL</td>
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CONSENT ITEM TITLE:
Approve Information Technology Purchasing Transactions

Board Meeting Date: February 6, 2013

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Information Technology orders from purchasing transactions P13-01843 through P13-02063.

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

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

**Consent Item No. 103-8**  
February 6, 2013

**PO Number Vendor Name**

<table>
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<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total PO Amount</th>
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<tbody>
<tr>
<td>P13-01850</td>
<td>PATON GROUP</td>
<td>SOFTWARE Maintenance for Mastercam Education Suite</td>
<td>ENG/TECH</td>
<td>5,220.00</td>
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<tr>
<td>P13-01865</td>
<td>APPLE</td>
<td>COMPUTER SUP. Adapters and cables</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>628.93</td>
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<tr>
<td>P13-01901</td>
<td>OPTIMALOUTSOURCE</td>
<td>SERVICE FEES/PROFESSIONAL SVS Processing of up to 40,000 2012 Annual Student 1098-T Forms</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>12,775.00</td>
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<td>P13-01902</td>
<td>OPTIMALOUTSOURCE</td>
<td>SERVICE FEES/PROFESSIONAL SVS Prepaid postage for mailing of 2012 1098T Forms</td>
<td>INFORMATION TECHNOLOGY SVS</td>
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<td>P13-02059</td>
<td>SMARTDRAW SOFTWARE, LLC</td>
<td>SOFTWARE Smartdraw 2013 Annual Seat Business Edition and Smartshare Business License Renewal</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>1,079.10</td>
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<td>P13-01924</td>
<td>COMPVIEW</td>
<td>AUDIOVISUAL SUP. &amp; EQUIP. 14 Epson Lamp Modules</td>
<td>ITS ELECTRONIC SERVICES</td>
<td>6,135.68</td>
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<td>P13-01860</td>
<td>ECOTECH IMAGING</td>
<td>COMPUTER EQUIP. HP Laserjet Pro 300 Color Printer for Distance Education Offices in Rooms LL147 and LL148</td>
<td>ITV</td>
<td>502.82</td>
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<td>P13-01923</td>
<td>APPLE</td>
<td>COMPUTER EQUIP. Macbook Pro and iMac Systems for Jason Betrue and Chris Weisbart</td>
<td>ITV</td>
<td>4,694.95</td>
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<td>P13-01962</td>
<td>COMPUTERLAND OF SILICON VALLEY</td>
<td>SOFTWARE Adobe Font Folio Software for Publications</td>
<td>PUBLIC RELATIONS</td>
<td>512.00</td>
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<td>P13-01881</td>
<td>APPLE</td>
<td>COMPUTER EQUIP. iPad Mini 32GB for Melva Alvarez</td>
<td>TITLE V</td>
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<td>P13-01893</td>
<td>CDW GOVERNMENT, INC.</td>
<td>COMPUTER EQUIP. Three Epson Projectors</td>
<td>INFORMATION TECHNOLOGY SVS</td>
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<td>P13-01925</td>
<td>ABTECH SUPPORT</td>
<td>COMPUTER EQUIP. Meraki Enterprise Cloud Controller 5-year License</td>
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<td>P13-02036</td>
<td>CDW GOVERNMENT, INC.</td>
<td>COMPUTER SUP. 30 USB 2.0 Adapters</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>666.75</td>
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<td>P13-02058</td>
<td>CDW GOVERNMENT, INC.</td>
<td>COMPUTER SUP. 250 Kensington Clicksafe Computer Locks for Faculty Laptop Program</td>
<td>INFORMATION TECHNOLOGY SVS</td>
<td>8,771.23</td>
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**Total** 75,191.64

* 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 Professional Conference Attendance

Board Meeting Date: February 6, 2013

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

FUND 01 GENERAL FUND

APPROVE:

ATTENDEES: Geoffrey Baum, Hanna Israel, Jeanette Mann, Mark Rocha, William Thomson
LOCATION: Association of Community College Trustees National Legislative Summit, Washington, D.C.
DATES: February 11 – February 14, 2013*
PURPOSE: To help advance the federal legislative agenda
CHARGES: $2,478.00 each
COST CENTER: 01-5210-4100-0000
RECOMMENDED BY: Mark Rocha
EMP: B1

*February 10 – additional travel day

ATTENDEES: Derek Milne, Tracy Sachtjen
LOCATION: Community College Conference on Learning Assessment, Orlando, Florida
DATES: February 17 – February 19, 2013*
PURPOSE: Gain expertise in SLO assessment to apply in Anthropology and History
CHARGES: $2,009.63 each
COST CENTER: 01-5210-4219-3107
RECOMMENDED BY: Robert Miller
EMP: B1

*February 16 – additional travel day

Recommended for Approval:

[Signature]
Executive Director, Business Services

Approved by:

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

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

(Requires two signatures)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/ President
<table>
<thead>
<tr>
<th>ATTENDEE</th>
<th>LOCATION</th>
<th>DATES</th>
<th>PURPOSE</th>
<th>CHARGES</th>
<th>COST CENTER</th>
<th>RECOMMENDED BY</th>
<th>EMP</th>
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<tbody>
<tr>
<td>Robert Tirapelle</td>
<td>Red Hat System Administration III, San Diego, California</td>
<td>April 15 – April 19, 2013*</td>
<td>Red Hat is required to proceed with the AIS implementation</td>
<td>$4,007.49</td>
<td>01-5210-4700-0000</td>
<td>Robert Miller</td>
<td>C1.1, C1.2</td>
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<td>*April 14 – additional travel day</td>
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<tr>
<td>Berlinda Brown</td>
<td>American Association of Community Colleges 93rd Annual Convention, San Francisco, California</td>
<td>April 19 – April 23, 2013</td>
<td>Opportunity to network with professionals in fields of education, business industry and the government sector</td>
<td>$2,028.00</td>
<td>01-5210-4100-0000</td>
<td>Mark Rocha</td>
<td>B1</td>
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<td><strong>FUND 03 RESTRICTED GENERAL FUND (INCLUDING GRANTS)</strong></td>
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**APPROVE:**

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<th>LOCATION</th>
<th>DATES</th>
<th>PURPOSE</th>
<th>CHARGES</th>
<th>COST CENTER</th>
<th>RECOMMENDED BY</th>
<th>EMP</th>
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<tbody>
<tr>
<td>Lynn Wright, Katie Rodriguez, Dave Douglass, Martha House</td>
<td>General Education &amp; Assessment: A Sea Change in Student Learning, Boston Massachusetts</td>
<td>February 28 – March 2, 2013*</td>
<td>Professional Development conference with a focus on innovative student learning projects that we will consider as a part of our eSTEM grant work</td>
<td>$2,203.00 each</td>
<td>03-5210-5262-0000</td>
<td>Dr. Robert Bell</td>
<td>A3</td>
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<td>*February 27 – additional travel day</td>
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**ATTENDEES:** Carlos Altamirano, Jisun Lee, Deborah Bird, Lynn Wright, Dave Douglas
**LOCATION:** 2013 Higher Education Programs' Project Directors' Meeting, Washington, D.C.
**DATES:** March 26 – March 28, 2013*
**PURPOSE:** Discuss ideas and issues with ED Representatives and National Experts to help ensure long-term project sustainability
**CHARGES:** $2,128.00 for Altamirano, $2,600.00 each for Lee, Bird, Wright, and Douglass
**COST CENTERS:** 03-5210-5255-0000, 03-5210-5265-0000, 03-5210-5262-0000
**RECOMMENDED BY:** Dr. Robert Bell and Robert Miller
**EMP:** B2.1

*March 25 – additional travel day for Lee, Bird, Wright, and Douglass
March 25 and March 29 – additional travel days for Altamirano

