NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, December 18, 2013

6:00 P.M. OPEN SESSION
8:00 P.M. CLOSED SESSION

MEETING NO. 1

ANNUAL ORGANIZATIONAL MEETING
AND
REGULAR BUSINESS MEETING

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

Enclosed is the Agenda for Meeting No. 1, the Annual Organizational Meeting and a Regular Business Meeting. The Open Session will begin at 6:00 P.M. with the Call to Order and Roll Call. Closed Session will follow at 8:00 P.M. The Board will meet in Creveling Lounge at Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.
AGENDA

Notice: Members of the public may request the opportunity to address the Board regarding any item on the agenda. To do so, please complete a “Request to Address the Board of Trustees” form and give it to the Board Secretary prior to the beginning of the meeting. No public comment cards will be accepted after the start of the meeting. Individual speakers are limited to five minutes; total audience participation on any agenda item is limited to thirty minutes.

I. OPEN SESSION (6:00 P.M.)

A. CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE
   • Led by Mr. Geoffrey L. Baum

B. INTRODUCTIONS AND RECOGNITIONS
   • Special Commendation and Recognition of Service of Mr. Geoffrey L. Baum, Vice President, California Community Colleges Board of Governors and Pasadena Area Community College District Trustee, Area 1, 2001-2013
   • Recognition of Dr. Lisa Sugimoto, 12th President of Pasadena City College
   • Introduction of Ms. Sarah Hansen, PCC Student and 2014 Tournament of Roses Princess, and the Royal Court

RECESS OF MEETING
There will be a brief recess for a reception in honor of those the Board has recognized.

C. CONVENE ANNUAL ORGANIZATIONAL MEETING

D. ADMINISTRATION OF OATH OF OFFICE - JOHN CHIANG, CALIFORNIA STATE CONTROLLER
   • Berlinda Brown, Area 3, Board of Trustees
   • Anthony R. Fellow, Area 7, Board of Trustees
   • Ross S. Selvidge, Area 1, Board of Trustees
   • Linda S. Wah, Area 5, Board of Trustees

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

F. CERTIFICATION OF SIGNATURES

G. SETTING DAY AND TIME OF REGULAR MEETINGS FOR 2014, AND RETREATS
H. BOARD OF TRUSTEE COMMITTEES AND REPRESENTATIVES:
Los Angeles County Committee on School District Organization
Los Angeles County School Trustees’ Association
Community College League of California
PCC Foundation representative
Measure P Committee representative
Audit Committee
Legislative Advocacy Committee
Accreditation/Board Policy Review Committee
KPCC Oversight Committee

I. ADJOURN ANNUAL ORGANIZATIONAL MEETING

II. CONVENE REGULAR BUSINESS MEETING No. 1 (7:00 P.M.)

J. INTRODUCTIONS AND RECOGNITIONS
- Tony Barbone, Athletic Director
- Dream Center (United Without Boundaries)

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

L. APPROVAL OF MINUTES
Meeting No. 19, Regular Business Meeting, November 6, 2013
Meeting No. 20, Study Session, November 20, 2013
Meeting No. 21, Special Meeting, December 4, 2013

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

ACTION ITEMS: RECOMMENDED FOR APPROVAL. DISCUSSION WITH POSSIBLE ACTION.

N. ADDITIONS AND DELETIONS TO THE CREDIT CURRICULUM

O. RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL PROPOSAL FOR NEGOTIATIONS FOR 2013-2016 PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE CALIFORNIA FEDERATION OF TEACHERS (PCC CFT)

INFORMATION ITEMS:

P. COMMENCEMENT COMMITTEE: NOMINATIONS FOR SPEAKER

SUPERINTENDENT-PRESIDENT’S REPORT

Q. REPORT ON COLLEGE OPERATIONS, INITIATIVES AND SHARED GOVERNANCE
- Financial Aid (requested by Student Trustee Fraser)
- Accreditation Self-Study Update
- Centennial Master Planning Process Update
- Search Authorization for Full Time Faculty for August 2014 Appointment
- 2014 Administrative Functions and Staffing (Board of Trustees)

ANNOUNCEMENTS

R. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES
S. FUTURE BOARD MEETING DATES

Friday, January 10, 2014
9:00 A.M. Retreat

Wednesday, January 15, 2014
6:00 P.M. Regular Business Meeting. Creveling.

Wednesday, February 5, 2014
6:00 P.M. Regular Business Meeting. Creveling.

T. FUTURE AGENDA ITEMS

III. CLOSED SESSION

PUBLIC COMMENT ON CLOSED SESSION ITEMS

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

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

Government Code §54957 Public Employee Appointments: TRIO Program Coordinator
(Math/Science Upward Bound); Director, Technical Services, Information Technology

IV. ADJOURNMENT

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

7-S Approval of Student Travel – ASPCC Lobby Committee, Sacramento, CA, January 26-27, 2014
16-I Approve Extension Independent Contractors/Instructors
66-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation
67-B Approve Budget Augmentation
68-B Approve/Ratify/Amend/Renew Contracts
69-B Approve Purchasing Transactions
70-B Approve Information Technology Purchasing Transactions
71-B Approve/Ratify Professional Conference Attendance
72-B Approve Resolution No. 516 for Sole Source Declaration and Ratify Approval of Purchase Order to Nano Science Instruments
73-B Approve Contract to Hewlett Packard for Print Management Services
74-B Amend Consent Item No. 620B, Award Bid 900: District Miscellaneous Remodeling Projects, Time and Material
75-B Approve Purchase Order to Digital Networks Group
76-B Approve Purchase Order to Canon USA Inc.
77-B Approve Purchase Order to NE Systems Incorporated
78-B Award Bid 899: Paving Repairs
79-B Award Bid 902: Measure P – Miscellaneous Remodeling, Time and Material
51-P Approve/Ratify Compensation for Academic Personnel
52-P Employment of Hourly Faculty, 2013-2014
53-P Employment of Hourly Unclassified Employees, College Assistants and Volunteers for 2013-2014
54-P Employment of Hourly Unclassified Employees, Student Workers for 2013-2014
55-P Approve/Ratify Change of Status and Separation of Academic Employees
56-P Employment, Change of Status and Separations of Classified Employees
57-P Ratification of Tentative Agreement with the Pasadena City College Instructional Support Services Unit – California Federation of Teachers (ISSU-CFT, Local 6525)
58-P Appointment of Classified Administrators (2) – CLOSED SESSION
Meeting No. 19
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 19 on Wednesday, November 6, 2013, in Pasadena City College, Circadian room, 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL
The meeting was called to order at 6:02 p.m. by Dr. Fellow, Vice President.

ROLL CALL
Trustees Present
Dr. Anthony Fellow, Vice President
Ms. Berlinda Brown, Clerk
Mr. Geoffrey L. Baum (arrived at 6:07 p.m.)
Dr. Jeanette Mann
Mr. William Thomson
Ms. Linda Wah
Mr. Simon Fraser, Student Trustee

Trustee Excused
Mr. John Martin, President

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

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

The Management Association was represented by Dr. David Douglass.
The Academic Senate was represented by Mr. Eduardo A. Cairó.
The Classified Senate was represented by Mr. Carlos Altamirano.
The Associated Students Board was represented by Mr. Jordyn Orozco.

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

Dr. Fellow adjourned the Board to Closed Session at 6:03 p.m.
II. CLOSED SESSION

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

Government Code §54956.9(a) Conference with General Counsel regarding Pending Litigation (Two matters)

Government Code §54957 Public Employee Appointment: Athletic Director, Kinesiology

III. OPEN SESSION

Dr. Fellow reconvened Open Session at 7:02 p.m. Dr. Fellow reported that no action was taken in Closed Session.

A. PLEDGE OF ALLEGIANCE

Mr. Baum led the Pledge of Allegiance.

B. APPROVAL OF MINUTES

Meeting No. 17, Regular Business Meeting, October 2, 2013
Meeting No. 18, Study Session, October 16, 2013

MOTION: ON MOTION OF Ms. Brown and seconded by Mr. Baum, the Board voted by unanimous vote of the six members present to approve the Minutes of Meeting No. 17, Regular Business Meeting, October 2, 2013. Advisory Vote: Aye

MOTION: ON MOTION OF Mr. Fraser and seconded by Ms. Wah, the Board voted by unanimous vote of five of the six members present to approve the Minutes of Meeting No. 18, Study Session, October 16, 2013. Dr. Mann abstained. Advisory Vote: Aye

C. INTRODUCTIONS AND RECOGNITIONS

- Dr. Ross Selvidge, trustee elect for Area 1
- Mr. Chris Chahinian, Chair, Armenian Community Coalition
- Swearing in of Officer Don Norek and Dispatcher Lizette Jimenez
- Two students at the Child Development Center were involved in a car accident last weekend
- Dr. Bell had surgery on Friday a week ago which was a complete success

D. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

E. APPROVAL OF CONSENT ITEMS

Consent Item 14-I was revised.

MOTION: ON MOTION OF Dr. Mann and seconded by Ms. Wah, the Board voted by unanimous vote of the six members present to approve Consent Items 6-S, 14-I through 15-I, 47-B through
F. AUTHORIZATION TO TRANSMIT FIRST QUARTERLY FINANCIAL STATUS REPORT

MOTION: ON MOTION OF Dr. Mann and seconded by Mr. Fraser, the Board voted by unanimous vote of the six members present to authorize the transmittal of the First Quarterly Financial Status Report.

Advisory Vote: Aye

G. ADOPT RESOLUTION No. 514 TO WITHDRAW MEMBERSHIP IN SCHOOLS EXCESS LIABILITY FUND

MOTION: ON MOTION OF Dr. Mann and seconded by Ms. Wah, the Board voted by unanimous vote of the six members present to approve the Adoption of Resolution No. 514 To Withdraw Membership In Schools Excess Liability Fund.

Advisory Vote: Aye

H. ADDITIONS TO THE CREDIT CURRICULUM: TRANSFER DEGREES

MOTION: ON MOTION OF Mr. Baum and seconded by Mr. Fraser, the Board voted by unanimous vote of the six members present to approve the Additions to the Credit Curriculum: Transfer Degrees.

Advisory Vote: Aye

I. RECEIVE AND SET PUBLIC HEARING ON THE PROPOSAL FOR A COLLECTIVE BARGAINING AGREEMENT FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE FACULTY ASSOCIATION

There was public comment from Dan Haley.

MOTION: ON MOTION OF Dr. Mann and seconded by Ms. Brown, the Board voted by unanimous vote of the six members present to approve to Receive and Set Public Hearing for November 20, 2013 on the Proposal for a Collective Bargaining Agreement from the Pasadena Area Community College District to the Pasadena City College Faculty Association.

Advisory Vote: Aye

J. MEASURE P CLOSEOUT PROJECTS

MOTION: ON MOTION OF Mr. Fraser and seconded by Dr. Mann, the Board voted by five affirmative votes [Brown, Fellow, Mann, Thomson, Wah] and one negative vote [Baum] to approve the Measure P Recommended Projects for Completion.

Advisory Vote: Aye

K. INSTITUTIONAL RESEARCH REPORT AND UPDATE ON EMP AND STUDENT SUCCESS OUTCOMES

Crystal Kollross, Interim Director, Institutional Planning and Research, and Brock Klein, Interim Associate Dean, Teaching and Learning Center, presented the Institutional Research Report and Update on the Educational Master Plan and Student Success Outcomes.
L. LOS ANGELES COUNTY OFFICE OF EDUCATION and LOS ANGELES COUNTY SCHOOL TRUSTEES ASSOCIATION UPDATE (Wah)
Trustee Wah provided an update on LACOE and LACSTA.

M. INFORMATION TECHNOLOGY SERVICES UPDATE
Joseph Simoneschi, Executive Director, Business Services, presented an update on Information Technology Services.

N. REPORT ON COLLEGE OPERATIONS, INITIATIVES AND SHARED GOVERNANCE
The written reports of the assistant superintendents and on shared governance were included in the Board’s packets.

O. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

a. SHARED GOVERNANCE REPRESENTATIVES

Mr. Jordyn Orozco, Associated Students
- Attended Fall General Assembly meeting with Simon Fraser; Homecoming takes place this Saturday, with tailgate at 3pm and game at 7pm.

Mr. Carlos Altamirano, Classified Senate
- Reported that general fall meeting was held last week, more money raised for scholarships than in the past; working on Classified Senate Appreciation Week in May 2014; tomorrow is the annual Veterans’ Day ceremony at the Memorial Wall at noon; Monday PCC veterans will be honored at Pasadena City Hall; First Year Experience fall program is culminating with students presenting their posters to the entire campus, next Thursday the students will be in Creveling and the Quad.

Mr. Eduardo A. Cairo, Academic Senate
- Shared governance document is incorrect and incomplete; AS Board reaffirmed vote to boycott CAPM meetings and approved names of faculty on ad hoc president’s evaluation committee; questions have been asked of the administration regarding the SASI funds; AS wants the CAPM meetings documented; Town Hall meeting set for Tuesday, November 19th 7-8:30pm at the Altadena Library; wanted to ensure the Board understands that the relationship between the AS and District is at an all-time low.

Dr. David Douglass, Management Association
- Traveled to Washington DC with Juan Gutierrez, Erika Catanese and Cassidy Associates, the legislative group, had five meetings which were very productive; Management Association holiday reception is December 10th from 9-11am in Creveling.

b. BOARD OF TRUSTEES

Mr. William Thomson, Trustee
- On November 11th there will be a community gathering for Veterans’ Day at 10am outside City Hall, PCC pep band will be performing and Harold Martin will be the keynote speaker, over 800 plus veterans to be honored.
- Has had lots of experience with negotiations and unions, and never found that boycotting an event achieved a result. Hopefully better thoughts can be brought into the conversation and people can talk rationally and civilly.
Mr. Geoffrey Baum, Trustee  
- Participated as principal for a day at Rose City High School and the Center for Independent Studies, two alternative schools that really depend on PCC as a pathway - the schools shared concerns about outreach and access for counseling and other services.
- Made a presentation to the leadership of the Association for Independent California Colleges and Universities and underscored the student success initiative as well as associate degrees for transfer - associate degrees will be recognized as well articulated pathways for students to pursue.
- Wanted to recognize the other two candidates who ran for the school board who displayed uncommon commitment and courage in seeking an opportunity to serve: Dr. Dianne Philibosian and PCC student Mr. Alex Keledjian.

Dr. Jeanette Mann, Trustee  
- Served on an accreditation team for Grossmont College and a team for the Grossmont-Cuyamaca Community College District. Team commended the board, the college president and the chancellor. On a five person board they have had four new members elected, a new chancellor and a new president. The board was commended on setting a model of civility and trust for both colleges and is actively involved in the accreditation process. The board used in its self-evaluation the same process as was used in the process for the president and the chancellor, which included a self-evaluation, college evaluation and community evaluation.
- While in San Diego she was pleased to see an article about the PCC veterans' program in the paper. Visited a new library that the city of San Diego just opened, a library with a charter school on two floors. On Halloween she was at Learning Works for an ice cream social at noon, counselors from financial aid and outreach came over, students were interested in coming to PCC. Thanked PCC staff for coming over during their lunch hour.

Mr. Simon Fraser, Student Trustee  
- Wanted to clarify on the shared governance report that he is not part of shared governance for Associated Students. Attended Student Senate plenary session general assembly last weekend and attended California Community College Association of Student Trustees general meeting. Approved new plan to restructure organization. Instituting district membership fee of $250. Student Senate approved resolution to support reintroduction of student trustee legislation. Working with AS lobby group and will bring back what their plans are, looking at where we can align our agendas and move forward.

Dr. Anthony Fellow, Trustee  
- Congratulated his two colleagues who won by 100% of the vote.
- He is also a member of a faculty union which meets as a group and votes as a group and is civil to one another. He expects nothing less at this college.

P. FUTURE BOARD MEETING DATES

Wednesday, November 20, 2013  
Study Session: Legislative Town Hall Meeting

Wednesday, December 11, 2013  
6:00 P.M. Regular Business Meeting and Annual Organizational Meeting.
Wednesday, January 15, 2014
6:00 P.M. Regular Business Meeting.

Q. FUTURE AGENDA ITEMS
   There were no future agenda items.

IV. ADJOURNMENT
   Dr. Fellow adjourned meeting No. 19 at 9:09 p.m. in memory of Blanca Belman, a student
   at the Child Development Center, who passed away.
MOTIONS CARRIED AT MEETING NO. 19 – November 6, 2013

1. Approval of the Minutes of Meeting No. 17, Regular Business Meeting, October 2, 2013.

2. Approval of the Minutes of Meeting No. 18, Study Session, October 16, 2013.

3. Approval of Consent Items 6-S, 14-I through 15-I, 47-B through 65-B, and 43-P through 50-P.

4. Authorize the transmittal of the First Quarterly Financial Status Report.

5. Approval the Adoption of Resolution No. 514 To Withdraw Membership In Schools Excess Liability Fund.

6. Approval of the Additions to the Credit Curriculum: Transfer Degrees.


8. Approval of the Measure P Recommended Projects for Completion.

Submitted by:

Mark W. Rocha, Secretary
Board of Trustees
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 of Trustees" form and give it to the Board Secretary prior to the beginning of the meeting. No public comment cards will be accepted after the start of the meeting. 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)
Designated Negotiator: Ms. Gail S. Cooper, General Counsel

Government Code §54956.9(a) Conference with General Counsel regarding Pending Litigation (Two matters)

Government Code §54957 Public Employee Appointment: Athletic Director, Kinesiology

III. OPEN SESSION (7:00 P.M.)

A. PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

Meeting No. 17, Regular Business Meeting, October 2, 2013
Meeting No. 18, Study Session, October 16, 2013

C. INTRODUCTIONS AND RECOGNITIONS

- Mr. Chris Chahinian, Chair, Armenian Community Coalition
- Swearing in of Officer Don Norek and Dispatcher Lizette Jimenez

D. PUBLIC COMMENT ON NON-AGENDA ITEMS

The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda.

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

ACTION ITEMS: ALL ITEMS RECOMMENDED FOR APPROVAL. DISCUSSION WITH POSSIBLE ACTION.

F. AUTHORIZATION TO TRANSMIT FIRST QUARTERLY FINANCIAL STATUS REPORT
G. ADOPT RESOLUTION No. 514 TO WITHDRAW MEMBERSHIP IN SCHOOLS EXCESS LIABILITY FUND

H. ADDITIONS TO THE CREDIT CURRICULUM: TRANSFER DEGREES

I. RECEIVE AND SET PUBLIC HEARING ON THE PROPOSAL FOR A COLLECTIVE BARGAINING AGREEMENT FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE FACULTY ASSOCIATION

J. MEASURE P CLOSEOUT PROJECTS

INFORMATION ITEMS:

K. INSTITUTIONAL RESEARCH REPORT AND UPDATE ON EMP AND STUDENT SUCCESS OUTCOMES

L. LOS ANGELES COUNTY OFFICE OF EDUCATION and LOS ANGELES COUNTY SCHOOL TRUSTEES ASSOCIATION UPDATE (Wah)

M. INFORMATION TECHNOLOGY SERVICES UPDATE

SUPERINTENDENT-PRESIDENT'S REPORT

N. REPORT ON COLLEGE OPERATIONS, INITIATIVES AND SHARED GOVERNANCE

ANNOUNCEMENTS

O. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

P. FUTURE BOARD MEETING DATES

   Wednesday, November 20, 2013
   Study Session: Legislative Town Hall Meeting

   Wednesday, December 11, 2013
   6:00 P.M. Regular Business Meeting and Annual Organizational Meeting.

   Wednesday, January 15, 2014
   6:00 P.M. Regular Business Meeting.

Q. FUTURE AGENDA ITEMS

IV. ADJOURNMENT
CONSENT ITEMS

6-S Approval of Student Travel – PCC Veterans Club

Revised 14-I Approve/Ratify Staff Development Activities
15-I Ratify Grant Application, California Community College Common Assessment Initiative

47-B Approve/Ratify/Amend Contracts
48-B Receive and Reject Claim – Lorena Corona Romero
49-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation
50-B Reporting and Approval of Revolving Fund Reimbursement
51-B Amend Consent Item 1-B, Approval of Organizations for Membership, 2013-2014 Fiscal Year
52-B Approve Purchasing Transactions
53-B Approve Information Technology Purchasing Transactions
54-B Approve/Ratify Professional Conference Attendance
55-B Approve Change Orders, Measure P Project, Center for the Arts
56-B Authorization to Solicit Bids: Measure P, Time and Materials
57-B Ratify Authorization to Solicit Request for Qualifications: Three Conceptual Planning Architects for Centennial Facilities Master Plan Development
58-B Authorization to Solicit Bids: Repair Boiler, D-Building
59-B Approve Emergency Resolution No. 513, Ratify Award of Contract to H and E Elevator Service
60-B Award Bid 896: Audio Recording Studio, Installation, Furniture and Equipment
61-B Reject Bid 898: Paving Repairs
62-B Award Bid 900: District Miscellaneous Remodeling Projects, Time and Material
63-B Award Bid 901: Waterproofing District Buildings
64-B Adoption of Resolution No. 512, Ratify Agreement, Child Care and Development Services
65-B Amend Consent Item 18-B, Approve Mileage Authorization

43-P Approve/Ratify Compensation for Academic Personnel
44-P Employment of Hourly Faculty, 2013-2014
45-P Employment of Hourly Unclassified Employees and Volunteers for 2013-2014
46-P Approve/Ratify Change of Status, Leave of Absence and Separation of Academic Employees
47-P Salary Compensation Factors – Large Group Instruction, Amend Consent Item 25-P, August 21, 2013
48-P Salary Compensation Factors – Large Group Instruction
49-P Employment, Change of Status and Leaves of Classified Employees
50-P Appointment of Academic Administrator, Athletic Director (CLOSED SESSION)
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 20 on Wednesday, November 20, 2013, at Pasadena City College Community Education Center, Jack Scott Multipurpose Room, 3035 East Foothill Boulevard, Pasadena, California 91107.

