NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, July 16, 2014

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

MEETING NO. 14
REGULAR BUSINESS MEETING

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

Enclosed is the Agenda for Meeting No. 14, a Regular Business Meeting. The Open Session will begin at 6:00 p.m. with the Call To Order, Roll Call and Public Comment on Closed Session Agenda items. Closed Session will follow. Open Session will resume at 7:00 p.m. The Board will meet in Creveling Lounge, Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.
AGENDA

Notice: Members of the public may request the opportunity to address the Board regarding any item on the agenda. To do so, please complete a "Request to Address the Board 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 three 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)
Lead Negotiator: Mr. Bruce Barsook, Attorney, Liebert Cassidy Whitmore

Government Code §54957  Employee Discipline, Dismissal, Release (two employees)

Government Code §54956.9(a)  Conference with Legal Counsel regarding Pending Litigation (one matter) Case no. B252271

Government Code §54956.9(b)  Conference with Legal Counsel regarding Anticipated Litigation (two matters)

Title 5, CCR, §55938  Appeal from Administrative Determination regarding Complaint of Discrimination (two matters)

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

A. PLEDGE OF ALLEGIANCE

B. INTRODUCTIONS AND RECOGNITIONS

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

D. APPROVAL OF MINUTES
   Meeting No. 13, Regular Business Meeting, June 25, 2014

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

F. OATH OF OFFICE – 2014-2015 STUDENT TRUSTEE
ACTION ITEMS RECOMMENDED FOR APPROVAL

G. BOARD POLICY REVISIONS RECOMMENDED BY BOARD POLICY REVIEW COMMITTEE
   • 2015: STUDENT MEMBER
   • 2105: ELECTION OF STUDENT MEMBER
   • 2200: BOARD DUTIES AND RESPONSIBILITIES
   • 2305: ANNUAL ORGANIZATIONAL MEETING
   • 2310: REGULAR MEETINGS OF THE BOARD
   • 2315: CLOSED SESSIONS
   • 2320: SPECIAL AND EMERGENCY MEETINGS
   • 2340: AGENDAS
   • 3410: NONDISCRIMINATION
   • 3430: PROHIBITION OF HARASSMENT

H. APPROVAL OF BOARD SELF-ASSESSMENT INSTRUMENT (Board Bylaw #1490)
   • Review of Board Policy #1450, Trustees Code of Ethics
   • Review of Board Policy #1480, Conflict of Interest

INFORMATION ITEMS

I. DUAL ENROLLMENT

J. ACCREDITATION SELF-STUDY UPDATE

K. SUPERINTENDENT-PRESIDENT’S REPORT

ANNOUNCEMENTS

L. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

M. PROPOSED FUTURE BOARD BUSINESS MEETING DATES

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

   Wednesday, September 3, 2014
   6:00 P.M. Regular Business Meeting

   Saturday, September 13, 2014
   Fall Retreat

N. PROPOSED FUTURE AGENDA ITEMS

IV. ADJOURNMENT
CONSENT ITEMS

1-S Approval of Student Travel, PCC Pep Squad
1-I Amend to Consent Item 36-I Approve Extension Independent Contractors/Instructors
2-I Approval of Student Travel, Program for Academic Support Services (PASS)

1-B Approval of Organizations for Membership, 2014-15 Fiscal Year
2-B Approve Staff Development Activity for Administration
3-B Approve Staff Development Activities for Accreditation
4-B Approve/Ratify/Amend/Renew Contracts
5-B Adoption of Resolution No. 523, Ratify Agreement Child Care and Development Services
6-B Authorization to Enter into an Agreement with Statewide Association of Community Colleges
7-B Approve Purchasing Transactions
8-B Approve Information Technology Purchasing Transactions
9-B Approve/Ratify Professional Conference Attendance
10-B Approve Change Order, Elevator Upgrade and Modernization
11-B Approve Change Orders, Restroom Upgrade, Buildings C and V
12-B Approve Change Orders, Remodel of Classroom and Labs
13-B Approve Purchase Order to Digital Networks Group
14-B Authorization to Solicit Bid: R-Building Restrooms Upgrade
15-B Authorization to Solicit Bid: Sun Shade Structure