**ATTENDEE:** Susan Briggs
**LOCATION:** TESOL 2013 International Convention and English Language Expo, Dallas, Texas
**DATES:** March 20 – March 23, 2013*
**PURPOSE:** The benefit will be to obtain current research and update pedagogy needed to create a viable program and then share this information with the ESL Faculty.
**CHARGES:** $3,434.00
**COST CENTERS:** 03-5210-5208-0000
**RECOMMENDED BY:** Dr. Robert Bell
**EMP:** B1

*March 18 and March 24 – additional travel days

**ATTENDEES:** Melissa Harman, Veronica Jaramillo
**LOCATION:** 245th American Chemical Society National Meeting, New Orleans, Louisiana
**DATES:** April 7 – April 9, 2013*
**PURPOSE:** Learn about innovations in chemistry curriculum and pedagogy and mentor attending PCC chemistry students
**CHARGES:** $1,966.00 each
**COST CENTER:** 03-5210-5262-0000
**RECOMMENDED BY:** Dr. Robert Bell
**EMP:** B1

*April 6 – additional travel day

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

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

In accordance with District Procedure 5250.10, the requested trip has been recommended by the College President.
CONSENT ITEM TITLE: Approve/Ratify Compensation for Academic Personnel

Board Meeting Date: February 6, 2013

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the persons on the attached list to be employed in a special project as listed, approved for the College year 2012-13, unless otherwise indicated, or any portion thereof, as stated in the contract. The length of time of the employment and the assignment shall be determined by College need.

FISCAL IMPLICATIONS: Funds are budgeted in respective cost centers.

BACKGROUND: The assignment shall be determined by College need.

Recommended for Approval:

[Signature]
Executive Director, Human Resources

Approved by:

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

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

(Requires two signatures)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>SPECIAL PROJECT</th>
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<tbody>
<tr>
<td>Adler, Brian</td>
<td>2,000.00</td>
<td>SASI—support the development and implementation of Stretch Composition; coordinate adjunct professional learning and conduct research to share with department faculty, 01/2013 to 6/30/2013, EMP: A2, A3, B1 D2</td>
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<tr>
<td>Barsamian, Aram</td>
<td>150.00</td>
<td>Performing and Communication Arts—perform at the Music 10 Concert Hour Class, 01-24-13, EMP: A2, D2.4</td>
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<tr>
<td>Carlisi, Karen</td>
<td>100.00</td>
<td>Learning Assistance Center—provide two presentations for Tutor Training on the subject of &quot;Intercultural Communication.&quot; 04-04-13 to 04-05-13, EMP: E5</td>
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<tr>
<td>Castillo, Ricardo</td>
<td>100.00</td>
<td>Learning Assistance Center—provide two presentations for Tutor Training on the subject of &quot;Learning Disabilities.&quot; 03-21-13 to 03-22-13, EMP: E5</td>
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<td>Durst, Mary</td>
<td>300.00</td>
<td>Performing and Communication Arts—perform as a vocalist at the Music 10 Concert Hour Class, 01-31-13, EMP: A2, D2.4</td>
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<tr>
<td>Joyce, David</td>
<td>200.00</td>
<td>Performing and Communication Arts—perform as part of the World Music Ensemble at the Music 10 Concert Hour Class, 01-24-13, EMP: A2, D2.4</td>
</tr>
<tr>
<td>Kuroki, Mikage</td>
<td>3,000.00</td>
<td>SASI—support the development and implementation of Stretch Composition; coordinate full-time professional learning and conduct research to share with department faculty, 01/2013 to 6/30/2013, EMP: A2, A3, B1 D2</td>
</tr>
<tr>
<td>Ogden, Kirsten</td>
<td>200.00</td>
<td>SASI—serve on the planning committee for the General Education Colloquium to be held on 1-18-13; plan this full day faculty professional learning event; develop and conduct at least one workshop on the day of the event, 12-15-12 to 1-18-13, EMP: B1, B2.1</td>
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<tr>
<td>Panella, Amy C.</td>
<td>100.00</td>
<td>Learning Assistance Center—provide two presentations for Tutor Training on the subject of &quot;Listening and Communication Skills,&quot; 02-21-13 to 02-22-13, EMP: E5</td>
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<td>Panella, Amy C.</td>
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<td>SASI—serve on the planning committee for the General Education Colloquium to be held on 1-18-13; plan this full day faculty professional learning event; develop and conduct at least one workshop on the day of the event, 12-15-12 to 1-18-13, EMP: B1, B2.1</td>
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<td>Pedrini, Jamie</td>
<td>300.00</td>
<td>Performing and Communication Arts—perform as part of the Los Angeles Woodwind quartet at the Music 10 Concert Hour Class, 01-17-13, EMP: A2, D2.4</td>
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<td>Peron, Joseph</td>
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<td>Rose, Shelagh</td>
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<td>Ansari, Ali</td>
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<td>Hogan, Monika</td>
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<td>Sepikas, John</td>
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<td>Career and Technical Education—JPL Extern, primary objective is to gain experience and conduct research in the use of NASA's massively parallel super computer to enable advanced research in mathematics and astrophysics and to bring those skills to honors and other courses at PCC, 4-1-13 to 6-30-13 EMP: B1.2, B2.1, 03-1420-5125-0000, 03-1420-5262-0000</td>
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<td>Swelimeh, Khuloud</td>
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<td>Natural Sciences eSTEM Grant—supplemental instruction oversight for chemistry 1A classes, chemistry 2A/2B COP redesign lead, and Nano and chemistry 1A/1B COP participation, 02-07-13 to 05-03-13, EMP: B1</td>
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<td>Natural Sciences eSTEM Grant—STEM center supervision, retreats, and other activities occurring beyond traditional contract work hours, 02-07-13 to 05-03-13, EMP: B1 03-1420-5262-0000</td>
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</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Employment of Hourly Faculty, Spring 2013