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 (arrived at 6:09 p.m.)
   Dr. Jeanette Mann
   Ms. Linda Wah

   Trustees Excused
   Mr. William Thomson
   Mr. Simon Fraser, Student Trustee

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

   Mr. Martin adjourned the Board to Closed Session at 6:02 p.m.

II. CLOSED SESSION
   Government Code §54957.6
   Collective Bargaining (PCCFA)
   Designated Negotiator: Ms. Gail S. Cooper, General Counsel

III. OPEN SESSION
   Mr. Martin reconvened Open Session at 7:12 p.m. Mr. Martin reported that no action was taken in Closed Session.

   A. PLEDGE OF ALLEGIANCE
   Ms. Wah led the Pledge of Allegiance.

   Mr. Martin announced that the agenda items would be taken out of order.
C. INTRODUCTIONS AND REPORTS OF LEGISLATIVE REPRESENTATIVES

Senator Carol Liu (25th District)

Mr. Anthony Duarte, Field Representative, Congresswoman Judy Chu's office (27th District)

Mr. Gerald Phillips, Field Representative, Assemblymember Chris Holden's office (41st District)

Mr. Henry Lo, Senior Field Representative, Assemblymember Ed Chau's office (49th District)

B. PUBLIC COMMENT

There was public comment from Jordyn Orozco.

C. INTRODUCTIONS AND REPORTS OF LEGISLATIVE REPRESENTATIVES (cont.)

Mr. Jarrod R. DeGonia, Field, Legislative and Housing Deputy, Supervisor Michael D. Antonovich's office (5th District)

B. PUBLIC COMMENT (cont.)

There was public comment from Eduardo Cairó, F. Spencer Major, and Debra Cahill.

D. PUBLIC HEARING ON THE PROPOSAL FOR A COLLECTIVE BARGAINING AGREEMENT FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE FACULTY ASSOCIATION

Mr. Martin opened the public hearing. There was comment from Pat Rose, Mary Crook and Eduardo Cairó. Mr. Martin closed the public hearing.

E. RESOLUTION OF APPROVAL OF SERP MOU: PCC-CFT, CSEA, POA, MANAGEMENT ASSOCIATION, CONFIDENTIALS

MOTION: ON MOTION OF Dr. Mann and seconded by Dr. Fellow, the Board voted by unanimous vote of the six members present to approve Resolution No. 515 adopting Public Agency Retirement Services (PARS) Supplemental Employee Retirement Plan (SERP) Memoranda of Understanding: Instructional Services Support Unit-California Federal of Teachers (PCC-CFT), California School Employees Association (CSEA), Police Officers Association (POA), Management Association and Confidentials.

Advisory Vote: Absent

F. PUBLIC POLICY AND LEGISLATIVE ISSUES

• Report of Legislative Advocacy Committee, Dr. Jeanette Mann, Chair

G. AMONG OTHER POLICY AND LEGISLATIVE TOPICS:

• Adult Education
• Concurrent/Dual Enrollment Expansion
• BA Degree in Targeted Fields
• Transfer Credits for Veterans
H. FUTURE BOARD MEETINGS

**Wednesday, December 18, 2013**
6:00 P.M. Regular Business Meeting and Annual Organizational Meeting.

**Wednesday, January 15, 2014**
6:00 P.M. Regular Business Meeting.

IV. ADJOURNMENT

Mr. Martin adjourned Meeting No. 20 at 8:59 p.m.

Submitted by:

Mark W. Rocha, Secretary
Board of Trustees
1. Approval of Resolution No. 515 adopting Public Agency Retirement Services (PARS) Supplemental Employee Retirement Plan (SERP) Memoranda of Understanding: Instructional Services Support Unit-California Federal of Teachers (PCC-CFT), California School Employees Association (CSEA), Police Officers Association (POA), Management Association and Confidentials.
AGENDA

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

II. CLOSED SESSION

   - Collective Bargaining (PCCFA)
     - Designated Negotiator: Ms. Gail S. Cooper, General Counsel

   - Government Code §54957.6

III. OPEN SESSION (7:00 PM)

   A. PLEDGE OF ALLEGIANCE
   B. PUBLIC COMMENT (The Brown Act prohibits the Board from discussing or acting on any item not on the agenda).
   C. INTRODUCTIONS AND REPORTS OF LEGISLATIVE REPRESENTATIVES

   - Carol Liu, Senator, 25th District
   - Judy Chu, Congresswoman, 27th District
   - Chris Holden, Assemblymember, 41st District
   - Roger Hernandez, Assemblymember, 48th District
   - Ed Chau, Assemblymember, 49th District
   - Michael D. Antonovich, Supervisor, 5th District

ACTION ITEMS

D. PUBLIC HEARING ON THE PROPOSAL FOR A COLLECTIVE BARGAINING AGREEMENT FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE FACULTY ASSOCIATION
E. RESOLUTION OF APPROVAL OF SERP MOU: PCC-CFT, CSEA, POA, MANAGEMENT ASSOCIATION, CONFIDENTIALS

STUDY SESSION ITEMS
FOR DISCUSSION AND INFORMATION ONLY. NO ACTION WILL BE TAKEN.

F. PUBLIC POLICY AND LEGISLATIVE ISSUES
   • Report of Legislative Advocacy Committee, Dr. Jeanette Mann, Chair

G. AMONG OTHER POLICY AND LEGISLATIVE TOPICS:
   • Adult Education
   • Concurrent/Dual Enrollment Expansion
   • BA Degree in Targeted Fields
   • Transfer Credits for Veterans

H. FUTURE BOARD MEETINGS

   Wednesday, December 18, 2013
   6:00 P.M. Regular Business Meeting and Annual Organizational Meeting.

   Wednesday, January 15, 2014
   6:00 P.M. Regular Business Meeting.

IV. ADJOURNMENT

Pasadena City College and the Community Education Center 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.
Meeting No. 21
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Special Meeting No. 21 on Wednesday, December 4, 2013, in the Board Room at The University Club of Pasadena, 175 North Oakland Avenue, Pasadena, California 91101.

I. CALL TO ORDER, ROLL CALL
The meeting was called to order at 6:00 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

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

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

Mr. Martin adjourned the Board to Closed Session at 6:10 p.m.

II. CLOSED SESSION

Government Code §54956.9(a) Conference with Legal Counsel regarding Pending Litigation
(PCCFA v. PACCD, PERB Case No. LA-CE-5776-E)

III. ADJOURNMENT
Mr. Martin reconvened Open Session at 7:44 p.m. and stated that the Board in Closed Session acted to approve unanimously the authorization of the filing of an appeal on the matter of PCCFA v. PACCD, PERB Case No. LA-CE-5776-E. Mr. Martin adjourned Meeting No. 21 at 7:45 p.m.
Submitted by:

Mark W. Rocha, Secretary
Board of Trustees
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 of Trustees" form and give it to the Board Secretary prior to the beginning of the meeting. No public comment cards will be accepted after the start of the meeting. 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.)

A. PLEDGE OF ALLEGIANCE

II. CLOSED SESSION

Government Code §54956.9(a) Conference with Legal Counsel regarding Pending Litigation
(PCCFA v. PACCD, PERB Case No. LA-CE-5776-E)

III. ADJOURNMENT
CERTIFICATION OF SIGNATURES
     TAB F

SETTING DAY AND TIME OF REGULAR MEETINGS FOR 2014
     TAB G

ADDITIONS, CHANGES AND DELETIONS TO THE CREDIT CURRICULUM
     TAB N

RECEIVE AND SET PUBLIC HEARING PACCD TO PCC CFT
     TAB O

SUPERINTENDENT-PRESIDENT'S REPORT
Financial Aid; Accreditation; Centennial Master Plan; Faculty Hiring
     TAB Q
Board Agenda Item F: Authorize Annual Certification of Signatures

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

1. Board President, Board Vice President, and Board Clerk to sign contracts, warrants, and documents without limitation.
2. Mark W. Rocha, Superintendent/President, and Robert B. Miller, Senior Vice President and Assistant Superintendent, Business and College Services, to sign contracts, warrants/checks, and documents without limitation.
3. Mark W. Rocha, Superintendent/President, and Robert B. Miller, Senior Vice President and Assistant Superintendent, Business and College Services, to sign orders for salary payments and notices of employment.
4. Robert H. Bell, Senior Vice President and Assistant Superintendent, Academic and Student Affairs and Maria Descalzo, Interim Director, Fiscal Services, to sign warrants/checks.
5. In the extended absence of Robert B. Miller, Senior Vice President and Assistant Superintendent, Business and College Services, Joseph Simoneschi, Business Services, to sign contracts.

Background: College Districts are required by Sections 72000, 85232, and 85233 of the Education Code to certify signatures of the persons authorized to sign documents on behalf of the District.
BOARD OF TRUSTEES
PROPOSED ANNUAL CALENDAR OF MEETINGS
2014

JANUARY
1st Wed Spr Jan 1 DARK
2nd Fri Spr Jan 10 Retreat
3rd Wed Spr Jan 15 Regular Business Meeting

FEBRUARY
1st Wed Spr Feb 5 Regular Business Meeting
3rd Wed Spr Feb 19 Study Session

MARCH
1st Wed Spr Mar 5 Regular Business Meeting (spring break March 10-13)
3rd Wed Spr Mar 19 Study Session

APRIL
1st Wed Spr Apr 2 Joint Meeting with Associated Students
3rd Thurs Spr Apr 17 Joint Meeting with PUSD

MAY
1st Wed Spr May 7 Regular Business Meeting
3rd Wed Spr May 9 Commencement 2014

JUNE
1st Wed Sum Jun 4 Regular Business Meeting
3rd Wed Sum Jun 18 Study Session

JULY
1st Wed Sum Jul 2 DARK
3rd Wed Sum Jul 16 Regular Business Meeting

AUGUST
1st Wed Sum Aug 6 DARK
3rd Wed Sum Aug 20 Regular Business Meeting

SEPTEMBER
1st Wed Fall Sep 3 Regular Business Meeting
2nd Sat Fall Sep 13 Fall Retreat

OCTOBER
1st Wed Fall Oct 1 Regular Business Meeting
3rd Wed Fall Oct 15 Study Session
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Board Agenda Item N: Approval of Additions, Changes, and Deletions to the Credit and Noncredit Curriculum

Board Meeting: December 18, 2013

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

Fiscal Implications: None.

Background: The credit and noncredit course and program additions, deletions, and modifications have been approved by the Curriculum and Instruction Committee and have been recommended to the Vice President of Instruction for review.

Recommended for Approval:

Dean, Academic Affairs

Approved by:

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

Senior Vice President/Assistant Superintendent
Business and College Services

(REQUIRES THREE SIGNATURES)
ADDITIONS – Effective Summer 2014

Career Tech Education

DT 110 SUSTAINABLE TECHNOLOGIES
3 units
Introduction to the fundamentals of sustainable design and their technological application for emerging green careers using the LEED (Leadership in Energy and Environmental Design) green rating system framework. Analysis of principles, processes and materials in the built environment, manufacturing and related industries. Emphasis on collaboration, communication through design-centric problem solving. Total of 36 hours lecture and 72 hours laboratory.

Rationale
This proposal addresses the need for sustainability education for Design Technology specialists. The multidisciplinary field of sustainability science and technology is growing rapidly, creating an increasing number of new green occupations and challenging existing occupations to integrate sustainable technologies, processes, standards and practices into the design disciplines.

ENGR 018 INTRODUCTION TO NUMERICAL ANALYSIS
3 units
Prerequisite: Enrollment in or completion of Math 007A.
Introduction to numerical analysis, computational methods, computer programming, and problem solving using MATLAB. Provides a working knowledge of the computer as a tool to solve engineering and scientific problems. Understanding of programming and problem-solving allowing use of these tools and techniques to extend MATLAB knowledge. Total of 54 hours lecture.

Rationale
The proposed course addresses AS-T requirement for Engineering (Mech, Civil, Aero, Manuf.) model curriculum. It is an introductory course to numerical analysis which utilizes MATLAB programming to accomplish its outcomes. MATLAB is a high-level language and interactive environment for numerical computation, visualization, and programming. Using MATLAB, students can analyze data, develop algorithms, and create models and applications. The language, tools, and built-in math functions enable students to explore multiple approaches and reach a solution faster than traditional programming languages. MATLAB can be used for a range of applications, and more than a million engineers and scientists in academia and industry use MATLAB as technical computing language.

MACH 101 BEGINNING METALWORKING SKILLS
3 units
Beginning machine shop course focusing on operation, inspection, safety, and developing process plans for optimal metal removal. Introductory mill and lathe operations with layout work. Student lab fee may be applicable towards necessary materials. Total 36 hours lecture and 72 hours laboratory.

Rationale
The Machine Shop program is adopting current industry certification curriculum based on the National Institute of Metalworking Skills (NIMS). The Machining I certification by NIMS is a one year training of which MACH 101 will represent the first half of the curriculum. The machine shop program, in adopting NIMS, will set the foundation with two conventional metal removal courses (MACH 101 and MACH 102) and incorporating higher level Computer-Aided Manufacturing (CAM) topics in MIT 230 for the full extent of the updated program. The MACH 220A-L (7 courses) will be replaced by these four courses with the addition of math, computer graphics courses and manufacturing courses to fully update the program.
MACH 102 INTERMEDIATE METALWORKING
3 units
Prerequisite: Mach 101.
Intermediate machine shop course focusing on operation, inspection, safety, and developing process plans for optimal metal removal. Intermediate mill and lathe operations with basic Computer Numerical Control and Computer-Aided Manufacturing. Total 36 hours lecture and 72 hours laboratory.

Rationale
The Machine Shop program is adopting current industry certification curriculum based on the National Institute of Metalworking Skills (NIMS). The Machining I certification by NIMS is a one year training of which MACH 102 will represent the second half of the curriculum. The machine shop program, in adopting NIMS, will set the foundation with two conventional metal removal courses (MACH 101 and MACH 102) and incorporating higher level Computer-Aided Manufacturing (CAM) topics in MIT 230 for the full extent of the updated program. The MACH 220A-L (7 courses) will be replaced by these three courses with the addition of math, computer graphics courses and manufacturing courses to fully update the program.

MIT 101 INTRODUCTION TO ROBOTICS
4 units
Production of a complete electro-mechanical solution using industrial fabrication, Computer-Aided Design, electronics and programming to achieve an autonomous solution. Introduction to the field of manufacturing and industrial technologies for career exploration to entry level Industrial Technology Certificates of Achievement or Occupational Skills Certificates in the School of Career Technical Education. Total 27 hours lecture 144 hours laboratory.

Rationale
Current educational models for Career Technical Education courses are adopting a contextualized academic curriculum in a project-based approach with embedded career orientation to a general industry (subdiscipline) before addressing content specific to an occupation (field). MIT 101, Introduction to Robotics, is the first course of the new subdiscipline, Manufacturing and Industrial Technology, part of the general discipline, 09 Engineering Technology, which is designed to address the large manufacturing industry base in Los Angeles County (9% of jobs) with an introduction of 5 major fields (electronics, computer-aided design, machining, welding and programming) necessary for industrial occupations. The outcomes of the course are based on academic preparation, soft skills, and career orientation while fulfilling initial technical skills of the 5 major fields.

Health Sciences
DA 150 CLINICAL EXPERIENCE IN A SPECIALTY PRACTICE
0.5 units
ENROLLMENT LIMITATION: Enrollment in or completion of the Dental Assisting Program.
Designed to provide students with the required clinical hours associated with working in an orthodontic office or other specialty office under the instructors' supervision. Students will be required to attend an orientation and complete assigned hours in an approved clinical site. Total of 28 hours of clinical laboratory.

Rationale
Due to non-repeatable status with DA 200 B we needed to add clinical hours for the Orthodontic Assisting practical experience for state certification.
DA 160 COMPREHENSIVE DENTAL ASSISTING SKILLS AND TECHNIQUES
0.5 units
ENROLLMENT LIMITATION: Enrollment in or completion of the Dental Assisting Program.
Prepares the dental assistant with a comprehensive review of dental assisting functions, infection control standards, radiation safety, dental assisting and registered dental assisting duties. Practice and reinforcement of technical skills include but not limited to selected DA/RDA duties and functions. Total of 28 hours laboratory.

Rationale
Due to the lack of previous winter session, additional classroom time is needed for the students to prepare to take their national written and state written and practical exam following completion of the DA program.

PHCA 100 PERSONAL HEALTH CARE AIDE
2 units
ENROLLMENT LIMITATION: Completion of high school 10th grade; minimum age of 16.
Prepares students to provide or support activities of daily living, personal care, and homemaker services to elderly and disabled individuals needing assistance to remain safely and independently in their own home or in an assisted living facility. Topics include communication skills, maintenance of a healthy environment, procedures for emergencies, physical, emotional, and developmental characteristics of the patients served, personal hygiene, safe transfer techniques, and basic nutrition. Total of 108 hours laboratory.

Rationale
Personal Health Care Aides are an increasingly high demand entry level skilled health care provider. PHCA training is in response to the impending long-term care tsunami and addresses the critical need to prepare individuals in California to meet the projected demands for trained personal care aides and home care aides.

Languages
ESL 111 ACADEMIC READING FOR ESL
3 units
Prerequisite: One of the following: (1) Eligibility for ESL 033A; or (2) satisfactory reading placement assessment.
Essential college reading skills and strategies with an emphasis on comprehension, academic vocabulary, and reading fluency. Focus on literal and interpretive levels of narrative and expository texts. Attention to the relationship between cultural references and textual meaning. Total of 54 hours lecture.

Rationale
This course fills a gap in the existing ESL reading program. It incorporates reading, both academic and pleasure reading, in order to develop linguistic fluency and academic literacy.

SPAN 050 SPANISH AND LATIN AMERICAN CINEMA
3 units
Prerequisite: Eligibility for Engl 001A or placement based on assessment process.
Introductory study of Spanish and Latin-American films. The historical evolution of cinema as an art form, with emphasis on major themes, directors and movements, including recent developments in US Latino films. (Course conducted in English). Total of 54 hours lecture.

Rationale
This course is an essential addition to complete the Spanish curriculum at PCC. It is also a course that counts towards the AA-T in Spanish.
Visual, Media and Communication Arts
MUSC 076 OPERA PRODUCTION
2 units
ENROLLMENT LIMITATION: Audition.
Preparation, rehearsal and performance of a full opera production Total of 144 hours laboratory.

Rationale
There is a need to differentiate between participating in a full production of an opera (performing a complete operatic role) and the workshop experience of working on small excerpts from various operas. We currently offer a class called Opera Workshop which does not adequately describe the experience of performing in a full opera production.

TVR 004 BEGINNING SINGLE CAMERA PRODUCTION
3 units
Introduction to the theory, terminology, and techniques of single camera video production including producing and directing, content development, aesthetics, camera operation, portable lighting, video recorder operation, sound recording and basic editing techniques. Total of 36 hours lecture and 54 hours laboratory.

Rationale
This is a new course in basic, single camera production and post-production techniques. Much television and other digital media content is shot on location today. This course has been developed to address this particular production environment. In this course students will learn and practice the pre-production and production of on-location content in addition to basic editing techniques. It will be a foundation course that prepares students for further study in production and post-production. The course reflects C-ID approved content for inclusion in TVR's Film, Television, and Digital Media AA-T degree and will be included in a new foundational Certificate of Achievement currently under development.
CREDIT CURRICULUM

MODIFICATIONS – Effective Summer 2014

Career Tech Education

ACCT 010 BOOKKEEPING - ACCOUNTING
Updating SLOs, SPOs, CCOs, and updating Form D.

BUS 002 FINANCIAL MANAGEMENT → PERSONAL FINANCE
Change Course Title. Update course SLOs, SPOs, CCOs, and updating Form D.

BUS 011A BUSINESS COMMUNICATIONS
Update course to align with C-ID Descriptor. Add Prerequisite: ENGL 001A.

DT 100 DESIGN TECHNOLOGY
Update SLOs, SPOs, CCOs. Change Catalog Description:
Introduction to design technology processes through creative problem solving. Emphasis on critical thinking, communication and collaboration in an interdisciplinary environment. Integrated Math and English skills applied to introductory design projects across a range of creative technology based careers. Production using leading edge technologies, principles and practices. Total of 36 hours lecture and 72 hours laboratory.