1-P Approve/Ratify Compensation for Academic Personnel
2-P Employment of Hourly Faculty, 2013-14 and 2014-15
3-P Employment of Hourly Unclassified Employees, College Assistants and Volunteers for 2014-2015
4-P Employment of Hourly Unclassified Employees, Student Workers for 2014-2015
5-P Approve/Ratify Employment, Change of Status and Separation of Academic Employees
6-P Authorization to Reimburse Applicant
7-P Employment, Change of Status and Separations of Classified Employees
8-P Employment of New Faculty (CLOSED SESSION)
9-P Appointment of Academic Management (CLOSED SESSION)
BOARD OF TRUSTEES  
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
REGULAR BUSINESS MEETING NO. 13  
Wednesday, June 25, 2014  
5:00 P.M. Closed Session  
7:00 P.M. Open Regular Session  
Pasadena City College  
Creveling Lounge  
1570 East Colorado Boulevard, Pasadena, California 91106

For the full deliberation of the Board, please go to www.pasadena.edu/board, and click on “Audio and Video of Meetings”.

Meeting No. 13  
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 13 on Wednesday, June 25, 2014, in Pasadena City College, Creveling Lounge, 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL  
The meeting was called to order at 5:01 p.m. by Dr. Fellow, President.

ROLL CALL  
Trustees Present  
Dr. Anthony Fellow, President  
Ms. Linda Wah, Clerk  
Dr. Jeanette Mann (by phone)  
Mr. John Martin  
Dr. Ross Selvidge  
Mr. William Thomson (by phone)

Trustees Excused  
Ms. Berlinda Brown, Vice President  
Mr. Marshall Lewis, Student Trustee

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

The Management Association was represented by Dr. David Douglass. The Academic Senate was represented by Mr. Eduardo A. Cairo. 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 5:02 p.m.
II. CLOSED SESSION

Government Code §54957.6 Collective Bargaining (PCCFA)
Lead Negotiator: Mr. Bruce Barsook, Attorney, Liebert Cassidy Whitmore

Government Code §54957.6 Collective Bargaining (CSEA/CFT/POA)
Lead Negotiator: Ms. Gail Cooper, General Counsel

Government Code §54957 Public Employee Appointment: Chemistry Instrutor; Simulation & Skills Lab Coordinator; Teacher Specialist-Disabilities; Psychology Instructor; Counseling Psychologist; Counselor; Automotive Technology Instructor; Counselor (Non Credit); English Instructor

Government Code §54957 Public Employee Appointment: Associate Vice President, Strategic Planning & Innovation; Associate Vice President, Student Affairs; Associate Vice President, Academic Affairs

Government Code §54957 Public Employee Appointment: Manager, Information Technology Support Services; Manager, Academic Services

Government Code §54956.9(b) Conference with Legal Counsel regarding anticipated litigation (one matter)

III. OPEN SESSION

Dr. Fellow reconvened Open Session at 7:03 p.m. Ms. Cooper reported that no action was taken in Closed Session.

A. PLEDGE OF ALLEGIANCE

Ms. Wah led the Pledge of Allegiance.

Dr. Fellow announced that Trustee Bill Thomson and Trustee Jeanette Mann were both participating by telephone in tonight's meeting. Both trustees are out of the district today, and coincidentally both of them are away providing important support and assistance to their grandchildren. Neither one of them were able to anticipate the need to participate in the open session by phone until after the agenda was posted. Therefore, Dr. Fellow wanted to announce their locations for the record. Trustee Thomson is in Lewisburg, Pennsylvania at the Country Inn & Suites, 134 Walter Drive. He has a copy of our agenda and is in a place open to the public. Trustee Mann is in San Diego, California on the patio at Starbucks, 10406A Mission Gorge Boulevard. She too has a copy of our agenda and is in a place open to the public.

B. INTRODUCTIONS AND RECOGNITIONS

- Roberta Martinez, Co-Chair, President's Latino Advisory Committee
- Simon Fraser, student trustee 2013-2014
- Glendale AAUW – Ariana Duffy

C. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was public comment from Pat Rose, Dan Haley, Eduardo Cairó, Melissa Michelson and Eduardo Cairó.
D. APPROVAL OF MINUTES
Meeting No. 10, Special Meeting, April 30, 2014
Meeting No. 11, Regular Business Meeting, May 14, 2014
Meeting No. 12, Special Meeting, June 12, 2014

MOTION: ON MOTION OF Mr. Martin and seconded by Dr. Mann, the Board voted by six affirmative votes [Fellow, Mann, Martin, Selvidge, Thomson, Wah] to approve the Minutes of Meeting No. 10, Special Meeting, April 30, 2014.
Advisory Vote: Absent