Board Meeting Date: February 6, 2013

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

FUND 01

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
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<tr>
<td>Garcia, Albert</td>
<td>Adjunct Faculty</td>
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<td>Engineering and Technology</td>
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<td>Hughes, Casey</td>
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<td>Visual Arts and Media Studies</td>
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<tr>
<td>Lopez, Alfonso</td>
<td>Adjunct Faculty</td>
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<td>Natural Sciences</td>
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</tbody>
</table>

FISCAL IMPLICATIONS: Funds are budgeted in respective cost centers.

BACKGROUND: The assignment shall be determined by College need.

Recommended for Approval:

Executive Director, Human Resources

Approved by:

Senior Vice President/Assistant Superintendent, Academic and Student Affairs

Superintendent/President

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

CONSENT ITEM TITLE:
Employment of Hourly Unclassified Employees and Volunteers for Spring 2013

Board Meeting Date: February 6, 2013

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

FISCAL IMPLICATIONS: Funds are budgeted in respective cost centers.

BACKGROUND: The assignment shall be determined by College need.
<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
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<tbody>
<tr>
<td>Aldana, Jesus</td>
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<tr>
<td>Araujo, Rebecca</td>
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<td>Carmody, Angela M</td>
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<td>Carpio, Leslie</td>
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<td>Dang, Anvi K</td>
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<td>Dorian, Ronny</td>
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**FUND 03**

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<td>03-2311-5334-0000 EMP: A-3</td>
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<tr>
<td>Valenzuela, Jason A</td>
<td>Student Worker</td>
<td>Scholarships/Financial Aid</td>
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<tr>
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<td>03-2311-1554-1000 EMP: E-5</td>
</tr>
<tr>
<td>Wang, Laura</td>
<td>Student Worker</td>
<td>Career &amp; Technical Education</td>
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<td>03-2311-5112-0000 EMP: A-2</td>
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<tr>
<td>Zamora, Maria</td>
<td>Student Worker</td>
<td>Scholarships/Financial Aid</td>
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<td>03-2311-5314-1247 EMP: E-5</td>
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<tr>
<td>Zanfardino, Oliva</td>
<td>College Assistant</td>
<td>Natural Sciences</td>
</tr>
<tr>
<td></td>
<td></td>
<td>03-2312-5262-0000 EMP: SSAA3: E-1</td>
</tr>
<tr>
<td>Zhong, Ruijing</td>
<td>Student Worker</td>
<td>Learning Assistance Center</td>
</tr>
<tr>
<td></td>
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<td>03-2311-2700-0000 EMP: E-5</td>
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</table>