EDT 008A ENGINEERING GRAPHICS → DT 008A INTRODUCTION TO DIGITAL DESIGN & FABRICATION
Change Acronym to DT 008A. Title change. Change Catalog Description:
Interdisciplinary Course: Design Technology, Engineering
Introduction to digital design and fabrication through the use of computer-aided design (CAD) and technical graphic production. Design centric projects with emphasis on problem solving, critical thinking, collaboration and communication across multiple industries, software and rapid prototyping technologies with an emphasis sustainable production methods. Integrated workflow processes including online resources, project management, sustainability and globalization. Career skills and portfolio development. May not be taken concurrently with or after Engr 002. Total of 36 hours lecture and 72 hours laboratory.
Transfer Credit: CSU; UC

EDT 008B MECHANICAL DESIGN → DT 008B INTERMEDIATE DIGITAL DESIGN AND FABRICATION
Change Acronym to DT 008B. Title change. Change Catalog Description:
Intermediate digital design and fabrication using computer-aided design (CAD) and technical graphic production standards. Design centric projects with emphasis on problem solving, critical thinking, collaboration and communication across multiple industries, software and rapid prototyping technologies. Integrated workflow processes including online resources, project management, sustainability and globalization. Career skills and portfolio development. Total of 36 hours lecture and 72 hours laboratory.
Transfer Credit: CSU
EDT 008C DESIGN ENGINEERING → DT 008C ADVANCED SYSTEMS DESIGN AND FABRICATION
Change Acronym to DT 008C. Title change. Change course in response to industry advances and curricula needs. Industry advances include new technological developments in software, rapid prototyping, workflow and design skills. The increased use of CAD and imaging software, cloud based information management and online resources, additive production techniques such as 3D scanning, 3D printing, laser and plasma cutting. Change Catalog Description:
Design, develop and manufacture of CAD parametric models and prototypes through design centric projects. Emphasis on problem solving, critical thinking, collaboration and communication in an interdisciplinary environment. Advanced material selection, product development, systems analysis and strength and motion analysis for sustainable production practices. Career skills and portfolio development. Total of 36 hours lecture and 108 hours laboratory.
Transfer Credit: CSU
Prerequisite changes: Remove Prerequisites EDT 140, EDT 230, EDT 240. Change EDT 008B to DT 008B. Add DT 110.

EDT 017 CONSTRUCTION DRAWING PRACTICES → DT 017 BUILDING CONSTRUCTION TECHNICAL GRAPHICS. Change Acronym to DT 017. Change title. Change SPOs, CCOs. Change Catalog Description:
Use of Computer-Aided Drafting (CAD) in the preparation of two and three dimensional Architectural/Engineering/Construction technical graphics and prototypes. Design centric projects with emphasis on problem solving, critical thinking, collaboration and communication across multiple industries, software and prototyping technologies. Integrated workflow processes including online resources, project management, sustainability and globalized communication. Career development includes presentation skills and portfolio development. Total of 36 hours lecture and 72 hours laboratory.
Transfer Credit: CSU
PREREQUISITE CHANGE to DT 017: Remove Prerequisite of EDT 008A.

EDT 114 BUILDING INFORMATION MODELING → DT 114 BUILDING INFORMATION MODELING DESIGN (BIM DESIGN). Increase units 3 → 4 units. Change title. Change SPOs, CCOs. Change Catalog Description:
Introduction to parametric building information modeling (BIM) and its integration in design, construction, management, operation, and maintenance of buildings for sustainable design. Total of 36 hours lecture and 108 hours lab.
Prerequisite change: EDT 118 → DT 118

EDT 118 → DT 118 A/E/C MODELING
Change Acronym to DT 118. Change Catalog Description:
Three-dimensional computer-aided surface modeling and prototyping, with a focus on Architectural/Engineering/Construction industry applications. Coursework includes 3-D modeling, animation, material application, light studies and rendering; production of technical graphics and prototypes from 3-D models; referencing multiple technical graphics to create models and prototypes. Design centric projects with emphasis on problem solving, critical thinking, collaboration and communication across multiple industries, softwares and prototyping technologies. Integrated workflow processes including online resources, project management, sustainability and globalized communication. Career development includes presentation skills and portfolio development. Total of 36 hours lecture and 72 hours laboratory.
Prerequisite change: EDT 017 → DT 017

ENGR 001A SURVEYING
Update to course.
Prerequisite changes: Remove Prerequisite MATH 008. Add Prerequisite MATH 007A.

ENGR 014 MATERIALS OF CONSTRUCTION
Change to prerequisites.
Prerequisite changes: Remove: Prerequisite CHEM 001A. Add Prerequisite CHEM 022 and eligibility for CHEM 001A.
**English**

ENGL 001A READING AND COMPOSITION
Remove the co-requisite of ENGL 900.

**Health Sciences**

DA 124 OFFICE ADMINISTRATION
Update course; Add form D; Update Enrollment Limitations section and now reads "Enrollment in the Dental Assisting Program."

DA 200A DENTAL ASSISTING LAB
Increase hours from 27 to 45 hours laboratory.

**Languages**

JAPN 010 JAPANESE CIVILIZATION
Add form D.

SPAN 001 ELEMENTARY SPANISH
Updating course to align with C-ID descriptor for Spanish 100: Elementary Spanish I.

SPAN 002 ELEMENTARY SPANISH
Updating course to align with C-ID descriptor for Spanish 110: Elementary Spanish II.

SPAN 003 INTERMEDIATE SPANISH
Updating course to align with C-ID descriptor for Spanish 200: Intermediate Spanish I.

SPAN 004 ELEMENTARY SPANISH
Updating course to align with C-ID descriptor for Spanish 210: Intermediate Spanish II.

SPAN 005 INTRODUCTION TO SPANISH LITERATURE
Updating course to include in the AA-T in Spanish.

SPAN 006A INTRODUCTION TO SPANISH-AMERICAN LITERATURE
Updating course to include in the AA-T in Spanish.

SPAN 006B INTRODUCTION TO SPANISH-AMERICAN LITERATURE
Updating course to include in the AA-T in Spanish.

SPAN 008A INTRODUCTION TO SPANISH CONVERSATION
Updating course to include in the AA-T in Spanish.

SPAN 008B INTRODUCTION TO SPANISH CONVERSATION
Updating course to include in the AA-T in Spanish.

SPAN 009A SPANISH CONVERSATION
Updating course to include in the AA-T in Spanish.

SPAN 009B SPANISH CONVERSATION
Updating course to include in the AA-T in Spanish.

SPAN 025 SPANISH COMPOSITION
Updating course to include in the AA-T in Spanish.

SPAN 042A CIVILIZATION OF SPAIN AND PORTUGAL
Updating course to include in the AA-T in Spanish.
SPAN 042B CIVILIZATION OF SPAIN AND PORTUGAL
Updating course to include in the AA-T in Spanish.

SPAN 044A CIVILIZATION OF LATIN AMERICA
Updating course to include in the AA-T in Spanish.

SPAN 044B CIVILIZATION OF LATIN AMERICA
Updating course to include in the AA-T in Spanish.

Library
LIB 010A INTERNET AND WEB-BASED INFORMATION RESOURCES
Updating course SLOs and Form D.

LIB 103 INTRODUCTION TO CIRCULATION SERVICES → INTRODUCTION TO LIBRARY ACCESS SERVICES
Change Course Title. Change Catalog Description to
Principles and practices of library access services, including customer service, online circulation systems, policies, collection maintenance, training and supervision of staff, interlibrary loan, reserve collections, legal and ethical issues relating to library access services and patron privacy. Total of 54 hours lecture.

LIB 104 TECHNICAL SERVICES: ACQUISITIONS, SERIALS AND PROCESSING
Update course SLOs, SPOs, CCOs. Recommended Preparation: LIB 101.

LIB 105A DESCRIPTIVE CATALOGING PROCEDURES IN ONLINES ENVIRONMENTS
Update course SLOs, SPOs, CCOs. Recommended Preparation: LIB 104.

LIB 101 INTRODUCTION TO LIBRARY SERVICES FOR PARAPROFESSIONALS
Updating course SLOs, SPOs, CCOs, Catalog Description. Removing Form D.

LIB 121 INTRODUCTION TO TECHNOLOGIES FOR DIGITAL COLLECTIONS
Update course SLOs and SPOs.

LIB 122 INTRODUCTION TO METADATA FOR DIGITAL OBJECTS
Update course SLOs and SPOs. Recommended Preparation: LIB 121 and 105A.

LIB 123 INTRODUCTION TO COPYRIGHT ISSUES FOR DIGITAL COLLECTIONS
Update course SLOs and SPOs. Add form D.

LIB 126 DIGITIZATION INTERNSHIP
Update course SLOs and SPOs. Increasing units from 1 → 1.5 units.

Mathematics
MATH 038 FOUNDATIONS OF ELEMENTARY SCHOOL MATHEMATICS
Updating course to align with C-ID descriptor. Prerequisite change: Add "High School Geometry" to the prerequisite.

Natural Sciences
ANAT 025 GENERAL HUMAN ANATOMY
Updating course to align with C-ID descriptor for BIO 110B.

CHEM 002A CHEMISTRY - GENERAL, ORGANIC AND BIOCHEMISTRY
Updating course to align with C-ID descriptor.
Prerequisite Change: Add Math 150 to the list of prerequisites.
CHEM 002B  CHEMISTRY – GENERAL, ORGANIC AND BIOCHEMISTRY
Updating course to align with C-ID descriptor.

ENVS 003  CHEMISTRY AND THE ENVIRONMENT
Update catalog description, SPOs, CCOs, and add form D.
Catalog description: Introduction to basic chemistry and environmental science for the non-science major with an emphasis on how chemical principles relate to everyday life. Topics include: indigenous practices, natural resources, water usage, pollution, healthy food, chemical additives to food, common organic chemicals, pesticides, drugs, household products, redox, soap-making, nuclear issues and composting. Required field trips. No credit if taken after Chem 010. Total of 54 hours lecture and 54 hours laboratory.
Transfer Credit: CSU; UC
Prerequisite change: Add Math 150 to the list of possible prerequisites.
Note: The current prerequisite for ENVS 003 is Math 125 or Math 127B or Math 128B.

GEOL 002  HISTORICAL GEOLOGY
Updating course to align with C-ID descriptor for GEOL 111.

KINT 014  WELLNESS FOR LIFE
Update SPOs, CCOs; add form D.

PHSC 002  SCIENTIFIC METHOD AS CRITICAL THINKING
Updating Form D

PHSC 003  PHYSICAL SCIENCES
Updating course to align with C-ID descriptor for CHEM/PHYS 140. Update Form D.

PHSC 003L  LABORATORY FOR PHYSICAL SCIENCE
Updating course to align with C-ID descriptor for CHEM/PHYS 140.

PHYS 001A  GENERAL PHYSICS
Updating to align with C-ID descriptor for PHYS 205: Calculus-Based Physics for Scientists and Engineers A. Update course SPOs, CCOs, catalog description, textbooks, and form D.

PHYS 001B  GENERAL PHYSICS
Updating to align with C-ID descriptor for PHYS 215: Calculus-Based Physics for Scientists and Engineers C. Update course SPOs, CCOs, catalog description, textbooks, and form D.

PHYS 001C  GENERAL PHYSICS
Updating to align with C-ID descriptor for PHYSICS 210: Calculus-Based Physics for Scientists and Engineers B. Update course SPOs, CCOs, catalog description, textbooks, and form D.

PHYS 001D  GENERAL PHYSICS
Updating to align with C-ID descriptor for PHYSICS 215: Calculus-Based Physics for Scientists and Engineers B. Update course SPOs, CCOs, catalog description, textbooks, and form D.

PHYS 002A  GENERAL PHYSICS
Updating course SPOs, CCOs, catalog description, textbooks, and add Form D.
Prerequisite Changes: Add Math 133B or 134B or 141 or 150. Remove Math 132C.
Note: Math 131 is already a prerequisite.
Recommended Preparation Changes: Add Math 007A. Remove Math 004A or Math 008.

PHYS 010  DESCRIPTIVE INTRODUCTION TO PHYSICS
Updating course SPOs, CCOs, catalog description, textbooks, and add Form D.
Prerequisite Changes: Add Math 250.
Note: The current prerequisite is Math 125 or Math 127B or Math 128B.
PYSO 001 HUMAN PHYSIOLOGY
Updating to align with C-ID descriptor for BIOL 120B

Social Sciences
ECON 001A PRINCIPLES OF ECONOMICS
Updating course to align with C-ID descriptor for ECON 202 - Macroeconomics.
Prerequisite: One of the following courses: Math 125 or Math 127B or Math 128B or Math 250.

ECON 001B PRINCIPLES OF ECONOMICS
Updating course to align with C-ID descriptor for ECON 201 - Microeconomics.
Prerequisite Change: Add to the prerequisite: “and one of the following courses: Math 125 or Math 127B or Math 128B or Math 250.”

HIST 007A UNITED STATES HISTORY TO 1876
Update course and renew Form D.

PSYC 001 INTRODUCTORY PSYCHOLOGY
Updating to align with C-ID descriptor for PSYCH 110; adding form D.

PSYC 002 ELEMENTARY PHYSIOLOGICAL PSYCHOLOGY
The course was submitted for c-id numbering and was conditionally approved pending the addition of the concept of evolution and genetic influence on human behavior. Updating to align with the C-ID descriptor for PSYCH 150.

PSYC 005 RESEARCH METHODS IN PSYCHOLOGY
Updating to align with C-ID descriptor for PSYCH 205B (with lab).
Prerequisite Changes: Add ENGL 001A and either STAT 018 or STAT 050.
Note: PSYC 001 is already the prerequisite for PSYC 005.

PSYC 021 DEVELOPMENTAL PSYCHOLOGY: THE CHILD
The course was submitted for C-ID numbering and was only conditionally approved because it was missing mention of language development and bilingualism. Updating to align with C-ID descriptor for CDEV 100.

Visual, Media and Communication Arts
ART 004D HISTORY OF MODERN ART
Update course to align with C-ID descriptor for ARTH 150.
Recommended Preparation for ART 004D: Enrollment in or completion of ENGL 001A.

ART 031A COLOR AND COMPOSITION – TWO DIMENSIONAL DESIGN
Update course to align with C-ID descriptor for ARTS 100.

ART 031B DESIGN – ADVANCED TWO DIMENSIONAL ➔ COLOR THEORY
Change the course title to “Color Theory.” Update course to align with C-ID descriptor for ARTS 270.

DANC 022A DANCE PERFORMANCE
Updating to include information about TBA hours.

DANC 022B DANCE PERFORMANCE
Updating to include information about TBA hours.

FASH 002 INTRODUCTION TO FASHION INDUSTRY
Update course and renew Form D.
FASH 021  PRINCIPLES OF FASHION
Update course and renew Form D.

FASH 115  INTERMEDIATE COMPUTER-ASSISTED FASHION GRAPHICS
Update course and renew Form D.

MUSC 036A  POP-JAZZ THEORY
Removing the TBA Hours.

SPCH 006  ARGUMENTATION AND DEBATE
Add form D.

SPCH 010  INTERPERSONAL COMMUNICATION
Add form D.

THRT 029  REHEARSAL AND PERFORMANCE
Change from 18 hours lecture, 126 hours lab to 54 hours lab and 90 hours TBA lab.
Prerequisite Change: Remove “Audition” from Prerequisite. Move to Enrollment Limitation.

TVR 007  VIDEO CONTROLS LABORATORY → BEGINNING TV STUDIO PRODUCTION
Updating course to align with C-ID descriptor.
Change from 54 hours lecture to 36 hours lecture and 54 hours laboratory.

TVR 014A  PRODUCTION TECHNIQUES FOR ELECTRONIC MEDIA
Updating course to align with C-ID descriptor for FTV 125.
Change from 54 hours lecture to 36 hours lecture and 54 hours laboratory.
Recommended Preparation Change: Remove TVR 002A. Add TVR 015.

TVR 015  INTRODUCTION TO RADIO AND TELEVISION WRITING
Updating course to align with C-ID descriptor for FTV 110.
Recommended Preparation: Add ENGL 001A.

TVR 019  TELEVISION AND SOCIETY → INTRODUCTION TO MEDIA AESTHETICS AND CINEMATIC ARTS
Updating course to align with C-ID descriptor for FTVE 105.
Recommended Preparation: Add ENGL 001A.
## DELETIONS – Courses – Effective Summer 2014:

### Visual Arts and Media Studies

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 111</td>
<td>INTRODUCTORY SKILLS FOR SUCCESS IN DIGITAL MEDIA</td>
<td>1</td>
<td>The class will no longer be offered due to the elimination of the parent course TBA hours.</td>
</tr>
<tr>
<td>ART 112</td>
<td>DEVELOPING SKILLS FOR SUCCESS IN DIGITAL MEDIA</td>
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<td>The class will no longer be offered due to the elimination of the parent course TBA hours.</td>
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<td>ART 113</td>
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<td>PHOT 111</td>
<td>INTRODUCTORY SKILLS FOR SUCCESS IN PHOTOGRAPHY DIGITAL MEDIA</td>
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<td>PHOT 112</td>
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<td>PHOT 113</td>
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<td>PHOT 114</td>
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### Career Tech Education

<table>
<thead>
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<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>EDT 113</td>
<td>ENGINEERING DIMENSIONING AND CALCULATIONS</td>
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<td>The course is not currently being scheduled.</td>
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<tr>
<td>EDT 120</td>
<td>ENGINEERING SURFACING TECHNOLOGY</td>
<td>3</td>
<td>The course is not currently being scheduled.</td>
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<tr>
<td>ENGR 001B</td>
<td>SURVEYING</td>
<td>3</td>
<td>The course is not currently being scheduled.</td>
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<tr>
<td>ENGR 006</td>
<td>ENGINEERING DRAWING</td>
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<td>The course is not currently being scheduled.</td>
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<td>ENGR 105</td>
<td>INTRODUCTION TO GIS APPLICATIONS</td>
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<tr>
<td>ENGR 108</td>
<td>INTERMEDIATE GIS APPLICATIONS</td>
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### English

<table>
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<tr>
<td>ENGL 900</td>
<td>WRITING CENTER LAB</td>
<td>0.3</td>
<td>Data do not show that this class supports student success.</td>
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</tbody>
</table>
Library
LIB 010B  ADVANCED INTERNET AND WEB-BASED RESOURCES  1
This course has not been offered since Winter 2007, and we do not anticipate offering it in the near future.

LIB 105B  INTRODUCTION TO CLASSIFICATION AND SUBJECT ACCESS  3
This course has not been offered since Fall 2007, and we do not anticipate offering it in the near future.

LIB 111  BASIC SURVIVAL SKILLS FOR THE INFORMATION AGE  0.3
This course has not been offered since Summer 2005, and we do not anticipate offering it in the near future.

Social Sciences
HIST 025A  GREAT PERSONALITIES IN U.S. HISTORY  3
Course has not been taught in over 15 years.

HIST 025C  THE AMERICAN WEST  3
History team feels that "American West" can be taught under History 008: California

HIST 025E  ARTS AND CRAFTS MOVEMENT IN THE U.S.  3
Course has not been taught in over 25 years.

HIST 038  HISTORY OF RELIGION IN AMERICA  3
Course has not been taught in over 25 years.

HIST 050  HISTORY AND THE HISTORIANS  3
Course has not been taught in over 25 years.

SOC 025  BRITISH LIFE AND CULTURE  3
This course has not been taught in a while and nobody is interested in teaching it.

SOC 110  SKILLS FOR COLLEGE SUCCESS IN SOCIOLOGY  1
This course has not been taught in a while and nobody is interested in teaching it.

SOC 130  WORK AND FAMILY MANAGEMENT  2
This course has not been taught in a while and nobody is interested in teaching it.
CREDIT CURRICULUM

ADDITIONS – Transfer Model Degrees – Effective SUMMER 2014

ASSOCIATE IN ARTS IN ANTHROPOLOGY FOR TRANSFER DEGREE (AA-T) 18-19 units
ASSOCIATE IN ARTS IN MUSIC FOR TRANSFER DEGREE (AA-T) 24 units
ASSOCIATE IN ARTS IN SPANISH FOR TRANSFER DEGREE (AA-T) 23-24 units

MODIFICATIONS – Effective Summer 2014

ASSOCIATE IN ARTS DEGREE IN KINESIOLOGY & WELLNESS 22 units

Rationale
Update course requirements.

CERTIFICATES OF ACHIEVEMENT – Effective Summer 2014

Career Tech Education
ACCOUNTING – CLERK 23-24 units
Adding ENGL 001A to the list of required courses on the certificate since it is being added as a prerequisite for BUS 011A. Increase units from 18 -19 to 23 - 24 which also reflects the addition of one unit when BUS 016 became 3 units.

Library
LIBRARY TECHNOLOGY 19 units
Reduce units from 20 to 19 units, with the deletion of 1 unit (LIB 010A). Update SLOs.

OCCUPATIONAL SKILLS CERTIFICATES – Effective Summer 2014

Career Tech Education
ACCOUNTING – CASHIER 16-17 units
Adding ENGL 001A to the list of required courses on the certificate since it is being added as a prerequisite for BUS 011A. Increase units from 11 – 12 to 16 – 17 which also reflects the addition of one unit when BUS 016 became 3 units.

CAD DESIGNER – AEJC 13 units
New catalog description.

CAD TECH – MECHANICAL + MANUFACTURING 13 units
New catalog description.

DESIGN TECHNOLOGY PATHWAY 15 units
Remove second semester course requirements.

DIGITIZATION SKILLS 11.5 units
Increase units to 11.5 with the addition of 0.5 units to LIB 126.

MANUFACTURING TECHNOLOGY I → INDUSTRIAL FABRICATOR 13 units
Program name change and new catalog description.

Natural Sciences
NATURAL SCIENCES AA DEGREE Minimum of 18 units
Add BIOL 010A, BIOL 010B, and BIOL 010C to the AA Degree.
NONCREDIT CURRICULUM

ADDITIONS – Effective Summer 2014:

Community Education Center

AHSD 6400 PRACTICAL ENGLISH SKILLS
A review of grammar, spelling, reading, composition, and essay writing in preparation for taking the Adult High School Diploma Program exit exam or the General Education Development (GED) exam. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6401 FUNDAMENTALS OF GRAMMAR A
Review of parts of speech, spelling, basic sentence structure, mechanics, and vocabulary skill building. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

AHSD 6402 FUNDAMENTALS OF GRAMMAR B
Comprehensive study of English usage, spelling, and mechanics. Improvement in basic writing skills with more complex sentence structures and writing models. Increased vocabulary skill building. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

AHSD 6403 ESSENTIALS IN WRITING A
Sentence and paragraph composition. Vocabulary building and review of language mechanics and grammar. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

AHSD 6404 ESSENTIALS IN WRITING B
Review steps of the writing process, outlining, style exploration and introduction to research paper writing. Strengthen skills in grammar, vocabulary, and oral presentation skills. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

AHSD 6405 U.S. LITERATURE
A survey of the literature of the United States (fiction and non-fiction) from the colonial period to contemporary times focusing on social, cultural and literary contexts. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

AHSD 6406 BRITISH LITERATURE
A survey of British literature (fiction and non-fiction) focusing on cultural, literary, and social contexts. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

AHSD 6407 READING FUNDAMENTALS
An introduction to building vocabulary, reading comprehension, and critical thinking skills. A basic review of English language usage. Successful completion of this course will meet requirements for adult high school credit. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6409 INTRODUCTION TO CREATIVE WRITING
Creative literary expression through poetry, drama, and short story. Individual creative writing in various forms. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.
AHSD 6411 U.S. HISTORY: PRE-COLONIALISM TO THE CIVIL WAR
An analysis of social, economic, and political factors in United States history from the period of Pre-Colonialism to Reconstruction. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for United States history and the social sciences. Total of 72 hours lecture.

AHSD 6412 U.S. HISTORY: RECONSTRUCTION TO PRESENT
An analysis of social, economic, and political factors in United States history from the period of Reconstruction to the present. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for United States history and the social sciences. Total of 72 hours lecture.

AHSD 6413 INTRODUCTION TO AMERICAN GOVERNMENT
An introduction to American government and its relevance to understanding the democratic process. Study of the rights and responsibilities of the citizens of the United States on local, state, and federal levels. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for American government and the social sciences. Total of 72 hours lecture.

AHSD 6414 INTRODUCTION TO ECONOMICS
An introduction to events that influence the American economy, including inflation, purchasing power, taxes, balance of payments, technology, deficit spending, and the cost of living. A review of foreign and domestic exchange, consumerism, GNP, and banking and currency. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for economics and the social sciences. Total of 72 hours lecture.

AHSD 6415 CONTEMPORARY AMERICAN SOCIAL ISSUES
Analysis and discussion of contemporary American social issues: market systems, consumerism, criminal justice system, class inequality, gender inequality, racial inequality, and militarism. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6416 GLOBAL AFFAIRS
Survey of a wide range of global topics: 20th century world history, contemporary world history, customs, cultural hegemony, decision making, war and peace, global economy, and diplomacy. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for the social sciences. Total of 72 hours lecture.

AHSD 6417 WORLD GEOGRAPHY
Study of people, places, and environments. A survey of the major cultural and physical regions of the world. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for world geography and the social sciences. Total of 72 hours lecture.

AHSD 6421 MATH BASICS
Master basic arithmetic skills and operations with integers, fractions, decimals, and percentages; solve word problems. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6422 PREALGEBRA
Prerequisite: AHSD 6421 or placement based on the math assessment process. Introduction to the structure and concepts of Algebra, including variables, expressions, equations, absolute value, inequalities, and properties of real numbers; and the techniques of Algebra, including solving equations and inequalities, graphing linear equations, and solving word problems. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for mathematics. Total of 72 hours lecture.
AHSD 6423  ALGEBRA 1A
Prerequisite: AHSD 6422 or placement based on the math assessment process.
Study of the language, concepts, and techniques of basic algebra, including signed numbers, expressions
and equations, formulas, powers and roots, and inequalities. This course lays a foundation for upper level
math and science courses. Successful completion of this course will meet the requirements for five (5)
Adult High School Diploma credits. Meets diploma requirements for mathematics. Total of 72 hours
lecture.

AHSD 6424  ALGEBRA 1B
Prerequisite: AHSD 6423 or placement based on the math assessment process
Study of the language, concepts, and techniques of algebra, including exponents, systems of equations,
quadratic and exponential functions, rational and irrational numbers, and polynomials. Lays a foundation
for upper level math and science courses. Successful completion of this course will meet the
requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for
mathematics. Total of 72 hours lecture.

AHSD 6425  INTRODUCTION TO GEOMETRY
Prerequisite: AHSD 6424 or placement based on the math assessment process.
Overview of the elements of geometry and the properties of those elements. Use of properties in proofs to
develop logical reasoning. Geometer's Sketchpad used to develop skills and understanding. Course
integrates basic algebra into geometry and builds skills for upper level math. Successful completion of
this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma
requirements for mathematics. Total of 72 hours lecture.

AHSD 6426  LIFE SCIENCE – BIOLOGY
Introduction to the study of life, including biological chemistry, cells, organisms and classification, and
ecology. Successful completion of this course will meet requirements for five (5) Adult High School
Diploma credits. Meets the diploma requirements for biological science. Total of 72 hours lecture.

AHSD 6427  LIFE SCIENCE – PHYSIOLOGY
Introduction to the study of physiology and genetics, with a focus on human systems. Structure and
function of basic human organ systems are the focus, supplemented with contrasts to simple organisms,
plant physiology, and basic genetics. Successful completion of this course will meet requirements for five
(5) Adult High School Diploma credits. Meets the diploma requirements for biological science. Total of 72
hours lecture.

AHSD 6428  PHYSICAL SCIENCE – CHEMISTRY
Introduction to the study of chemistry, including atomic structure, substances, and reactions. Successful
completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the
diploma requirements for physical science. Total of 72 hours lecture.

AHSD 6429  PHYSICAL SCIENCE – PHYSICS
Introduction to the study of physics, including energy, optics, and forces. Successful completion of this
course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma
requirements for physical science. Total of 72 hours lecture.

AHSD 6430  ENVIRONMENTAL SCIENCE – ECOLOGY
Introduction to the study of environmental science, including ecological systems of abiotic and biotic
factors and current environmental challenges. Successful completion of this course will meet
requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6431  COMPUTER BASICS
Overview of computer hardware, software, operating systems, and file management; Internet and E-mail.
Successful completion of this course will meet requirements for five (5) Adult High School Diploma
credits. Total of 72 hours lecture.
AHSD 6432  ART HISTORY
A survey of visual arts including painting, print making, sculpture, architecture and photography. Historical and contemporary art forms; perspective design, composition and color theory. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. This course meets requirements for the humanities. Total of 72 hours lecture.

AHSD 6433  WORKPLACE SKILLS FOR THE 21ST CENTURY
Workplace preparation and skills for the 21st century. Decision-making and life-long learning skills. Build competency in written and oral communication and basic math and computer skills. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6434  PLANNING FOR ACADEMIC AND CAREER SUCCESS
Successful methods for improving academic and career strategies and skills. A survey of educational and occupational opportunities and requirements. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6435  HEALTH
An informed use of health-related information and an overview of positive attitudes and responsible behaviors for making decisions to promote lifelong health. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6436  MUSIC APPRECIATION
Introduction to classical and popular music. Development of music, explorations of composer’s lives and historical and social contexts of the times. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. This course meets requirements for the humanities. Total of 72 hours lecture.

AHSD 6437  GRAPHIC ART DESIGN
An introduction to the field of graphic design. Covers key design elements such as typography, creativity, visualization, composition, and web design. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6438  COMPUTER APPLICATIONS
Use of applications software for database management, word processing, spreadsheet, and slideshow presentation. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6439  CONTEMPORARY SPANISH
An introduction to Spanish. Practice in Spanish language pronunciation, grammar and vocabulary in a contemporary context. Exploration of culture in both contemporary and historical contexts. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. This course meets requirements for the humanities. Total of 72 hours lecture.

RATIONALE
Pasadena City College is applying for approval of a new Adult High School Diploma program to meet revised Title 5 regulations. This is a new course to meet diploma requirements that will prepare students to improve their basic skills in reading, writing, and test taking to achieve their goals of earning a high school diploma. The benefits of this course can improve students' skills and create viable opportunities for higher education and the workplace.
The Adult High School Diploma requires students to complete 160 units for graduation, which includes coursework in Natural Sciences, Social and Behavioral Sciences, Humanities, English, Mathematics, and a selection of listed electives. Based on information such as student's high school grades, test scores, work experience, and other multiple measures, the counselor may recommend placement at the level which meets the student's needs. Students are awarded a high school diploma upon completion of the course of study prescribed by the State of California and the Pasadena Area Community College District and by passing an exit exam.
In the four columns to the right under the College Program Requirements, enter the college's course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at: [http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx](http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx) or the ASSIST website: [http://web1.assist.org/web-assist/help/help-csuge.html](http://web1.assist.org/web-assist/help/help-csuge.html).

The units indicated in the template are the minimum semester units required for the prescribed course or list. All courses must be CSU transferable. *All courses must be submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval.*

### Associate in Arts in Music for Transfer Degree
**College Name: Pasadena City College**

<table>
<thead>
<tr>
<th>Course Title (units)</th>
<th>C-ID Descriptor</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Units</th>
<th>CSU GE/IGETC Area</th>
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<td><strong>REQUIRED CORE:</strong> (21-22 units)</td>
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<td>Music Theory I (3)**</td>
<td>MUS 120</td>
<td>MUSC 001A</td>
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<td>Music Theory II (3)</td>
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<td>Music Theory III (3)</td>
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<td>Music Theory IV (3)</td>
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<td>Musicianship I (1)*/**</td>
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<td>Musicianship IV (1)*</td>
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<td>MUSC 002D</td>
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<td>Applied Music (2) (4 semesters/6 quarters, minimum 0.5 unit each)</td>
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<td>MUSC 009C</td>
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<tr>
<td>Large Ensemble (4) (4 semesters/6 quarters, 1 unit each)</td>
<td>MUS 180</td>
<td>4</td>
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<tr>
<td>MUSC:</td>
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<tr>
<td>043 PIANO ENSEMBLE,</td>
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<tr>
<td>044 PIANO ACCOMPANYING</td>
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<tr>
<td>057B LANCER JAZZ BIG BAND</td>
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<tr>
<td>057C STUDIO JAZZ ENSEMBLE</td>
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<tr>
<td>057D SWING BAND</td>
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<tr>
<td>057E JAZZ GUITAR ENSEMBLE</td>
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<td>060 COLLEGE/COMMUNITY ORCHESTRA</td>
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<td>061 LANCER MARCHING BAND</td>
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<tr>
<td>062 LANCER CONCERT BAND</td>
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<tr>
<td>063 CONCERT CHOIR</td>
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<td>064 CHAMBER SINGERS</td>
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<td>065 COLLEGE/COMMUNITY CONCERT BAND</td>
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<td>074 OPERA WORKSHOP</td>
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<td>075 MUSICAL THEATRE WORKSHOP</td>
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<td>082 GUITAR ENSEMBLE</td>
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</table>

*These courses may be combined with same level Music Theory into one course, but must objectives of both listed courses.

**In lieu of Music Theory I and Musicianship I, college may substitute the following: Music Fundamentals (3)

<table>
<thead>
<tr>
<th>Total Degree Units (maximum)</th>
<th>60</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Units for the Major:</td>
<td>22</td>
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</tbody>
</table>

Total Units that may be double-counted
(Ensure that the total for each Area does not exceed the limit for the specific Area)

0

General Education (CSU GE or IGETC) Units
0

Elective (CSU Transferable) Units
0
Transfer Model Curriculum (TMC) Template for Anthropology

CCC Major or Area of Emphasis: Anthropology

TOP Code: 220200

CSU Major(s): Anthropology

Total Units: 18-20 (all units are semester units)

In the four columns to the right under the College Program Requirements, enter the college's course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at:

http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx

or the ASSIST website:


The units indicated in the template are the minimum semester units required for the prescribed course or list. All courses must be CSU transferable. Since all courses in the REQUIRED CORE have a C-ID Descriptor, the courses must have been submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval.

Where no C-ID Descriptor is indicated, discipline faculty should compare their existing course to the example course(s) provided in the TMC at:

http://www.c-id.net/degreeview.html

and attach the appropriate ASSIST documentation as follows:

- Articulation Agreement by Major (AAM) demonstrating lower division preparation in the major at a CSU;
- CSU Baccalaureate Level Course List by Department (BCT) for the transfer courses; and/or,
- CSU GE Certification Course List by Area (GECC).

The acronyms AAM, BCT, and GECC will appear in C-ID Descriptor column directly next to the course to indicate which report will need to be attached to the proposal to support the course's inclusion in the transfer degree. To access ASSIST, please go to http://www.assist.org.

---

### Associate in Arts in Anthropology for Transfer Degree

**College Name: Pasadena City College**

<table>
<thead>
<tr>
<th><strong>TRANSFER MODEL CURRICULUM (TMC)</strong></th>
<th><strong>COLLEGE PROGRAM REQUIREMENTS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Title (units)</strong></td>
<td><strong>C-ID Descriptor</strong></td>
</tr>
<tr>
<td><strong>REQUIRED CORE: (9 units)</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Cultural Anthropology (3)</td>
<td>ANTH 120</td>
</tr>
<tr>
<td>Introduction to Biological Anthropology (3)</td>
<td>ANTH 110</td>
</tr>
<tr>
<td>Introduction to Archaeology (3)</td>
<td>ANTH 005</td>
</tr>
<tr>
<td>LIST A: Select one (3 units)</td>
<td></td>
</tr>
<tr>
<td>Any course articulated as lower division preparation for the Anthropology major at a CSU. See example courses on TMC.</td>
<td>AAM</td>
</tr>
</tbody>
</table>

---

Template #: 1015

Anthropology

Template Date: 10/17/12

Rev. 1: 03/01/13
**LIST B: Select one to two** (3-5 units)  
Any course from LIST A not already used.

1. **Science Methods**  
   - Introduction to Research Methods in Psychology (3)  
     - **PSY 200**  
   - Introduction to Research Methods in Psychology (with Laboratory) (4)  
     - **PSY 205B**  
   - Introduction to Research Methods (3)  
     - **SOCI 120**  
   - Philosophy of Science (3)  
     - **GECC**

2. **Sciences**  
   - Human Anatomy (with Laboratory) (4)  
     - **BIOL 110B**  
   - Physical Geology (3)  
     - **GEOL 100**
     - AND  
     - Physical Geology Laboratory (1)  
       - **GEOL 100L**
     - OR  
     - Physical Geology (with Laboratory) (4)  
       - **GEOL 101**
   - Earth Science (3)  
     - **GEOL 120**
     - AND  
     - Earth Science Laboratory (1)  
       - **GEOL 120L**
     - OR  
     - Earth Science (with Laboratory) (4)  
       - **GEOL 121**
   - Environmental Geology (3)  
     - **GEOL 130**
     - AND  
     - Environmental Geology Laboratory (1)  
       - **GEOL 130L**
     - OR  
     - Environmental Geology (with Laboratory) (4)  
       - **GEOL 131**
   - Introduction to Geographic Information Systems and Techniques (with Laboratory) (2)  
     - **GEOG 155**

**LIST C: Select one** (3 units)  
Any course from LIST A or B not already used.

- Any CSU transferable Anthropology course  
  - **BCT**
- Any non-Anthropology course from the humanities or social sciences on cultural diversity. See example courses on TMC.  
  - **GECC**

**Total Units for the Major:** 18

---

*Template #: 1015  
Anthropology  
Template Date: 10/17/12  
Rev. 1: 03/01/13*
Transfer Model Curriculum (TMC) Template for Spanish
CCC Major or Area of Emphasis: Spanish
TOP Code: 110500
CSU Major(s): Spanish
Total Units: 19-20 (all units are semester units)

In the four columns to the right under the College Program Requirements, enter the college’s course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor’s Office Academic Affairs page, RESOURCE section located at:
http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx
or the ASSIST website:

The units indicated in the template are the minimum semester units required for the prescribed course or list. All courses must be CSU transferable. At a minimum, where there is an indicated C-ID Descriptor in the REQUIRED CORE and LIST A, the course must have been submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor’s Office approval.

Where no C-ID Descriptor is indicated, discipline faculty should compare their existing course to the example course(s) provided in the TMC at:
http://www.c-id.net/degereview.html

and attach the appropriate ASSIST documentation as follows:
- Articulation Agreement by Major (AAM) demonstrating lower division preparation in the major at a CSU;
- CSU Baccalaureate Level Course List by Department (BCT) for the transfer courses; and/or,
- CSU GE Certification Course List by Area (GECC).

The acronyms AAM, BCT, and GECC will appear in C-ID Descriptor column directly next to the course to indicate which report will need to be attached to the proposal to support the course’s inclusion in the transfer degree. To access ASSIST, please go to http://www.assist.org.

<table>
<thead>
<tr>
<th>Course Title (units)</th>
<th>C-ID Descriptor</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Units</th>
<th>CSU GE/IGETC Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIRED CORE: (16 units)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Elementary Spanish I (4)</td>
<td>SPAN 100</td>
<td>SPAN 001</td>
<td>ELEMENTARY SPANISH</td>
<td>5</td>
<td>C2</td>
</tr>
<tr>
<td>Elementary Spanish II (4)</td>
<td>SPAN 110</td>
<td>SPAN 002</td>
<td>ELEMENTARY SPANISH</td>
<td>5</td>
<td>C2</td>
</tr>
<tr>
<td>Intermediate Spanish I (4)</td>
<td>SPAN 200</td>
<td>SPAN 003</td>
<td>INTERMEDIATE SPANISH</td>
<td>5</td>
<td>C2</td>
</tr>
<tr>
<td>Spanish for Heritage Speakers I (4)</td>
<td>SPAN 220</td>
<td>SPAN 004</td>
<td>INTERMEDIATE SPANISH</td>
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<td>C2</td>
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<tr>
<td>Intermediate Spanish II (4)</td>
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</tr>
<tr>
<td>Spanish for Heritage Speakers II (4)</td>
<td>SPAN 230</td>
<td></td>
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</tbody>
</table>

**Substitution Courses:**
If a student places out of any core course(s) and is not awarded units for that course, the student will need to take additional units to compensate for the course/units required to reach at least 18 total units in the major (Title 5 regulations). Course substitutions...
are made at the discretion of the local college and may or may not be delineated in the local degree. Suggested substitutions include courses in List A. Additional suggested course substitutions are contained in the finalized Transfer Model Curriculum (TMC).

**LIST A: Select one (3-4 units)**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>GECC</th>
<th>CSU-GE</th>
<th>IGETC</th>
<th>Total Units</th>
</tr>
</thead>
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<td>Spanish Composition (3)</td>
<td>GECC</td>
<td>C2</td>
<td>3</td>
<td>C2/ AREA3</td>
</tr>
<tr>
<td>Elementary or Intermediate Conversational Spanish (3)</td>
<td>GECC</td>
<td>C2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Introduction to Spanish/Hispanic/Latin American Literature (3)</td>
<td>GECC</td>
<td>C2, D</td>
<td>3</td>
<td>AREA3</td>
</tr>
<tr>
<td>Latin American/Spanish History (3)</td>
<td>GECC</td>
<td>C2, D</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Hispanic/Latino Culture and Civilization (3)</td>
<td>GECC</td>
<td>C2, D</td>
<td>3</td>
<td>AREA3</td>
</tr>
<tr>
<td>A course in Elementary or Intermediate level in other languages (i.e., French, Italian, Latin, or Portuguese) ONLY in cases where Spanish courses beyond Intermediate Spanish are not offered. (4)</td>
<td>GECC</td>
<td>C2</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Total Units for the Major:** 19

**Total Units that may be double-counted (Ensure that the total for each Area does not exceed the limit for that GE Area):** 6

- General Education (CSU GE or IGETC) Units: 6
- Elective (CSU Transferable) Units: 2-3

*Template #: 1017*  
*Spanish*  
*Template Date: 03/04/13*
REQUIRED CORE: Local departmental placement evaluation determines the course level where the individual students begin the core courses. Credit or placement equivalent to two years of college level Spanish are required. If a student places out of any core course(s) and is not awarded units for that course, the student will need to take additional units to compensate for the course/units required to reach at least 18 total units in the major (Title 5 regulations). Course substitutions are made at the discretion of the local college and may or may not be delineated in the local degree. Suggested substitutions include courses in List A. Additional suggested course substitutions are contained in the finalized Transfer Model Curriculum (TMC) found at:

http://c-id.net/degreereview.html
Receive and Set Public Hearing Regarding Initial Proposal for Negotiations for 2013-2016 from the Pasadena Area Community College District to the Pasadena City College California Federation of Teachers (PCC CFT)

Board Meeting: December 18, 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 initial proposal from the Pasadena Area Community College District to PCC CFT for negotiations for 2013-2016, and

• Designate the next regular meeting of the Board of Trustees as the time for receiving public comment regarding the initial proposal from the District.