**FUND 33**
<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>DIVISION/DEPARTMENT</th>
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</thead>
<tbody>
<tr>
<td>Varrios, Jocelyn S</td>
<td>College Assistant</td>
<td>Social Sciences (Child Development Center)</td>
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<td>33-2312-5228-0000</td>
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<td>33-2312-5232-0000 EMP: A3.1</td>
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<tr>
<td>Law, Erica</td>
<td>Volunteer</td>
<td>Natural Sciences</td>
</tr>
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<td>No Labor Distribution EMP: A3.1</td>
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<tr>
<td>Sainz, Elvira</td>
<td>Volunteer</td>
<td>Community Education Center (LAC)</td>
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<td>No Labor Distribution EMP: A3.1</td>
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<td>Zhao, Xiaomin</td>
<td>Volunteer</td>
<td>Community Education Center (ESL)</td>
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<td>No Labor Distribution EMP: 2</td>
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</tbody>
</table>
Consent Item No. 65-P

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Separation of Academic Employee

Board Meeting Date: February 6, 2013

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

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT/DIVISION</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mata, Nicholas Coordinator</td>
<td>M-7</td>
<td>Resignation</td>
<td>02/08/13</td>
</tr>
<tr>
<td>Student Support Services Program</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Program for Academic Support Services (PASS)</td>
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<td></td>
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</tbody>
</table>

FISCAL IMPLICATIONS: None.

BACKGROUND: Routine personnel transactions.

Recommended for Approval:

Executive Director, Human Resources

Approved by:

Senior Vice President/Assistant Superintendent, Academic and Student Affairs

Senior Vice President/Assistant Superintendent, Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)
RECOMMENDATION: It is recommended that the Board of Trustees of the Pasadena Area Community College District of Los Angeles County, California grant the following Sabbatical Leaves during the 2013-2014 academic year. EMP: B2.1

<table>
<thead>
<tr>
<th>NAME</th>
<th>SABBATICAL DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ara, Pilar</td>
<td><strong>TRAVEL:</strong> Live in Barcelona, study Catalan and travel throughout Spain. This will provide the opportunity to learn different teaching techniques and offer fresh approaches and ideas. It will enrich students' knowledge of the country and its culture, as seen through sites, customs and celebrations.</td>
</tr>
<tr>
<td>Bonilla, Martha</td>
<td><strong>RESEARCH:</strong> Complete dissertation in &quot;Mapping Cultural Imperialism or the Roman Empire&quot;. The research informs pedagogical strategies that are applied in composition courses particularly when teaching students to research, summarize and utilize the work of others in projects to support written communication and expand their ideas. Research will be conducted at the University of Oklahoma.</td>
</tr>
<tr>
<td>Burruss, Laurie</td>
<td><strong>RESEARCH:</strong> Explore the interface between digital media and learning digital literacy and its impact on learning in education. Focus on the culture of learning when transformed through mobile technology communications and applications (teaching with the iPad/tablet). Research will be conducted at the New Media Consortium in Austin, TX; Lynda.com in Ventura; Entertainment Economy Institute, National University and EDGE in Los Angeles.</td>
</tr>
</tbody>
</table>

Recommended for Approval:

Executive Director, Human Resources

Approved by:

Senior Vice President/Assistant Superintendent, Academic and Student Affairs

Senior Vice President/Assistant Superintendent, Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)
<table>
<thead>
<tr>
<th>NAME</th>
<th>SABBATICAL DESCRIPTION</th>
</tr>
</thead>
</table>
| D'Orange Martin, Patricia  
Counseling  
Year | **TRAVEL:** Visit colleges that provide veterans’ programs and services that have been successfully funded through grants and begin to develop a similar model in an effort to attain grant funding for PCC and to develop sustainable that address veterans’ issues and increase retention, graduation and transfer for student veterans. Also visit Transition Programs (TAPS) on military bases. |
| Encinas, Jorge  
Mathematics  
Year | **STUDY:** Take classes at CSUN through the SED Curriculum and Instruction Master’s degree program. These classes will enhance technological abilities in order to make instructional use of the different media resources in the classroom which would enhance the mathematics content prescribed in the curriculum. |
| Goguen, Krista  
Library  
Year | **STUDY:** Pursue a Master’s of Arts Degree in Education: Option in Educational Technology and Leadership at CSULA. The coursework for this degree will help in becoming a more effective library instructor, online teacher and developer of online instructional materials. |
| Jang, Lindsey  
Visual Arts and Media Studies  
Year | **RESEARCH:** Explore methods of delivering, promoting and marketing cinematic projects and services digitally and internet based. Employ the research in a filmmaking project, a “webisode” or “webisode series” that will be designed for viewing and distribution through the internet’s world wide web. |
| Wu, Xiu-Zhi  
Languages  
Year | **RESEARCH:** Explore solutions to a range of challenges which affect students learning Chinese at all levels of proficiency. The proposed project is “Ambiguity and Interpretations of Nouns and Pronouns in Chinese: Problems for Second-Language Learners of Chinese”. Research will be conducted at USC. |

**FISCAL IMPLICATIONS:** Faculty approved for sabbatical leaves are compensated at the rate of seventy-five percent of their monthly salary, plus benefits. Additional fiscal implications would include any costs associated with the payment of adjunct faculty assigned to cover classes normally taught by staff approved for sabbaticals.

**BACKGROUND:** Pursuant to the terms of the collective bargaining agreement (CBA) between the PACCD and the PCC FA, the Board of Trustees may grant sabbatical leaves for purposes of professional study, research and/or travel. Specifically, the CBA allows for the funding of up to two percent of the full-time equivalent of faculty in the unit. As required, the Sabbatical Leave Advisory Committee, composed of five members, three of which are elected by the Academic Senate Board and two of which are designated by Administration, reviewed, ranked and recommended to the President/CEO that the above request be approved.
CONSENT ITEM TITLE:
Employment, Transfer and Changes of Classified Employees

Board Meeting Date: February 6, 2013

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>EMP</th>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>RANGE &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
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<tbody>
<tr>
<td>EMP</td>
<td>Employment</td>
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<tr>
<td></td>
<td>Garcia, Elizabeth</td>
<td>46A</td>
<td>100% - 12 mo.</td>
<td>02/07/13</td>
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<tr>
<td></td>
<td>Financial Aid Interviewer</td>
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<tr>
<td></td>
<td>Scholarships/Financial Aid</td>
<td></td>
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<tr>
<td></td>
<td>Replacing: Alice Araiza</td>
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<tr>
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<td>01-2130-2500-0000</td>
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<tr>
<td>EMP</td>
<td>TRANSFER</td>
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<tr>
<td></td>
<td>Lutter, Corinne</td>
<td>35F</td>
<td>100% - 12 mo.</td>
<td>02/22/13</td>
</tr>
<tr>
<td></td>
<td>From: Intermediate Account Clerk I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>To: Intermediate Account Clerk III</td>
<td>39E</td>
<td>100% - 12 mo.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Replacing: Conna Bain</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>01-2130-3200-0000</td>
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<tr>
<td></td>
<td>Under Article 15 of the ISSU contract</td>
<td></td>
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</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Funds are budgeted in respective cost centers.

BACKGROUND: Routine personnel transactions.

Recommended for Approval:

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

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

(Required two Signatures)
CHANGES

Clingerman, Dawn
From: College Assistant V 8A
To: Substitute, Intermediate Clerk II 36A
DSP&S

03-2130-5318-0000

Flores, Alfonso
From: College Assistant VII 11A
To: Substitute, Athletic Trainer 50A
DSP&S

01-2130-1602-000

* Pursuant to Article 15 of the ISSU contract