Fiscal Impact: The fiscal impact will depend upon the final outcome of negotiations between the PCC CFT and representatives of the District.

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

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

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

Approved for Submission to the Board of Trustees by: [Signature]
Superintendent/President
Initial District Proposal to Pasadena City College California Federation of Teachers (PCC CFT) for Agreement Effective July 1, 2013 through June 30, 2016

Board of Trustees Meeting, December 18, 2013, Item 0

1. Article 27 Duration of Agreement
   • Three-year contract commencing July 1, 2013 and ending June 30, 2016

2. Article 8 Pay and Allowances
   Proposed salary increase
   • 6% base salary increase over three years, 2% per year in addition to scheduled step and column increases
   • 50% of any state-funded COLA as an increase to all salary schedules

3. Article 9 Health and Welfare Benefits
   • Status quo on health benefits plans and contributions: Zero employee contribution, for employee and all dependents

4. Article 13 Vacation
   • Modify or eliminate requirement that vacation days be used during Winter Break

5. Article 3 Association Rights
   • Modify Release and Reassigned Time and related provisions to ensure fair representation of unit members in meetings and procedures in an efficient manner

6. Article 16 Evaluations
   • Modify provisions regarding frequency of evaluations

7. Article 18 Grievance Procedure
   • Modify informal and formal procedures

8. Article 19 Disciplinary Action
   • Modify provisions regarding formal hearing

9. All other items in current agreement: status quo
The Federal Financial Aid Process

To be considered for the Federal Pell Grant or loans, all students must submit the Free Application for Federal Student Aid (FAFSA). The amount of Pell Grant is determined by the Federal Processor. Before a Pell Grant is awarded, the Financial Aid Office makes sure students meet all eligibility requirements including Satisfactory Academic Progress.

Federal loans require a separate application and students must be in good academic standing to receive federal student loans at PCC.
## Grants Loans and Scholarships – Annual 2012-2013

### Pasadena City College Financial Aid Report

<table>
<thead>
<tr>
<th></th>
<th>Annual 2012-2013</th>
<th>Annual 2012-2013</th>
<th>Annual 2012-2013</th>
<th>Percentage of 2012</th>
<th>Enrollmnt</th>
<th>Enrollment</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Student Grant*</td>
<td>Award Count*</td>
<td>Aid Amount</td>
<td>13 Population</td>
<td>Full-Time</td>
<td>Part-Time</td>
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<td><strong>State Grants</strong></td>
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<td>Board of Governors (BOG) Enrollment Fee Waiver</td>
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<td>14,860</td>
<td>$ 7,948,171</td>
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<tr>
<td>Cal Grant B</td>
<td>1,547</td>
<td>2,758</td>
<td>$ 1,815,034</td>
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<td>14</td>
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<td>Cal Grant C</td>
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<td>51</td>
<td>$ 12,178</td>
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<td>CORE Grant</td>
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<td>Chafee Grant</td>
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<td>CSAC/Cal Nat' Guard VAP</td>
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<td>$ 737</td>
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<td>EDRBS Voucher</td>
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<td>524</td>
<td>$ 69,793</td>
<td>1.60%</td>
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<td><strong>Federal Grants</strong></td>
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<tr>
<td>Pell Grant</td>
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<td>Federal Sup Ed Op Grant</td>
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<td>$ 457,260</td>
<td>3.20%</td>
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<td><strong>Total Grants</strong></td>
<td>15,504</td>
<td>36,292</td>
<td>$ 43,444,264</td>
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<td><strong>Student Loans</strong></td>
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<td></td>
</tr>
<tr>
<td>Federal Direct Student Loan - subsidized</td>
<td>306</td>
<td>477</td>
<td>$ 1,200,209</td>
<td>1.08%</td>
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<td>94</td>
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<tr>
<td>Federal Direct Student Loan - unsubsidized</td>
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<td>324</td>
<td>$ 604,018</td>
<td>0.69%</td>
<td>146</td>
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<td>Other loans non-institutional source</td>
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<td><strong>Scholarships</strong></td>
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<td>Scholarships instituional source</td>
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<td>131</td>
<td>$ 47,110</td>
<td>0.41%</td>
<td>95</td>
<td>36</td>
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<td>Scholarships non-institutional source</td>
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<td>282</td>
<td>$ 157,287</td>
<td>0.73%</td>
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<td>53</td>
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<tr>
<td>Scholarships sources unknown</td>
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<td>24</td>
<td>$ 14,640</td>
<td>0.08%</td>
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<tr>
<td><strong>Scholarship Total</strong></td>
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<td>437</td>
<td>$ 259,037</td>
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<td><strong>Federal Work-Study</strong></td>
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<tr>
<td>Federal Work-Study</td>
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<td>344</td>
<td>$ 465,240</td>
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<td>48</td>
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<td><strong>Federal Work-Study Total</strong></td>
<td>209</td>
<td>344</td>
<td>$ 465,240</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Unduplicated
## Fall 2013 Grants, Loans, Scholarships and FWS

**Pasadena City College Financial Aid Report**

<table>
<thead>
<tr>
<th></th>
<th>Fall 2013</th>
<th>Fall 2013</th>
<th>Percent of Fall 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Grants</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board of Governors (BGS) Enrollment Fee Waiver**</td>
<td>27,429</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Cal Grant B</td>
<td>1,543</td>
<td>872,600</td>
<td>6.40%</td>
</tr>
<tr>
<td>Cal Grant C</td>
<td>42</td>
<td>11,352</td>
<td>0.19%</td>
</tr>
<tr>
<td>CARE Grant</td>
<td>13</td>
<td>6,500</td>
<td>0.03%</td>
</tr>
<tr>
<td>Chafee Grant</td>
<td>50</td>
<td>67,500</td>
<td>0.24%</td>
</tr>
<tr>
<td>CSAC/CA NJELL Guard E4AP</td>
<td>2</td>
<td>1,174</td>
<td>0.01%</td>
</tr>
<tr>
<td>EOR&amp;S Voucher</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td><strong>Federal Grants</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pell Grant</td>
<td>6,429</td>
<td>12,695</td>
<td>3.0%</td>
</tr>
<tr>
<td>Federal Supplemental Grant</td>
<td>459</td>
<td>178,500</td>
<td>2.1%</td>
</tr>
<tr>
<td><strong>Total Grants</strong></td>
<td>7,875</td>
<td>191,195</td>
<td>5.0%</td>
</tr>
<tr>
<td><strong>Student Loans</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Direct Student Loan - subsidized</td>
<td>180</td>
<td>349,016</td>
<td>0.75%</td>
</tr>
<tr>
<td>Federal Direct Student Loan - unsubsidized</td>
<td>130</td>
<td>262,394</td>
<td>0.54%</td>
</tr>
<tr>
<td>Other loans non-institutional source</td>
<td>4</td>
<td>22,952</td>
<td>0.04%</td>
</tr>
<tr>
<td>PLUS loan parent loan for undergraduate student</td>
<td>3</td>
<td>13,742</td>
<td>0.02%</td>
</tr>
<tr>
<td><strong>Total Loans</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Scholarships</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships institutional source</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Scholarships non-institutional source</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Scholarships source unknown</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td><strong>Scholarship Total</strong></td>
<td></td>
<td>215,361</td>
<td></td>
</tr>
<tr>
<td><strong>Federal Work-Study</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Work-Study</td>
<td>155</td>
<td>225,019</td>
<td>0.65%</td>
</tr>
<tr>
<td><strong>Federal Work-Study Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Number of BGS FWS awarded**
Prior to 2009, the Cohort Default rate calculated the number of Federal Student Loan borrowers who entered repayment in one federal fiscal year and who defaulted up through the end of the next fiscal year.

Beginning in 2009, the 3-year Cohort Default covered borrowers who defaulted at the end of the next two fiscal years and imposed greater sanctions for schools with high default rates.

Congress imposed the default calculation change because:
- Loan defaults were increasing nationwide at most schools
- Educational costs are continuing to rise
- More students borrowing money
- The combination of private and federal loans has led to greater student indebtedness

<table>
<thead>
<tr>
<th>Eligible School</th>
<th>Sanction</th>
</tr>
</thead>
</table>
| • Three recent official cohort default rates at 25.0% or greater for two years  
• 30.0% or greater for three years. | Lose ability to participate in the Direct Loan and Federal Pell Grant programs. |

<table>
<thead>
<tr>
<th>Eligible School</th>
<th>Benefit</th>
</tr>
</thead>
</table>
| Recent cohort default rate is less than 5% | • May disburse loans in single installment  
• May choose not to delay disbursement for first-year, first-time borrowers |
Satisfactory Academic Progress

Since 1994, there has been little change to federal financial Satisfactory Academic Progress regulations. In 2010, Congress asked the US Department of Education to strengthen the rules to include an emphasis on reasonable expectation that a student will complete their educational goal at a college within the published time frame or by exception, up to 150% of the program length.

At Pasadena City College there has been no change to this rule; 150% is 90 attempted units (equivalent to three full-time years of college). In an effort to determine whether our students will complete their goal within this time, we determined the point of program completion at 78 attempted units. A student at 78 attempted units or more must petition/appeal with a written explanation of exceptional circumstances caused him/her to need more time; i.e., up to 90 units. Students are also encouraged to submit a Student Educational Plan outlining their goal.
Several steps have occurred during the Fall 2013 semester as we pursue the reaffirmation of our accreditation:

- **Pasadena City College Accreditation website.** In accordance with ACCJC guidelines, a link was created on the PCC home page. This link now takes viewers to a redesigned Accreditation page that features valuable information for the campus community, the general public and our accreditors. Topics addressed on this updated webpage include the EMP, assessment, program review, and governance. The site also includes key Accreditation documents, information on Accreditation activities, and documentation of the process for the ACCJC and the visiting team. The Website can be viewed at http://www.pasadena.edu/accreditation/

- **Accreditation Newsletters.** The fourth edition of the newsletter was submitted this week and details the college-wide participation in the drafting of PCC’s Self-Evaluation. Previous editions give general information on how the situation at City College of San Francisco relates to Pasadena City College

- **Updates to Campus Community.** Multiple presentations on Accreditation have been given to managers, faculty, classified and students including presentations on Flex day for both faculty and staff and 4 workshops during the Professional Learning Days. Information and updates have also been given to various shared governance groups.

- **Participation on ACCJC Site Teams.** Several members of the team working on Accreditation at PCC have been members of ACCJC External Site teams for other colleges.

- **Integrated Planning Study Sessions.** Members of the Planning and Priorities Committee, Budget and Resource Allocation Committee, and Institutional Effectiveness Committee have met twice to evaluate PCC’s current integrated planning model and make suggestions for improvement.

- **The Self-Evaluation.** The first draft of the self-evaluation is underway. Some sections have been submitted and the first draft addressing the Standards will be completed by the writing groups by the end of this semester.
Memorandum

December 13, 2013

TO: Board of Trustees
   Dr. Mark Rocha, President/ Superintendent
   Mr. Bob Miller, Senior Vice President/Assistant Superintendent
   Dr. Robert Bell, Senior Vice President/Assistant Superintendent

FROM: Rueben Smith, Executive Director
       Facilities & Construction Services

SUBJECT: Centennial Facilities Master Planning Update

The following is a timeline of the Centennial Master Planning process and progress-to-date for the selection of a planning architect for the development of the Centennial Facilities Master Plan. Currently we are recommending three firms for Board consideration to begin the Conceptual Master plan process (phase 1). Below is a graphic of the updated process followed by a narrative.
Request for Qualifications (RFQ)

As presented on October 16th, the College sent a request for qualifications to over 50 planning/architecture firms for the Centennial Facilities Master Plan. The RFQ provided an overview of the planning process, which has been designed as a two-phased effort. Phase I includes the selection of three firms to develop a conceptual master plan for the District. Phase II will be for the completion of a Centennial facilities master plan in its entirety utilizing one of the three firms from Phase I. The RFQ requested overarching qualifications, key personnel resumes, as well as an overall approach for the entire project and a scope for Phase I.

The College received 11 submittals from the following firms:

1. Gruen Associates, Los Angeles
2. Gonzalez Goodale Architects, Pasadena
3. GKK Works, Pasadena
4. Johnson Fain, Los Angeles
5. AC Martin, Los Angeles
6. WLC Architects, Rancho Cucamonga
7. HGA Architecture, Santa Monica
8. NTD Architecture, San Dimas
9. Allan Escobar Gensler, Los Angeles
10. Johnson Favaro, LLP, Culver City California
11. PBWS Architects, LLP, Pasadena

RFQ Review

The submittals were reviewed by a panel (members listed on page 4) of PCC faculty and staff, including four representatives of the Facilities Advisory Committee, as well as the Visioning Consultant, over a period of two weeks.

The selection committee utilized a standardized evaluation form to score the proposals based on criteria identified in the RFQ, including the overall firm qualifications, the experience and commitment of the project manager and key staff, the approach and scope provided, as well as if team members or firms were located in Pasadena. Important elements for the panel included: the level of customization and PCC specific approach, extent and depth of experience with similar projects, vision for open space, innovation, and technology, and ability to translate the Educational Master Plan (EMP) into facilities and learning spaces. Finally, the selection committee met to discuss the submittals and to develop a shortlist for an interview. After a robust discussion including an evaluation of references, 4 firms were selected and interviewed on December 6th.

Below are the four firms interviewed.
Interviews

Each firm was given a one-hour interview with 20 minutes for presentation and 40 minutes to answer questions from the Selection Committee. The presentations were led by the Key Project Lead and were designed to cover how the Firm anticipates completing the project, how they will work with the College Community and larger District Community, as well as what distinguishes their team and why should they be chosen. With the conclusion of the four interviews, the Selection Committee met and reviewed impressions and the scoring for each candidate. Three firms are now being recommended for Board consideration: AC Martin, HGA, and Gensler. Each of the three firms illustrated a strong understanding of the District’s needs, articulated an approach that reflected the College’s character and values; and demonstrated that their team was cohesive and experienced.

Additional Activities

Once the Planning contracts are awarded, several key activities will begin to prepare and inform the Visioning Session now scheduled for February 7th and 8th. The following is a brief list of these activities:

- **Stakeholder interviews** – one-on-one interviews with key stakeholders to inform the Visioning Session. (See list at the end for initial list of stakeholders)
- **Online community engagement tool** (for internal and external audiences) – we will launch an online engagement tool in early January that will provide a dynamic and interactive resource for gathering input, starting discussions and connecting with the entire PCC community. The site will be used throughout the process to keep individuals involved and engaged.
- **Vision Session Preparation and Outreach** – Beginning in late December, we will begin planning for the Visioning Session. Day one will be with invited stakeholders and decision makers and be a daylong event. Day Two will be open to the larger community. The team will work to ensure both sessions are engaging, have the right people in the room, and result in a strong and vibrant vision for the PCC Facilities. In addition, PCC will provide an opportunity at both sessions for the three firms to be involved and to engage participants for a limited period of time.
- **Facility Advisory Committee Meetings (FAC)** – The three Phase I firms will be invited to a kickoff meeting and to participate at the Jan. 22nd FAC meeting as well as be given the opportunity to meet separately with the group in March to have a more detailed feedback session.
- **Community Presentation** – Propose that the three firms present their final concept plan to the community in April for consideration and input in April.
- **Other outreach opportunities** – Once the firms are approved by the Board, additional outreach opportunities will be identified such as on Campus “open hours” for each firm.
Selection Committee Members

Mr. Bob Miller, Administration
Mr. Joseph W. Simoneschi, Administration
Dr. David Douglass, Management
Dr. James Arnwine, Management
Mr. Eduardo Cairo, Academic Senate
Mr. Coleman Griffith, Faculty
Ms. Denise Albright, Classified
Ms. Mindy Craig, Visioning Consultant (BluePoint Planning)
Mr. Rueben Smith, Administration

Proposed Stakeholder Interviews

The following individuals have been identified as key stakeholders who can provide insights into the needs, interests, and potential challenges moving forward with the CMP Visioning. This list is not designed to be exhaustive rather a representative cross-section of PCC stakeholders. Other stakeholders will continue to be engaged on a regular and ongoing basis.

Dr. Jeanette Mann, Board Member, PACCD Board of Trustees (subject to full Board discussion and appointment)
Dr. Ross Selvidge, Board Member, PACCD Board of Trustees (subject to full Board discussion and appointment)
Dr. Mark Rocha, Superintendent/President
Dr. Robert Bell, Assistant Superintendent, Senior VP, Academic and Student Affairs
Mr. Bob Miller, Assistant Superintendent, Senior VP, Business and College Services
Mr. Jordon Orozco, Associated Students
Mr. Eduardo Cairo, Academic Senate
Dr. Carol Robinson, Classified Senate
Ms. Amy Ulmer, Management Association
Mr. Terry Tornek, Pasadena City Councilman
One Councilman or Town Council Representative from Each Community within the District
President's Advisory Councils (individuals to be determined)

- Latino Advisory Council
- African-American Advisory Council
- Asian American & Pacific Islander Advisory Council
- Armenian Advisory Council
AC Martin
AC Martin (ACM) was founded over 100 years ago with a dream to grow the City of Los Angeles into a thriving, vital community. In 1906, LA County was only 100,000 people strong. Today, Southern California is one of the most culturally diverse centers of commerce in the nation with close to 13 million people. Practicing for over a century, ACM’s values remain unchanged. With a visionary approach, ACM believes in serving their clients, and the community.

ACM recognizes that good design can transform communities, the way people live, learn, work and play. ACM has planned and designed places that have this transformative effect - sustainable, enduring landmarks that enrich the surrounding environment through the authenticity of our designs. With designs based on the fundamental principle these architects, respond to the needs of the building occupants and the community at large, through societal, cultural, environmental and global prerequisites. This is accomplished through a knowledge-based practice, through collaboration with the clients and with the project teams, and comprehensive research.

ACM’s has an Education Facilities Studio positioned to provide its clients with a unique blend of innovative design, technical excellence, commitment to client service, and sensitivity to each school’s context and educational mission. Having planned, programmed and designed higher education facilities for university campuses across the western United States, the studio has cultivated a unique depth of professional resources keyed to address issues confronting design for active campus environments.

HGA
HGA Architects and Engineers (HGA) is a full-service architecture, engineering and planning firm, organized into inter-disciplinary Practice Groups, offering a balanced portfolio of planning and design expertise with a focus on: Education, Arts, Science and Technology, Corporate, and Healthcare clients.

For 60 years, HGA has worked with higher education institutions on more than 100 campuses nationwide. Cumulatively, HGA has a rich history of working with campuses – urban and rural, large and small, residential and commuter, historic and contemporary - to plan, design and build lasting and functional campuses and buildings. From campus master planning to feasibility studies, programming to building design, HGA seeks to tell the unique story of each campus. HGA is experienced in the assessment of project needs, development of project criteria documents and providing oversight of projects during design for all campus and building types.

The HGA Design Management team has the ability to maintain client focus while drawing on its internal resources such as in-house specialty engineering departments and sustainable design experts. Working with clients, HGA builds upon their knowledge of what makes each college or university’s buildings and grounds special, how they are used and how they can be planned for long-term sustainability. The products that result from this process have been recognized through numerous awards from client and professional organizations nationwide.
Gensler
Gensler is a leading global architecture, interiors, planning, and strategic consulting firm that partners with companies and institutions to achieve measurable results through design. Founded in 1965, Gensler is a global architecture, design, and planning firm, and is a California Corporation owned by its employees.

The Los Angeles office, established in 1976, now boasts more than 400 people. With a total of nearly 4,000 staff in 44 offices worldwide, Gensler brings more talent and depth of resources to their clients as a leader in successfully completing a wide range of projects for its clients. Each year, Gensler has over 3,000 active clients in virtually every industry and delivers projects at every scale.

As planners and designers living and working here in Southern California, Gensler has extensive local experience and established relationships with colleges and universities across the region, including Santa Monica College, Occidental College, the Los Angeles Community College District, and Biola University.
PASADENA AREA
COMMUNITY COLLEGE DISTRICT
CENTENNIAL FACILITIES MASTER PLAN –
UPDATED TIMELINE

December 18, 2013
2013-2014 College Goal #4
Centennial Campus Master Facilities Plan
Phase I: Centennial Facilities Master Plan Architect Selection Process

- Interview, Select and Recommend Three Planning Architects
- Request Board of Trustees Approval to Hire Three Planning Architects for CFMP Conceptual Overview
- Centennial Facilities Master Plan Visioning Session
- Three Architectural Planning Firms to Attend

November '13
- Create Planning Architect RFQ
- Issue Planning Architect RFQ
- CFMP Kick-off Facility Advisory Committee
- Community Engagement Launch CFMP Website

December '13
- CFMP Kick-off Facility Advisory Committee
- Community Engagement Launch CFMP Website

January '14
- Planning Architect Selection

February '14
- Planning Architect Selection

March '14
- Planning Architect to Submit Final CFMP

April '14
- Request Board of Trustees approval for CFMP Planning Architect contract
- Begin CFMP Development Process
- Evaluate Bond Strategy

May '14
- Centennial Master Plan

June '14
- Begin Process of Finalizing Funding Strategies

July '14
- May '14

August '14
- May '14

September '14
- May '14

October '14
- May '14

November '14
- May '14

December '14
- May '14

January '15
- May '14
December 13, 2013

TO: Dr. Robert Bell, Assistant Superintendent, Academic and Student Affairs

FROM: Mark Rocha, Superintendent-President

RE: Authorization of Full Time Faculty Searches for Fall 2014 Appointments

The administrative procedures of Board Policy 6100, Faculty Hiring, state that the president shall meet with the Academic Senate Faculty Hiring Priorities Committee to receive its recommendation and engage in consultation before acting on the committee’s recommendations and communicating to you my action.

I am happy to report that on December 11, 2013, I met with the Academic Senate Faculty Hiring Priorities Committee. You and Mr. Miller were present at this thorough and lengthy consultation meeting.

The result of this consultation was a compromise with the committee in which I would accept the first seven highest ranked hiring priorities of the Senate committee and then I would accept the three highest ranked priorities you have submitted.

I am therefore authorizing you to move forward with the following searches:

1. English
2. Counseling (non credit)
3. Counseling (general)
4. English (composition and literature)
5. Social Science (Psychology)
6. Health Science (Dental Lab Technician)
7. ESL
8. CTE – Automotive Technology
9. Engineering & Technology (Design Technology Pathways)
10. Natural Sciences (Chemistry)

I am also authorizing an eleventh position agreed upon with the Senate committee, the Disabilities teacher-Specialist in DSPS, a position that is separately funded by state categorical funds.
According to Board policy, search committees submit their final recommendations through the president to the Board of Trustees for its final review and appointment decision. The Board of Trustees makes the final decision on all faculty appointments. I therefore wish to convey the Board's strong direction from our Educational Master Plan to continue to diversify the full time faculty at every opportunity. The Board notes that while over 75% of PCC students are African-American, Asian-American and Latino, still less than one third of the faculty come from these underrepresented groups, especially in core general education disciplines.

I thank both the Senate and you for your work on this most important issue that is at the very heart of our mutual commitment to academic excellence. I wish you and your colleagues great success in recommending candidates that will continue PCC's Heritage of Excellence.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Student Travel -
ASPCC Lobby Committee
Sacramento, CA January 26-27, 2014

Board Meeting Date: December 18, 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:
EMP: A, A1, A2, F

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2013-2014 Associated Students Lobby Fee
Fund. Cost categories and amounts include: Airfare, lodging, meals, ground transportation, staff, and supplies.

GROUP: Associated Students of Pasadena City College (ASPCC) Lobby Committee
NUMBER: 16 (14 Students and 2 Advisors)
DATE(S): January 26-27, 2014
TIME(S): Various
DESTINATION(S): Sheraton Grand Sacramento
Sacramento, CA
EVENT: Community College League of California Legislative Advocacy Conference
TRANSPORATION: Air and shuttle
ADVISOR(S): Office of Student Affairs Staff
NOT TO EXCEED: $12,200.00

BACKGROUND: This activity involves travel for development of knowledge and strategies for lobbying on state
legislative matters as identified by the Associated Students of Pasadena City College Student Lobby Committee.
The students will participate in the Community College League of California's annual Legislative Advocacy
Conference, an advocacy development and training event. The students will join with other students, along with
community college senior officials, CEOs and trustees to connect with other advocates and learn the latest
developments on higher education in California. The students will also learn about new members of legislative
committees, legislative proposals affecting colleges and student learning, and advocacy strategies for the current
legislative year.

Interim Associate Dean, Student Life

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:

(Required three signatures)
CONSENT ITEM TITLE:  
Approve Extension Independent Contractors/Instructors

Board Meeting Date: December 18, 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 independent contractors/instructors on the attached list for Extension Fee classes on the designated dates. EMP: 14

FISCAL IMPLICATIONS: There is no cost to the District. Extension independent contractors/instructors are paid from participants' fees.

BACKGROUND: The services of the independent contractors/instructors are requested by the Director of Extension.

Recommended for Approval:  
Dean, Career and 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

(Required three signatures)
### INSTRUCTORS
- Appleton, Kevin
- Enkelis, Liane
- Goeller, Jessica
- Good Times Travel, Inc.
- McDonald, Jennifer
- Morris, Mari
- Ruiz, Jose
- Sala, Mary Thomas
- Samore-Sanchez, Arlene
- Torres, Shirai J.

### CLASS NAME
- Security Guard Training
- Explore and Photograph Diverse Cultures
- Share Your Photos in a Blog or Online Portfolio
- Share Your Photos in an Online Photo Gallery
- A.C.T. - Attitude, Commitment, Traction
- Writing Short Fiction
- A Day on Catalina Island
- Cachuma Lake Eagle Cruise
- Catalina Island Escape
- Death Valley Splendor
- Desert Bloom
- Eat, Pray, Love - Holyland Exhibition and Monastery of the Angels
- Palm Springs Follies Final Farewell
- Ranchos & Tacos - Camp Pendleton Ranch House & Leo Carrillo Historic Park
- San Andreas Fault
- San Diego Rail 'N' Sail
- See Mansions, Sea Seals, Seabees - Bard Mansion, Harbor Cruise & Seabee Museum
- The Ramona Pageant
- Tribute to Huell Howser Mystery Tour
- Yosemite Spring Fling
- Bellyfit
- Art Dolls
- Introduction to Microsoft Access
- Autism Parents' Health and Wellness Course
- Job Interviews – Be Prepared!
- 3D Bunny Shaped Cake
- Caregiving Made Simple
CONSENT ITEM TITLE:
Reporting and Approval of Self-Insurance Fund
Reimbursement, Workers’ Compensation

Board Meeting Date: December 18, 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 Workers’ Compensation Self-Insurance Fund bank account in the amount of $73,157.78. EMP: L

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBERS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/12/13</td>
<td>20947134</td>
<td>$36,078.90</td>
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<tr>
<td>11/19/13</td>
<td>20962097</td>
<td>$37,078.88</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$73,157.78</td>
</tr>
</tbody>
</table>

|                      |                |            |
| Medical              | $30,460.42     |
| Mileage              | $ 387.42       |
| Legal                | $23,720.94     |
| Benefit Payments     | $18,589.00     |
|                      | $73,157.78     |

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Required three Signatures)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Budget Augmentation

Board Meeting Date: December 18, 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 2013-14 Adopted Budget for the grant and program listed below.

FISCAL IMPLICATIONS:

FOSTER CARE: EMP: A3.1
2013-2014 Adopted Budget: Increase 2013-2014 Revised Budget
$125,970 $1,057 $127,027

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

FISCAL IMPLICATIONS:

C/O 2013 COLLEGE ACCESS (UPWARD BOUND): EMP: D1
2013-2014 Adopted Budget: Increase 2013-2014 Revised Budget
$36,400 $4,000 $40,400

BACKGROUND: Recently, we learned that certain grant funding from the 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 Department of Education.

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 three 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/ratify/amend/renew the contracts listed on the attached pages.

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

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

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 three signatures)
# REVIEW OF TRANSACTIONS AND CONTRACTS

## PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NO COST TO DISTRICT</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Ratify</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>B-98507-4</td>
<td>Aesthetic Design Studio</td>
<td>No cost to District</td>
<td>To provide use of facilities for internships for Dental Laboratory Technology students. <em>EMP: A 11/18/13 until terminated</em></td>
<td>Dental Laboratory Technology Program</td>
<td>N/A</td>
</tr>
<tr>
<td>B-98508-4</td>
<td>Childrens Hospital Los Angeles</td>
<td>No cost to District</td>
<td>To provide use of facilities for internships for CIRM Bridges to Stem Cell Research students. <em>EMP: A 9/01/13 until terminated</em></td>
<td>Natural Sciences Division</td>
<td>N/A</td>
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<tr>
<td><strong>DISTRICT TO RECEIVE REVENUE</strong></td>
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<td>Ratify</td>
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</tr>
<tr>
<td>B-98514-4</td>
<td>California Community Colleges Chancellor's Office</td>
<td>District to receive revenue</td>
<td>To provide services as fiscal agent for the Statewide EOP&amp;S Program as requested by the Chancellor's Office. District to receive $8,390.00 for administrative support. <em>EMP: I 7/01/13 thru 10/31/14</em></td>
<td>Statewide Extended Opportunity Program &amp; Services</td>
<td>N/A</td>
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<tr>
<td>B-98515-4</td>
<td>California Community Colleges Chancellor's Office</td>
<td>District to receive revenue</td>
<td>To provide services as fiscal agent for the Statewide Matriculation Program as requested by the Chancellor's Office. District to receive $45,455.00 for administrative support. <em>EMP: I 7/01/13 thru 12/31/14</em></td>
<td>Statewide Matriculation Program</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Consent Item No. 68-B
December 18, 2013
## REVIEW OF TRANSACTIONS AND CONTRACTS

### PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUND 01 – UNRESTRICTED FUND</td>
<td></td>
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</tr>
<tr>
<td><strong>Approve</strong></td>
<td></td>
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<tr>
<td>B-98509-4</td>
<td>Jazzantiqua, Inc.</td>
<td>$3,500.00</td>
<td>To provide a lecture/performance for College Diversity Initiative. <strong>EMP: A2, A3, B1</strong></td>
<td>College Diversity Initiative</td>
<td>01-5140</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2/20/14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-98510-4</td>
<td>Dr. Christina Christie</td>
<td>$15,000.00</td>
<td>To provide services as external evaluator for Student Access and Success Initiative (SASI). <strong>EMP: A1, A2, A3, D1, D2, E1</strong> 12/19/13 thru 6/30/14</td>
<td>Student Access &amp; Success Initiative</td>
<td>01-5120</td>
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<tr>
<td>B-98527-4</td>
<td>AC Martin</td>
<td>$50,000</td>
<td>To provide Phase I Conceptual design planning for the Centennial Facilities Master Plan. <strong>EMP: L</strong></td>
<td>Business &amp; College Services</td>
<td>01-5120</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12/19/13 thru 12/31/14</td>
<td></td>
<td></td>
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<tr>
<td>B-98528-4</td>
<td>Gensler</td>
<td>$50,000</td>
<td>To provide Phase I Conceptual design planning for the Centennial Facilities Master Plan. <strong>EMP: L</strong></td>
<td>Business &amp; College Services</td>
<td>01-5120</td>
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<td></td>
<td></td>
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<td>12/19/13 thru 12/31/14</td>
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<tr>
<td>B-98529-4</td>
<td>HGA Architects &amp; Engineers</td>
<td>$50,000</td>
<td>To provide Phase I Conceptual design planning for the Centennial Facilities Master Plan. <strong>EMP: L</strong></td>
<td>Business &amp; College Services</td>
<td>01-5120</td>
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<td></td>
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<td></td>
<td>12/19/13 thru 12/31/14</td>
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Consent Item No. 68-B
December 18, 2013
## REVIEW OF TRANSACTIONS AND CONTRACTS

### PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
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<tbody>
<tr>
<td>B-98512-4</td>
<td>College Brain Trust</td>
<td>$55,288.00</td>
<td>To provide an accreditation expert to read self-evaluation drafts and prepare feedback and recommendations. EMP: F 11/07/13 thru 6/30/14</td>
<td>Academic Affairs</td>
<td>01-5120</td>
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<tr>
<td>B-98506-4</td>
<td>Southern California Edison</td>
<td>$80,635.61</td>
<td>To provide use of parking lot at CEC. There will be a 3% increase each additional year. EMP: L 1/01/14 thru 12/31/18</td>
<td>Parking &amp; Traffic</td>
<td>01-5660</td>
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<tr>
<td>B-97721-1</td>
<td>LifeSigns</td>
<td>$4,000.00</td>
<td>To increase amount of agreement for additional interpreting services for an amount not-to-exceed $6,000.00. EMP: A</td>
<td>Disabled Student Program &amp; Services</td>
<td>01-5150</td>
</tr>
<tr>
<td>B-98511-4</td>
<td>Minh Ho</td>
<td>$20,000.00 per year</td>
<td>To provide services as a quantitative research analyst for all projects related to PCC's Title V and Title V Coop grants for an amount not-to-exceed $40,000.00. EMP: A1, A2, A3 12/19/13 thru 9/30/15</td>
<td>Title V &amp; Title V Coop Grants</td>
<td>03-5120</td>
</tr>
</tbody>
</table>

**FUND 03 – RESTRICTED FUND**

**Approve**

Consent Item No. 68-B

December 18, 2013
## REVIEW OF TRANSACTIONS AND CONTRACTS

### PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-98513-4</td>
<td>Study Smart Tutors, Inc.</td>
<td>$4,200.00</td>
<td>To provide tutoring services for Upward Bound and Upward Bound Math/Science students. <em>EMP: D1</em> 3/29/14 thru 4/26/14</td>
<td>Upward Bound Programs</td>
<td>03-5120</td>
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<tr>
<td>B-98519-4</td>
<td>Andrea McGraw</td>
<td>$4,500.00</td>
<td>To provide services as facilitator for Career Ladders Program. <em>EMP: A3.1</em> 1/10/14 thru 6/30/14</td>
<td>Career Ladders Program</td>
<td>03-5140</td>
</tr>
<tr>
<td>B-98520-4</td>
<td>Madelyn Gordon</td>
<td>$4,500.00</td>
<td>To provide training for Foster Care Education Program. <em>EMP: A3.1</em> 1/15/14 thru 3/30/14</td>
<td>Foster Care Education Program</td>
<td>03-5140</td>
</tr>
<tr>
<td>Amend</td>
<td>Center for Applied Research Solutions</td>
<td>$6,000.00</td>
<td>To increase amount of agreement for additional support tasks to the Student Matriculation Success and Support Program for an amount not-to-exceed $21,000.00, as requested by the Chancellors Office. <em>EMP: L</em></td>
<td>Statewide Matriculation Program</td>
<td>03-5120</td>
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<tr>
<td>Renew</td>
<td>Maxwell Rowe</td>
<td>$30,000.00</td>
<td>To renew agreement for consulting services for the Environmental STEM Grant. <em>EMP: A</em> 1/01/14 thru 6/30/14</td>
<td>Environmental STEM Grant</td>
<td>03-5120</td>
</tr>
</tbody>
</table>

Consent Item No. 68-B
December 18, 2013

Page 4 of 6
# REVIEW OF TRANSACTIONS AND CONTRACTS

**PASADENA AREA COMMUNITY COLLEGE DISTRICT**

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FUND 41 – CAPITAL OUTLAY FUND</strong></td>
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</tr>
<tr>
<td>Ratify</td>
<td>WHL Consulting Engineers</td>
<td>$3,300.00</td>
<td>To provide services to identify structural location of slab that needs replacement in Weight Room.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>EMP: L 10/01/13 thru 12/31/13</td>
<td>C/O Weight Room</td>
<td>42-6217</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Structural Repair</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7100-0000</td>
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<tr>
<td><strong>FUND 42 – BUILDING FUND</strong></td>
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<tr>
<td>Amend</td>
<td>AC Martin</td>
<td>$37,250.00</td>
<td>To increase amount of agreement for completion of the Center for the Arts Project for an amount $4,049,506.00 and extend term of agreement from</td>
<td></td>
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<tr>
<td></td>
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<td>EMP: L 10/31/13 to 1/31/14. 42-6252</td>
<td>M/P: Center for</td>
<td>42-6252</td>
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<td></td>
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<td>the Arts Project</td>
<td></td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>7404-0000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Knowland Construction Services</td>
<td>$42,840.00</td>
<td>To increase amount of agreement for completion and DSA close-out for the Center for the Arts Project for an amount not-to-exceed $1,049,512.00 and extend term from</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>EMP: L 12/31/13 to 2/28/14. 42-6253</td>
<td>M/P: Center for</td>
<td>42-6253</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>the Arts Project</td>
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<td></td>
<td></td>
<td>7404-0000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kleinfelder</td>
<td>N/A</td>
<td>To extend term of agreement from 12/31/13 to 8/31/14. EMP: L</td>
<td>M/P: Elevator</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Upgrades</td>
<td></td>
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<tr>
<td></td>
<td>Sonitus</td>
<td>N/A</td>
<td>To extend term of agreement from 12/31/13 to 12/31/14. EMP: L</td>
<td>M/P: Center for</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>the Arts Project</td>
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</table>

Consent Item No. 68-B
December 18, 2013
<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-98412-4</td>
<td>Schaffer Acoustics, Inc.</td>
<td>$1,570.00</td>
<td>To increase amount of agreement for additional acoustical testing services for the Center for the Arts Project for an amount not-to-exceed $11,370 and extend the term from 12/12/13 to 6/30/14. EMP: L</td>
<td>M/P: Center for the Arts Project</td>
<td>42-6258</td>
</tr>
<tr>
<td>C-3100-3</td>
<td>Liberty Mutual Insurance Company</td>
<td>N/A</td>
<td>To extend the term of the Takeover Agreement from 7/08/13 to 1/31/14. EMP: L</td>
<td>M/P: Center for the Arts Project</td>
<td>N/A</td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Purchasing Transactions

Board Meeting Date: December 18, 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 P1401156 through P1401428. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2013-2014 Adopted 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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires three signatures)
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>PO Amount</th>
<th>YTD Total</th>
</tr>
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<tbody>
<tr>
<td>P1401196</td>
<td>Academic Senate CA Community Colleges</td>
<td>Dues and Membership</td>
<td>Academic Senate</td>
<td>5,908.00</td>
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<td>P1401180</td>
<td>Consolidated Electrical Distributors</td>
<td>Supplies and Materials</td>
<td>Building Services</td>
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<td>46,251.51</td>
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<td>P1401359</td>
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<td>Building Services</td>
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<td>46,251.51</td>
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<tr>
<td>P1401174</td>
<td>H and H Elevator Services</td>
<td>Repair and Maintenance of Equipment</td>
<td>Building Services</td>
<td>45,000.00</td>
<td>125,948.19</td>
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<td>P1401182</td>
<td>Porter Boiler Service</td>
<td>Repair and Maintenance of Equipment</td>
<td>Building Services</td>
<td>1,200.16</td>
<td>3,348.10</td>
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<td>P1401255</td>
<td>Staples</td>
<td>Supplies and Materials</td>
<td>Business Services Office</td>
<td>1,000.00</td>
<td>68,888.01</td>
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<td>P1401308</td>
<td>Eureka: The CA Career Info System</td>
<td>Other Services</td>
<td>Career Planning/Placement</td>
<td>1,895.00</td>
<td>1,895.00</td>
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<td>P1401251</td>
<td>Ron Castellanos - Indust Sewing Machines</td>
<td>Repair and Maintenance of Equipment</td>
<td>CEC: Human Services</td>
<td>700.00</td>
<td>700.00</td>
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<tr>
<td>P1401387</td>
<td>Peste Up Supply</td>
<td>New Equipment between $500-4999</td>
<td>CEC: Non Credit Program</td>
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<td>P1401336</td>
<td>TAB Products</td>
<td>Supplies and Materials</td>
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<td>P1401383</td>
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<td>Supplies and Materials</td>
<td>Computer Learning Center</td>
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<td>P1401315</td>
<td>C2 Comp</td>
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<td>Copy Clearing Center</td>
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<td>P1401316</td>
<td>Southwest Binding Company</td>
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<td>Copy Clearing Center</td>
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<td>XPEDX</td>
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<td>P1401274</td>
<td>* Anderson Business Technology</td>
<td>Repair and Maintenance of Equipment</td>
<td>Counseling Office</td>
<td>550.67</td>
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<td>P1401211</td>
<td>* PCC Bookstore</td>
<td>Supplies and Materials</td>
<td>Counseling Office</td>
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<td>88,758.99</td>
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<td>Arcadia Party Rentals</td>
<td>Rentals</td>
<td>Degree and Transfer Center</td>
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<td>7,000.00</td>
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<td>P1401322</td>
<td>Clean Source</td>
<td>Supplies and Materials</td>
<td>Facilities Custodial Cleaning</td>
<td>2,049.30</td>
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<td>P1401298</td>
<td>Unisan Products</td>
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<td>P1401394</td>
<td>Unisan Products</td>
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<td>Supplies and Materials</td>
<td>Facilities Custodial Services</td>
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<td>P1401161</td>
<td>Miguel &amp; Son Sweeper Company</td>
<td>Repair/Upkeep Bldgs and Grounds</td>
<td>Facilities Grounds</td>
<td>32,670.00</td>
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<td>P1401292</td>
<td>* Consolidated Electrical Distributors</td>
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<td>P1401365</td>
<td>CVS Wholesale Flags</td>
<td>Supplies and Materials</td>
<td>Facilities Trades</td>
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<td>Ferguson Enterprises</td>
<td>Supplies and Materials</td>
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<td>* Ganahl Lumber Company</td>
<td>Supplies and Materials</td>
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<td>Grainger Inc</td>
<td>Supplies and Materials</td>
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<td>Knorr Systems Inc</td>
<td>Supplies and Materials</td>
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<td>Marx Bros. Fire Extinguisher Co</td>
<td>Repair and Maintenance of Equipment</td>
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* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
## PURCHASE ORDERS OVER $500

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<th>Total YTD Total</th>
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### Total Unrestricted General Fund

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<tr>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>PO Amount</th>
<th>Total YTD Total</th>
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<td>Matco Tools</td>
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* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.

**Total Unrestricted General Fund:** $859,799.31
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**CAPITAL OUTLAY FUND**

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**BUILDING FUND**

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<td>M/P Arts Building-Soft Cost</td>
<td>8,027.80</td>
<td>8,477.80</td>
</tr>
<tr>
<td>P1401237</td>
<td>MPA</td>
<td>Construction and Modifications</td>
<td>M/P Arts Building-Soft Cost</td>
<td>4,500.00</td>
<td>4,500.00</td>
</tr>
<tr>
<td>P1401342</td>
<td>Painting and Striping and Coating Inc</td>
<td>Construction/Modifications $100,000</td>
<td>M/P Arts Building-Soft Cost</td>
<td>1,181.00</td>
<td>1,181.00</td>
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<tr>
<td>P1401338</td>
<td>Premier Lighting &amp; Production</td>
<td>New Equipment $5,000 or Greater</td>
<td>M/P Arts Building-Soft Cost</td>
<td>39,076.00</td>
<td>42,076.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>PO Amount</th>
<th>Vendor Name</th>
<th>Description</th>
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<tbody>
<tr>
<td>P1401187</td>
<td>Sierra School Equipment Co</td>
<td>New Equipment between $500-4999</td>
<td>M/P Arts Building-Soft Cost</td>
<td>12,301.93</td>
<td>Sigmanet</td>
<td>New Equipment $5,000 or Greater</td>
<td>M/P Technology Infrastructure</td>
<td>19,416.82</td>
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<tr>
<td>P1401238</td>
<td>Sigmanet</td>
<td>New Equipment between $500-4999</td>
<td>M/P Arts Building-Soft Cost</td>
<td>6,377.52</td>
<td>Sigmanet</td>
<td>Wireless Meraki with 10 year license for cloud management</td>
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<td>42,646.39</td>
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<tr>
<td>P1401235</td>
<td>Sigmanet</td>
<td>New Equipment $5,000 or Greater</td>
<td>M/P Technology Infrastructure</td>
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<tr>
<td>P1401189</td>
<td>Statewide Educational Wrap Up Program</td>
<td>Construction/Modifications $100,000</td>
<td>M/P Arts Building-Soft Cost</td>
<td>2,538.00</td>
<td>Herk Edwards Inc</td>
<td>Repair and Maintenance of Equipment</td>
<td>S/M Upgrade Lighting PH2</td>
<td>16,386.00</td>
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<tr>
<td>P1401350</td>
<td>Tiger Direct</td>
<td>New Equipment $5,000 or Greater</td>
<td>M/P Arts Building-Soft Cost</td>
<td>2,511.48</td>
<td>Tiger Direct</td>
<td>New Equipment $5,000 or Greater</td>
<td>M/P Arts Building-Soft Cost</td>
<td>9,303.17</td>
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<td>P1401351</td>
<td>Waxie Sanitary Supply</td>
<td>Construction/Modifications $100,000</td>
<td>M/P Arts Building-Soft Cost</td>
<td>19,726.03</td>
<td>Waxie Sanitary Supply</td>
<td>Construction/Modifications $100,000</td>
<td>M/P Arts Building-Soft Cost</td>
<td>35,851.57</td>
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**Total Building Fund** 132,044.93

**SCHEDULED MAINTENANCE FUND**

<table>
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<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
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<th>PO Amount</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>PO Amount</th>
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<tbody>
<tr>
<td>P1401169</td>
<td>Herk Edwards Inc</td>
<td>Repair and Maintenance of Equipment</td>
<td>S/M Upgrade Lighting PH2</td>
<td>16,386.00</td>
<td>Herk Edwards Inc</td>
<td>Repair of bleachers</td>
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**Total Scheduled Maintenance Fund** 16,386.00

**SELF-INSURANCE FUND (PROPERTY DAMAGE AND PUBLIC LIABILITY)**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>PO Amount</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>PO Amount</th>
<th>Total Self-Insurance Fund</th>
<th>7,835.55</th>
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<tr>
<td>P1401145</td>
<td>Keenan &amp; Associates</td>
<td>Reserve for Pending Claims</td>
<td>Property Damage &amp; Public Liability</td>
<td>626.89</td>
<td>Keenan &amp; Associates</td>
<td>Reserve for Pending Claims</td>
<td>Property Damage &amp; Public Liability</td>
<td>29,634.32</td>
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<tr>
<td>P1401147</td>
<td>Keenan &amp; Associates</td>
<td>Reserve for Pending Claims</td>
<td>Property Damage &amp; Public Liability</td>
<td>675.00</td>
<td>Keenan &amp; Associates</td>
<td>Reserve for Pending Claims</td>
<td>Property Damage &amp; Public Liability</td>
<td>29,634.32</td>
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</tr>
<tr>
<td>P1401146</td>
<td>Keenan &amp; Associates</td>
<td>Reserve for Pending Claims</td>
<td>Property Damage &amp; Public Liability</td>
<td>6,533.66</td>
<td>Keenan &amp; Associates</td>
<td>Reserve for Pending Claims</td>
<td>Property Damage &amp; Public Liability</td>
<td>29,634.32</td>
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</table>

**Total** $1,141,238.56

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

> Indicates local branch utilized outside of District as required by Vendor.
CONSENT ITEM TITLE: Approve Information Technology Purchasing Transactions

Board Meeting Date: December 18, 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 P1401156 through P1401428. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2013-2014 Adopted 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.

Required 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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires three signatures)
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total PO Amount</th>
<th>YTD Total PO Amount</th>
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<tbody>
<tr>
<td>P1401272</td>
<td>Advanced System Group</td>
<td>Multiuser Software License</td>
<td>Information Tech Services</td>
<td>10,488.00</td>
<td>95,679.80</td>
</tr>
<tr>
<td>P1401271</td>
<td>CDW Government Inc</td>
<td>Computer Equipment between $500-499</td>
<td>Telephone Services</td>
<td>1,457.49</td>
<td>165,592.48</td>
</tr>
<tr>
<td>P1401364</td>
<td>Mainsaver Software LLC</td>
<td>Multiuser Software License</td>
<td>Information Tech Services</td>
<td>2,556.00</td>
<td>2,556.00</td>
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<td>P1401267</td>
<td>NE Systems Inc</td>
<td>Repair and Maintenance of Equipment</td>
<td>Information Tech Services</td>
<td>39,000.00</td>
<td>652,510.77</td>
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Total Unrestricted General Fund: $53,501.49

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<th>PO Number</th>
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<th>Description</th>
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<th>YTD Total PO Amount</th>
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</thead>
<tbody>
<tr>
<td>P1401372</td>
<td>Sehi Computer Products Inc</td>
<td>Laserjet color printer</td>
<td>Small Business Dev Ctr-SBDC</td>
<td>703.68</td>
<td>7,897.64</td>
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Total Restricted General Fund: $703.68

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<th>PO Number</th>
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<td>P1401358</td>
<td>Advanced System Group</td>
<td>Computer Equipment $5,000 or Greater</td>
<td>C/O ERP System</td>
<td>24,899.60</td>
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<tr>
<td>P1401370</td>
<td>Dell Inc</td>
<td>Computer Equipment between $500-499</td>
<td>C/O Virtualization/Lab Upgrade</td>
<td>21,550.28</td>
<td>437,741.07</td>
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<tr>
<td>P1401223</td>
<td>Dell Inc</td>
<td>Computer Equipment between $500-499</td>
<td>C/O Virtualization/Lab Upgrade</td>
<td>54,007.28</td>
<td>437,741.07</td>
</tr>
<tr>
<td>P1401273</td>
<td>Digital Networks Group</td>
<td>Computer Equipment between $500-499</td>
<td>C/O SMART Classroom Upgrade</td>
<td>24,878.14</td>
<td>460,268.34</td>
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<tr>
<td>P1401346</td>
<td>NE Systems Inc</td>
<td>Computer Equipment $5,000 or Greater</td>
<td>C/O Virtualization/Lab Upgrade</td>
<td>64,693.73</td>
<td>652,510.77</td>
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</table>

Total Capital Outlay Fund: $190,029.03

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<thead>
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<th>PO Number</th>
<th>Vendor Name</th>
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<th>YTD Total PO Amount</th>
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</thead>
<tbody>
<tr>
<td>P1401388</td>
<td>CDW Government Inc</td>
<td>Supplies and Materials</td>
<td>M/I Technology Infrastructure</td>
<td>37,601.73</td>
<td>165,592.48</td>
</tr>
</tbody>
</table>

Total Scheduled Maintenance Fund: $37,601.73

Total: $281,835.93

* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following conference attendance outside the United States or with anticipated costs in excess of $1,500.00.

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

APPROVE:

| ATTENDEE: | Jason R. Norris |
| LOCATION: | Advanced Engineering Technology Conference/Performance Racing Industry Trade Show, Indianapolis, Indiana |
| DATES: | December 9 – 14, 2013* |
| PURPOSE: | Annual conference attended for training and certification requirements |
| CHARGES: | $1,842.92 |
| COST CENTER: | 03-5210-5105-0000 |
| RECOMMENDED BY: | Robert Bell |
| EMP: | B2.1 |

*December 8 and December 14 – additional travel days
ATTENDEE: Cathy Wei
LOCATION: 2013 International Conference of Teaching Chinese as a Second Language, Kaohsiung, Taiwan
DATES: December 27 – 29, 2013
PURPOSE: Presenting a paper named "The Adaptive Chinese Language to reach out the Community – PCC Model" and learn the up to date pedagogical methods from Chinese colleagues around the world.
CHARGES: $2,000.00
COST CENTER: No cost to the District
RECOMMENDED BY: Robert Bell
EMP: B2.1
*December 26 and December 30 – additional travel days

ATTENDEE: Dr. Kirsten E. Ogden
LOCATION: Hawaii International Conference on the Arts and Humanities sponsored by the University of Louisville, Honolulu, Hawaii
DATES: January 10 – 13, 2014
PURPOSE: To present curriculum innovation related to the Stretch-Acceleration Composition program (STACC) and will be attending panels on composition and acceleration innovation.
CHARGES: $2,245.00
COST CENTER: 01-5210-4219-3112
RECOMMENDED BY: Robert Bell
EMP: A2, B1, C4
*January 9 and January 14 – additional travel days

ATTENDEE: Jeanette Mann, Linda Wah, William Thomson
LOCATION: ACCT National Legislative Summit, Washington D.C.
DATES: February 10 – 13, 2014
PURPOSE: Advocacy on education, workforce training and economic development policy issues in the 113th Congress
CHARGES: $2,445.00 each
COST CENTER: 01-5210-4100-0000
RECOMMENDED BY: Mark Rocha
EMP: B1

ATTENDEE: Elsie Rivas Gomez
LOCATION: Association of Writers and Writing Programs Annual Conference, Seattle Washington
DATES: February 26 – March 1, 2014
PURPOSE: Learning Best Practices in Teaching Composition and Creative Writing
CHARGES: $2,499.60
COST CENTER: 01-5210-4219-3112
RECOMMENDED BY: Robert Bell
EMP: A2, B1, C4
*March 2 – additional travel day
ATTENDEE: Michael McClellan, Chelena Fisher
LOCATION: Diversity, Learning, and Student Success: Policy, Practice, Privilege, Chicago, Illinois
DATES: March 27 – 29, 2014*
PURPOSE: Will focus on student success interventions that hold the most promise for first-generation students, low-income students from groups that traditionally have been poorly served in higher education
CHARGES: $1,863.63 for McClellan, $1,807.83 for Fisher
COST CENTER: 03-5210-5248-0000
RECOMMENDED BY: Robert Bell
EMP: B1
*R:March 26 and March 30 – additional travel days

RATIFY:

ATTENDEE: Ross Selvidge
LOCATION: 2013 Community College League of California Annual Conference
DATES: November 21 – 23, 2013
PURPOSE: Attend focus sessions and workshops for student success
CHARGES: $1,824.00
COST CENTER: 01-5210-4100-0000
RECOMMENDED BY: Mark Rocha
EMP: B1

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 Resolution No. 516 for Sole Source Declaration and Ratify Approval of Purchase Order to Nano Science Instruments

Board Meeting Date: December 18, 2013

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, make a finding and adopt the position that the District would recognize no benefit nor realize any profit through formal bidding for the purchase of Phenom Pro X Desktop SEM with EDS and Pro Suite and ratify approval of Purchase Order Number P1400159 to Nano Science Instruments in the amount of One Hundred Five Thousand Nine Hundred Fifty Dollars and Fifty Cents ($105,950.50).

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2013-2014 Adopted District Budget under the following cost center shown:

215262-526200-641200-6490 (Title V-HSI Stem Grant)

BACKGROUND: Although the total amount exceeds legal bid levels, the District's County Counsel has previously stated that where only one source exists, the Board of Trustees may make a finding and adopt the position that the process of bidding would provide no benefit to the District.

The equipment needed in this recommendation will properly support Stem Cell research in the Natural Science Department. The equipment will provide cutting edge technology to the Department.

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 three signatures)
RESOLUTION NO. 516
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

EQUIPMENT RELATED TO STEM CELL RESEARCH FOR THE NATURAL SCIENCE DEPARTMENT

WHEREAS, The District was awarded HIS Stem grant for instruction on stem cell research.

WHEREAS, Changing technology and further advancements in research requires the purchase of new equipment.

WHEREAS, Nano Science Instruments is the only company that can provide the Phenom Pro X SEM equipment which magnifies cells to the 100,000 power on a desktop system.

NOW THEREFORE BE IT RESOLVED, The Board of Trustees of the Pasadena Area Community College District hereby approves this resolution to ratify the authorization to purchase this equipment under consent item 72-B.

ADOPTED this 18th day of December, 2013

Aye: __________
No: __________
Abstain: __________
Absent: __________

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

________________________________________
John H. Martin
President, Board of Trustees
Pasadena Area Community College
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Contract Number C140106 for One Hundred Twenty-Five Thousand Dollars ($125,000.00) to Hewlett Packard (HP) for Print Management Services. This purchase will provide the District with an on-call printer supply, repair, maintenance and replacement agreement. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2013-2014 Adopted District Budget under the following cost center shown:

100000-470000-564000-6780 (IT Services – Repair and Maintenance of Equipment)

BACKGROUND: California by virtue of its “piggyback” clause (Public Contract Code 20118, 20652) allows contracts that are of the same nature to be used by other school Districts. The Cooperative Purchasing Network (TCPN) established by the State of Texas, contracted with Hewlett Packard under contract number R5242 for Print Management Services for a term of March 2013 through February 2016. Under the terms of this contract, HP will honor the same terms under a District contract. The College stands to recognize a significant savings in cost and time by using the piggyback option.

The District currently has approximately 1200 printers or multifunction devices. Most of these printers are not under maintenance agreement for repairs or supplies. This 24-month term agreement would allow PACCD to enroll printers/multifunction devices into a maintenance plan where repairs and consumables are covered by a per page charge. This is a more efficient approach than repairing in-house or having departments order their own supplies.

The District currently uses another vendor for this service on a limited basis (approx. 100 devices) however the cost has ballooned beyond LACOE limits. An immediate resolution is warranted and a piggyback agreement appears to be the ideal option. HP offers this service with an agreement PACCD can piggyback on.

Recommended for Approval:
Senior Vice President/Assistant Superintendent 
Business and College Services

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

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

(Requires three signatures)
CONSENT ITEM TITLE:
Amend Consent Item No. 62-B, Award Bid 900:
District Miscellaneous Remodeling Projects, Time
and Material

Board Meeting Date: December 18, 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. 62-B, approved on November 6, 2013, to award an additional vendor to the project as award of Bid 900, Miscellaneous Remodeling Projects, Time and Material to Pasadena Builders, Inc., of Pasadena, CA in the amount of Thirteen Thousand Three Hundred Ninety-Eight Dollars and Four Cents ($13,398.04) and Pars Arvin Construction, Inc., of Woodland Hills, CA in the amount of Thirteen Thousand Five Hundred Twenty-Three Dollars and Thirty-Three Cents ($13,523.33).

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2013-2014 Adopted District Budget under the following cost center shown:

41-6210-7123-0000 (Facility Renovation)
43-6250-7227-0000 (Scheduled Maintenance)

BACKGROUND: Miscellaneous time and material contractors are needed to complete small construction project all throughout the campus. At its meeting of August 21, 2013, consent item 32-B, the Board of Trustees approved the authorization to bid this project.

Bid 900 was advertised in the Star News, Pasadena Journal, and La Opinion Newspapers. The advertisements were made available on the internet. Several vendors were sourced for this project. Three (3) vendors responded to the request for bids and provided competitive bid packages:

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>TOTAL BASE BID NEW</th>
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</thead>
<tbody>
<tr>
<td>The Nazerian Group, Encino, CA</td>
<td>$17,188.02</td>
</tr>
<tr>
<td>Pars Arvin Construction, Inc., Woodland Hills, CA</td>
<td>$13,523.33</td>
</tr>
<tr>
<td>Pasadena Builders, Inc., Pasadena CA</td>
<td>$13,398.04</td>
</tr>
</tbody>
</table>

After meeting all the State required processes for formal bid procedures, the recommendation for award is to Pasadena Builders, Inc., and Pars Arvin Construction, Inc. as the most responsive, qualified bidders meeting all requirements.

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:
Approve Purchase Order to Digital Networks Group

Board Meeting Date: December 18, 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 Purchase Order Number P1401586 for One Hundred Twenty-Six Thousand Eight Hundred Six Dollars and Eighty-Nine Cents ($126,806.89) to Digital Networks Group. This purchase will provide for eight smart classroom upgrades. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2013-2014 Adopted District Budget under the following cost center shown:

410000-741100-641100-7100 (New Equipment, Virtualization/Lab Upgrade)

BACKGROUND: Even though the purchase amount exceeds bidding levels, California by virtue of its “piggyback” clause (Public Contract Code 20118, 20652) allows bids and/or contract that are of the same nature to be used by other school Districts when it utilizes the California Multiple Award Schedule (CMAS), administered by the State of California, Department of General Services, Procurement Division. Digital Networks Group has been awarded CMAS Contracts under Agreement Numbers 3-06-70-207D and 3-07-70-238A. Pasadena Area Community College District stands to recognize a significant savings in cost and time by using the “piggyback” option.

The equipment in eight smart classrooms is outdated and needs to be replaced.

Recommended for Approval:

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

(Requires three signatures)
CONSENT ITEM TITLE:
Approve Purchase Order to Canon USA, Inc.

Board Meeting Date: December 18, 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 Purchase Order Number P1401505 for One Hundred Eighty-Six Thousand Six Hundred Thirty-Four Dollars and Forty-Four Cents ($186,634.44) to Canon USA, Inc. This purchase will provide the District with a high production printer/copier. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2013-2014 Adopted District Budget under the following cost center shown:

100000-310300-643000-6770 (Office Services/Lease)

BACKGROUND: Even though the purchase amount exceeds bidding levels, California by virtue of its "piggyback" clause (Public Contract Code 20118, 20652) allows bids and/or contract that are of the same nature to be used by other school Districts throughout California for the expenditure of District funds where a bid has been issued by another public school agency. Canon USA, Inc. has been awarded Contract Number MA-IS-1140181-11 by County of Los Angeles Internal Services Department. Pasadena Area Community College District stands to recognize a significant savings in cost and time by using the "piggyback" option.

A high production printer/copier is needed for the numerous print jobs Office Services provides for the District.

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 three signatures)
CONSENT ITEM TITLE:
Approve Purchase Order to NE Systems Incorporated

Board Meeting Date: December 18, 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 Purchase Order Number P1401348 for Ninety-Two Thousand Thirty-Five Dollars and Fourteen Cents ($92,035.14) to NE Systems Incorporated. This purchase will upgrade and provide the datacenter with critical infrastructure upgrade.

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2013-2014 Adopted District Budget under the following cost center shown:

420000-741400-641100-7100 (M/P COA)

BACKGROUND: Even though the purchase amount exceeds bidding levels, California by virtue of its "piggyback" clause (Public Contract Code 20118, 20652) allows bids and/or contract that are of the same nature to be used by other school Districts when it utilizes the California Multiple Award Schedule (CMAS), administered by the State of California, Department of General Services, Procurement Division. NE Systems Incorporated has been awarded CMAS Contracts under Agreement Number 3-13-70-2045M. Pasadena Area Community College District stands to recognize a significant savings in cost and time by using the "piggyback" option.

This infrastructure upgrade will yield a significant increase in the consistency of the District's network services.

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

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Superintendent/ President

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

CONSENT ITEM TITLE:
Award Bid 899: Paving Repairs

Board Meeting Date: December 18, 2013

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, award Bid 899 to Century Paving, La Mirada, CA for Fifty Four Thousand Dollars ($54,000.00) for paving repairs.

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2013-2014 Adopted District Budget under the following cost center shown:

410000-712300-563000-7100 (Facility Renovations/Repair and Upkeep/Physical Property)

BACKGROUND: Due to earthquake damage, root damage and natural wear and tear of use, the District parking lots are in need of repair. At its meeting of July 17, 2012, consent item 13-B, the Board approved the authorization to bid this project.

Bid 899 was advertised in the Star News, Pasadena Journal and La Opinion Newspapers and one vendor responded. At its meeting of November 6, 2013, the Board rejected bids for a greater response. The project was again advertised and vendors were sourced. Four vendors responded to the request for bids and provided competitive bid packages:

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>TOTAL BASE BID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Century Paving, La Mirada, CA</td>
<td>$54,000.00</td>
</tr>
<tr>
<td>Empire Parking Lot Services, Orange, CA</td>
<td>$72,450.00</td>
</tr>
<tr>
<td>Mission Paving, Irwindale, CA</td>
<td>$73,355.00</td>
</tr>
<tr>
<td>Martin A Rogers, Inc., Pasadena CA</td>
<td>$122,500.00</td>
</tr>
</tbody>
</table>

After meeting all the State required processes for formal bid procedures, the recommendation for award is to Century Paving as the most responsive bidder meeting all requirements.

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 three signatures)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Award Bid 902: Measure P - Miscellaneous Remodeling, Time and Material

Board Meeting Date: December 18, 2013

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, award Bid 902 and approve Contract Number C140108 to Pasadena Builder, of Pasadena, CA for Thirteen Thousand Three Hundred Eighty Six Dollars and Forty Six Cents ($13,386.46) and award and approve Contract Number C140109 to Pars Arvin Construction, Inc., of Woodland Hills, CA for Thirteen Thousand Three Hundred Ninety-Seven Dollars and Eighty-One Cents ($13,397.81) for the Measure P- Miscellaneous Remodeling projects.

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2013-2014 Adopted District Budget under the following cost center shown:

420000-740900-640000-7100 (Classroom Conversions)
420000-741000-625000-7100 (Classroom Upgrade)
420000-741200-625000-7100 (Restroom Upgrades)
420000-741700-625000-7100 (Walkway and Light Upgrades)

BACKGROUND: Miscellaneous Time and Material contracts are needed for Measure P funded projects. Funds for these projects will help supplement the District funded Miscellaneous Time and Material projects awarded on the District’s Board meeting of November 6, 2013.

At its Board meeting of November 6, 2013, Consent 56-B, the Board gave authorization to solicit for bids under Bid 902, Measure P – Miscellaneous Remodeling Time and Material. The project was advertised and made available on the internet. Several competitive bid packages were received:

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>TOTAL BASE BID</th>
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</thead>
<tbody>
<tr>
<td>Pasadena Builders, Inc.</td>
<td>$13,386.46</td>
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<tr>
<td>Pars Arvin Construction, Inc.</td>
<td>$13,397.81</td>
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<tr>
<td>Harik Construction</td>
<td>$18,848.38</td>
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Page 1 of 2

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 three signatures)
After meeting all the State required processes for formal bid procedures, the recommendation for award is to Pasadena Builder, Inc. and to Pars Arvin Construction, Inc. as the most responsive bidders meeting all requirements.
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 2013-14, 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
Business and College Services

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

(Requires three signatures)
<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bolliger, Michaelene</td>
<td>1,450.00</td>
<td>Visual &amp; Media Arts - Accompany and supervise Journalism students at 2013 meeting and competition of the Journalism Association of Community Colleges; intense competitions, workshops, proctoring of groups from other institutions, 04-11-13 to 04-14-13, EMP: A1, A2, C4.1</td>
</tr>
<tr>
<td>Carlisi, Karen</td>
<td>150.00</td>
<td>Faculty Development Day - Developed and conducted workshop on the October 1, 2013 Faculty Development Day, 10-01-13, EMP: B1</td>
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<tr>
<td>Chaffee, Lyman</td>
<td>150.00</td>
<td>Faculty Development Day - Developed and conducted workshop on the October 1, 2013 Faculty Development Day, 10-01-13, EMP: B1</td>
</tr>
<tr>
<td>Cusick, Tanya</td>
<td>1,000.00</td>
<td>Allied Health Sciences - Additional duties in the Dental Assisting Program, 10-23-13 to 12-15-13, EMP: A.2</td>
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<tr>
<td>Datko, Catherine</td>
<td>150.00</td>
<td>Faculty Development Day - Developed and conducted workshop on the October 1, 2013 Faculty Development Day, 10-01-13, EMP: B1</td>
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<tr>
<td>Duran, Armando</td>
<td>150.00</td>
<td>Faculty Development Day - Developed and conducted workshop on the October 1, 2013 Faculty Development Day, 10-01-13, EMP: B1</td>
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<tr>
<td>Frank, Russell</td>
<td>1,500.00</td>
<td>SASI International Student Pathway - Completion of International Student Pathway responsibilities: orientation curriculum development, delivery of orientation workshops, courses and activities, and orientation tutor training and supervision, 01-01-14 to 01-10-14, EMP: A, D</td>
</tr>
<tr>
<td>Moore, Alexis</td>
<td>150.00</td>
<td>Faculty Development Day - Developed and conducted workshop on the October 1, 2013 Faculty Development Day, 10-01-13, EMP: B1</td>
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<tr>
<td>Oberlander, Keith</td>
<td>100.00</td>
<td>Teaching &amp; Learning Center - Attended workshops during the Faculty Professional Learning Days organized by the Academy of Professional Learning, 08-21-13 to 08-22-13, EMP: A, B</td>
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<tr>
<td>Panella, A. C.</td>
<td>3,000.00</td>
<td>Student Affairs - Interclub Council Advisor; facilitate leadership retreats; assist with student government advocacy efforts, 08-26-13 to 12-15-13, EMP: E</td>
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<tr>
<td>Pilgreen, Lindsey</td>
<td>1,500.00</td>
<td>SASI International Student Pathway - Completion of International Student Pathway responsibilities: orientation curriculum development, delivery of orientation workshops, courses and activities, and orientation tutor training and supervision, 01-01-14 to 01-10-14, EMP: A, D</td>
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<tr>
<td>NAME</td>
<td>COMPENSATION</td>
<td>SPECIAL PROJECT</td>
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<tr>
<td>Rose, Shelagh</td>
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<td>SASI International Student Pathway - Completion of International Student Pathway responsibilities: orientation curriculum development, delivery of orientation workshops, courses and activities, and orientation tutor training and supervision, 01-01-14 to 01-10-14, EMP: A, D 01-1420-2719-3102</td>
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<tr>
<td>Willhide, Melanie</td>
<td>800.00</td>
<td>New Faculty - Lead facilitator for Visual Arts &amp; Media Studies; provide orientation for adjuncts on academic and safety issues, 11-01-13 to 05-11-13, EMP B1, B2.1 01-1420-1001-0000</td>
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<tr>
<td>Altounji, Myriam</td>
<td>15,000.00</td>
<td>Title V – Participate in the development and implementation of College 1, One Book One College, and the First Year Student conference; conference planning, curriculum development, and College 1 Faculty Institute facilitation, 11-07-13 to 06-13-14, EMP: A, B, D, E 03-1420-5255-0000</td>
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<tr>
<td>Chen, Chia-Wei</td>
<td>2,500.00</td>
<td>Bridges to Stem Cell Research – Develop and deliver module on stem cells and regenerative medicine for a non-major biology course “Principles of Biology – Introduction to Molecular Biology”, 02-01-14 to 06-30-14, EMP: SSAA1 &amp; 4, SG 3-6, D4 03-1420-5140-0000</td>
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<td>Maier, James</td>
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<td>Bridges to Stem Cell Research – Develop and deliver module on stem cells and regenerative medicine for a non-major biology course “Scientific Method as Critical Thinking”, 02-01-14 to 06-30-14, EMP: SSAA1 &amp; 4, SG 3-6, D4 03-1420-5140-0000</td>
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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Employment of Hourly Faculty, 2013-14

Board Meeting Date: December 18, 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 employment of the persons on the attached list for 2013-2014. The length of time of the employment and the assignment shall be determined by the needs of the College. All employment was in accordance with Pasadena City College Hiring Policies and Procedures and applicable California Government Codes. EMP: A3.1

FISCAL IMPLICATIONS: Funds are budgeted in respective cost centers.

BACKGROUND: The assignment shall be determined by College need.

Recommended for Approval:

[Signatures]

Senior Vice President/Assistant Superintendent
Business and College Services

(Requires three signatures)
<table>
<thead>
<tr>
<th>NAME</th>
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<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
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<td>Acosta, Giselle R.</td>
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<td>Languages</td>
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<td>Bobo, Michael D.</td>
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<td>4</td>
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<td>Francoso, Antonio E.</td>
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<td>Goffas, Helen</td>
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<td>Knickelbein, Steve</td>
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<td>Kolba, Thomas J.</td>
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<td>Lefebvre, Catherine L.</td>
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<td>Luo, Dali</td>
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<td>Nakamatsu, Stacie Y.</td>
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<td>Sanchez, Deanna</td>
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<td>Health Sciences</td>
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<td>Spence, Laura</td>
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<tr>
<td>Todd, Stephanie Rose E.</td>
<td>Adjunct Faculty</td>
<td>A</td>
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<td>Performing &amp; Communication Arts</td>
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CONSENT ITEM No. 53-P

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Employment of Hourly Unclassified Employees, College Assistants and Volunteers for 2013-2014

Board Meeting Date: December 18, 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 attached list of hourly unclassified employees, college assistants and volunteers hired for fiscal year 2013-2014.

FISCAL IMPLICATIONS: Funds are budgeted in respective cost centers.

BACKGROUND: The assignment shall be determined by College need.

Recommended for Approval:

[Signatures]

Executive Director, Human Resources

[Signatures]

Senior Vice President/Assistant Superintendent
Business and College Services

[Signatures]

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

[Signature]
Superintendent/ President

(Requires three signatures)
<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>DIVISION/DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdus-Shakoor, Sadara</td>
<td>College Assistant</td>
<td>Scholarships/Financial Aid 01-2312-2500-0000 EMP: E1</td>
</tr>
<tr>
<td>Alemania, Kira</td>
<td>College Assistant</td>
<td>Staging Services 01-2312-4703-0000 EMP: J1; J2</td>
</tr>
<tr>
<td>Alemania, Kira</td>
<td>College Assistant</td>
<td>Campus Use 01-2312-3107-0000 EMP: J1; J2</td>
</tr>
<tr>
<td>Amran, Joshua</td>
<td>College Assistant</td>
<td>Health Sciences 01-2312-1300-0000 EMP: A3.1</td>
</tr>
<tr>
<td>Akopyan, Armine</td>
<td>College Assistant</td>
<td>Mathematics 01-2312-1451-0000 EMP: E5</td>
</tr>
<tr>
<td>Avington, Leroy</td>
<td>College Assistant</td>
<td>Police &amp; Safety Services 01-2312-3300-0000 EMP: E1</td>
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<tr>
<td>Bandoske, Keith</td>
<td>College Assistant</td>
<td>Counseling 01-2312-2002-0000 EMP: E2</td>
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<tr>
<td>Becerra, Myhriam</td>
<td>College Assistant</td>
<td>Community Education Center 01-2312-1150-0000 EMP: A3</td>
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<tr>
<td>Chao, Shelly</td>
<td>College Assistant</td>
<td>Institutional Planning &amp; Research 01-2312-4201-0000 EMP: B1.4</td>
</tr>
<tr>
<td>Chen, Chia En</td>
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<td>Cheng, Mayor</td>
<td>College Assistant</td>
<td>Police &amp; Safety Services 01-2312-3300-0000 EMP: E1</td>
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<td>Cundieff, Eric</td>
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<td>Cundieff, Eric</td>
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<td>Campus Use 01-2312-3107-0000 EMP: E1</td>
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<td>Deal, Kevin</td>
<td>College Assistant</td>
<td>Police &amp; Safety Services 01-2312-3300-0000 EMP: E1</td>
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<td>Dillard, La'nette</td>
<td>College Assistant</td>
<td>Kinesiology, Health &amp; Athletics 01-2312-1602-0000 EMP: A1: A2</td>
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<td>Ealy, Kristoffer</td>
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<td>Fascio, Jason</td>
<td>College Assistant</td>
<td>Rosemead 01-2312-19-1900 EMP: E1</td>
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<td>Figueroa, Fernando</td>
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<td>Garisp, Olivier</td>
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<td>Ghazinyan, Gohar</td>
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<td>Health Sciences 01-2312-1301-0000 EMP: E1</td>
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<td>Gonzalez, Cynthia</td>
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<td>Counseling 01-2312-1900-0000 EMP: E1</td>
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<td>POSITION</td>
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<td>Gonzalez, Laura D</td>
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<td>English</td>
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<tr>
<td>Gonzalez, Vicente</td>
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<td>Hernandez, Juan</td>
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<td>Hernandez, Tania</td>
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<td>Howard, Rochelle</td>
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<td>Kamel, Tony</td>
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<td>Kirchmeyer, Wade</td>
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<td>Kooshyian III, George</td>
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<td>Llamas Diaz, Janet</td>
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<td>Lopez, Maxcine</td>
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<td>Maloney, Kyle</td>
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<td>Marquez, Adrain</td>
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<td>Medina, Sara</td>
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<td>Mendoza, Cipriano</td>
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<td>Parra, Alejandro</td>
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<td>Quinton, Richard</td>
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<td>Ramos, Sabrina</td>
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<td>Reyes, David</td>
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<td>Rodriguez, Stephanie</td>
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<td>Community Education Center</td>
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<td>Sanchez, William</td>
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<td>Santana, Armando</td>
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CONSENT ITEM TITLE:
Employment of Hourly Unclassified Employees, Student Workers for 2013-2014

Board Meeting Date: December 18, 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 attached list of hourly unclassified employees, student workers for fiscal year 2013-2014.

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 Business and College Services

Senior Vice President/Assistant Superintendent Academic and Student Affairs

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

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

Board Meeting Date: December 18, 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 change of status and separation pertaining to academic employees. EMP: A2

FISCAL IMPLICATIONS: Funds are budgeted in respective cost centers.

BACKGROUND: Routine personnel transactions.

Recommended for Approval:

Executive Director, Human Resources

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

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<tr>
<td>From: Instructor</td>
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<td>To: Visual Arts and Media Studies</td>
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<td>To: General Education and Program Review</td>
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<td>To: Interim Associate Dean</td>
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<td>To: Teaching and Learning Center</td>
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<td>Klein, Brock</td>
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<td>M-1</td>
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<tr>
<td>Ly, Pearl</td>
<td>Librarian II</td>
<td>M-3</td>
<td>100% - 6 months</td>
<td>01/01/14 - 06/30/14</td>
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<td>To: Interim Assistant Dean</td>
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<td>To: Library</td>
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<td>Peach, Patricia</td>
<td>Instructor</td>
<td>B-33</td>
<td>From: 100%</td>
<td>01/13/14 - 05/11/14</td>
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<td>Staley, Douglass</td>
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<td>B-32</td>
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<td>To: 86.6%</td>
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<td>Tirapelle, Leslie</td>
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<td>M-3</td>
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<td>From: Librarian II</td>
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<td>Woods, Gary</td>
<td>Instructor</td>
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<td>Retirement</td>
<td>11/16/13</td>
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<td>From: Business and Computer Technology</td>
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<td>37.5 years of service</td>
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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Employment, Change of Status and Separations of Classified Employees

Board Meeting Date: December 18, 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 employment, leave of absence and separations 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

FISCAL IMPLICATIONS: Funds are budgeted in respective cost centers.

BACKGROUND: Routine personnel transactions.

Recommended for Approval:

Executive Director, Human Resources

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:

(Requires three signatures)
<table>
<thead>
<tr>
<th>NAME</th>
<th>CLASSIFICATION AND RANGE</th>
<th>DEPARTMENT</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
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<tbody>
<tr>
<td>Dorian, Ronny</td>
<td>Data Controller II 39A</td>
<td>International Student Services</td>
<td>100% - 12 mo.</td>
<td>12/19/13</td>
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<tr>
<td>Fields, Melanie</td>
<td>Library Technician I 32A</td>
<td>Library</td>
<td>100% - 12 mo.</td>
<td>12/19/13</td>
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<td>Jimenez, Marina</td>
<td>Administrative Assistant I (Confidential) 49A</td>
<td>President's Office</td>
<td>100% - 12 mo.</td>
<td>01/06/14</td>
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<td>Zhao, Lei</td>
<td>Department Laboratory 38A</td>
<td>Natural Sciences</td>
<td>100% - 12 mo.</td>
<td>12/19/13</td>
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**CHANGES**

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<tr>
<th>NAME</th>
<th>CLASSIFICATION AND RANGE</th>
<th>DEPARTMENT</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
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<tr>
<td>Ali, Ibtehal</td>
<td>College Assistant VI 11-1 Hourly</td>
<td>01-2312-4300-0000</td>
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<td>To:</td>
<td>Human Resources Technician II 44A</td>
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<td>100% - 12 mo.</td>
<td>11/09/13-1/07/14</td>
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<td>Substitute</td>
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<td>Betrue, Jason</td>
<td>Distance Education 61F</td>
<td>Distance Education</td>
<td>100% - 12 mo.</td>
<td>12/19/13</td>
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<tr>
<td>To:</td>
<td>Technologist / Developer</td>
<td>Distance Education</td>
<td>100% - 12 mo.</td>
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Consent Item 56-P
December 18, 2013
Page 3 of 4

CHANGES (Cont.)

Camara, Matthew
From: Digital A/V Production Technician 53F
Information Technology Services
01-2130-4701-0000
To: Audio / Video Production 57F
Specialist
Information Technology Services
01-2127-4300-0000
100% - 12 mo. 9/19/13

Caringella, Graciela
From: Human Resources Technician II 44F
01-2130-4300-0000
To: Human Resources Technician II/ Confidential
Human Resources Substitute
01-2127-4300-0000
100% - 12 mo. 11/09/13-1/07/14

Colley, David
From: Research Planning Analyst 54D
Academic Affairs
01-2130-4200-0000
To: Interim Manager M-5
Enrollment Management/ Research Planning
Academic Affairs
01-2130-4200-0000
100% - 12 mo. 1/06/14 - 6/30/14

Kara-Simonyan, Ovsanna
From: Temporary Employee President’s Office
01-5820-4000-0000
To: Intermediate Clerk II 36A
President’s Office Substitute
01-2130-4000-0000
100%-12 mo. 1/06/14 - 3/06/14

King, Caleah
From: College Assistant VI 11-1
Admissions and Records
01-2312-7115-0000
To: Admissions and Records Clerk II 36A
Substitute
01-2130-2100-0000
100%-12 mo. 1/02/14 - 3/03/14

Kollross, Crystal
From: Research Planning Analyst 54F
Institutional Planning and Research
01-2130-4200-0000
To: Interim Director M-1
Institutional Planning and Research Academic Affairs
03-2130-4200-0000
100%-12 mo. 1/01/14 - 3/31/2014
**CHANGES (Cont.)**

**Manukyan, Diana**
From: College Assistant VI 11-1
Admissions and Records
01-2312-7115-0000
To: Admissions and Records Clerk II 36A
Admissions and Records
01-2130-2100-0000
Substitute

**Shimasaki, Bonnie**
From: Learning Resources/ 41F
Distance Learning Assistant
Distance Education
01-2130-4300-0000
To: Scheduling Technician 41F
Academic Affairs
01-2130-4300-0000

**SEPARATIONS**

**El Ayass, Karen**
Intermediate Clerk II
Human Resources
Retirement
22 years of service
12/31/13
CONSENT ITEM TITLE: Ratification of Tentative Agreement with the Pasadena City College Instructional Support Services Unit – California Federation of Teachers (ISSU-CFT, Local 6525)

Board Meeting Date: December 18, 2013

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 Tentative Agreement reached with the Instructional Support Services Unit – California Federation of Teachers (ISSU-CFT, Local 6525). This Tentative Agreement provides for reallocation of the Secretarial classification series to the Administrative Assistant classification series as indicated below:

- Secretary I reallocated to Administrative Assistant I – Range 43
- Secretary II reallocated to Administrative Assistant I – Range 43
- Secretary III reallocated to Administrative Assistant II - Range 45
- Administrative Assistant III added to the Classification Plan – Range 49

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2013-2014 District Budget in the respective cost centers.

BACKGROUND: On December 3, 2013, the ISSU-CFT and Pasadena Area Community College District came to this agreement.

Recommended for Approval:

[Signature]
Executive Director, Human Resources

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 three signatures)
MEMORANDUM OF UNDERSTANDING
BETWEEN PACCD AND INSTRUCTIONAL SERVICES SUPPORT UNIT – CFT
REALLOCATION OF SECRETARIAL CLASSIFICATION SERIES TO
ADMINISTRATIVE ASSISTANT CLASSIFICATION SERIES
EFFECTIVE NOVEMBER 1, 2013

This Memorandum of Understanding is made by and between the
Pasadena Area Community College District ("District") and Instructional Services
Support Unit – CFT ("ISSU").

Whereas ISSU and the District have mutually agreed it is in the best
interest of all to update the job descriptions of employees working in the Secretarial
classification series so as to more accurately reflect the type of work most commonly
performed, and thus have agreed to the following:

- Secretary I reallocated to Administrative Assistant I – Range 43
- Secretary II reallocated to Administrative Assistant I – Range 43
- Secretary III reallocated to Administrative Assistant II – Range 45
- Administrative Assistant III added to the Classification Plan – Range 49

Except as set forth above, the provisions of the operative collective
bargaining agreement will remain unchanged through June 30, 2014.

Dated: December 5, 2013
INSTRUCTIONAL SERVICES SUPPORT UNIT -CFT
By: Julio Huerta, President

Dated: December 6, 2013
PASADENA AREA COMMUNITY COLLEGE DISTRICT
By: Mark Rocha, President

1570 East Colorado Boulevard  Pasadena, California 91106-2003  (626) 585-7282  FAX (626) 585-7922