MOTION: ON MOTION OF Mr. Martin and seconded by Dr. Fellow, the Board voted by four affirmative votes [Fellow, Martin, Selvidge, Thomson] to approve the Minutes of Meeting No. 11, Regular Business Meeting, May 14, 2014. Dr. Mann and Ms. Wah abstained.
Advisory Vote: Absent

MOTION: ON MOTION OF Ms. Wah and seconded by Dr. Fellow, the Board voted by six affirmative votes [Fellow, Mann, Martin, Selvidge, Thomson, Wah] to approve the Minutes of Meeting No. 12, Special Meeting, June 12, 2014.
Advisory Vote: Absent

E. APPROVAL OF CONSENT ITEMS
Dr. Fellow stated that Consent Items 171-B and 172-B were revised. Dr. Mann said that in Consent Item 107-P the interim director for public relations, Dr. Wardlaw, should only be extended for six months as interims, according to the policy, can only hold a position for 18 months altogether. Consent Item 107-P should be amended to have a finish date of December 31, 2014 for the interim director of public relations position.

MOTION: ON MOTION OF Ms. Wah and seconded by Mr. Martin, the Board voted by six affirmative votes [Fellow, Mann, Martin, Selvidge, Thomson, Wah] to approve Consent Items 17-S and 18-S, 34-I through 36-I, 156-B through 181-B, with 171-B and 172-B revised, and 100-P through 111-P, with 107-P amended.
Advisory Vote: Absent

F. ADOPTION OF 2014-2015 ACADEMIC CALENDAR
There was public comment from Carole Robinson, Thomas Neiderer, Pat Rose, Charlotte Williams, Jordyn Orozco, Dan Haley, Glenn Watters, Lilly Russin, Sarai Mosica, Renee Haserjian, Melissa Michelson, Dave Cuatt, Mimi Li, Philip Ricards, Mary-Erin Crook, Kris Pilon and Michelle Ireland Galman.

The Academic Senate’s presentation was given by Eduardo Cairo. The administration’s presentation was given by Dr. Olivo, Associate Vice President, Student Affairs; Ms. Kollross, Director, Institutional Effectiveness and Planning; and Dr. Semien-McBride, Interim Associate Vice President, Enrollment Services.

MOTION: ON MOTION OF Dr. Mann and seconded by Mr. Martin, the Board voted by six affirmative votes [Fellow, Mann, Martin, Selvidge, Thomson, Wah] to approve the adoption of the Provisional 2014-2015 Academic (Student) Calendar.
Advisory Vote: Absent

The next agenda item was taken out of order.
J. BOARD POLICY REVISIONS RECOMMENDED BY BOARD POLICY REVIEW COMMITTEE
- 2015: STUDENT MEMBER
- 2105: ELECTION OF STUDENT MEMBER
- 2200: BOARD DUTIES AND RESPONSIBILITIES
- 2305: ANNUAL ORGANIZATIONAL MEETING
- 2310: REGULAR MEETINGS OF THE BOARD
- 2315: CLOSED SESSIONS
- 2320: SPECIAL AND EMERGENCY MEETINGS
- 2330: QUORUM AND VOTING
- 2340: AGENDAS
- 3410: NONDISCRIMINATION
- 3430: PROHIBITION OF HARASSMENT

Dr. Mann said that these policies are informational only, and these items can be held until the next board meeting.

G. PUBLIC HEARING AND ADOPTION OF FISCAL YEAR 2014-15 TENTATIVE BUDGET
Mr. Simoneschi, Executive Director, Business Services presented information on the tentative budget.

MOTION: ON MOTION OF Dr. Selvidge and seconded by Ms. Wah, the Board voted by six affirmative votes [Fellow, Mann, Martin, Selvidge, Thomson, Wah] to approve the adoption of the Fiscal Year 2014-15 Tentative Budget.
Advisory Vote: Absent

H. CERTIFICATION OF SIGNATURES

MOTION: ON MOTION OF Mr. Martin and seconded by Ms. Wah, the Board voted by six affirmative votes [Fellow, Mann, Martin, Selvidge, Thomson, Wah] to authorize the Certification of Signatures.
Advisory Vote: Absent

I. ADOPTION OF EDUCATION PROTECTION ACCOUNT FUNDING AND EXPENDITURES

MOTION: ON MOTION OF Mr. Martin and seconded by Ms. Wah, the Board voted by six affirmative votes [Fellow, Mann, Martin, Selvidge, Thomson, Wah] to approve the Adoption of Education Protection Account Funding and Expenditures.
Advisory Vote: Absent

K. BOARD SELF ASSESSMENT (Bylaw 1490) – EXTENSION OF DEADLINE
Dr. Mann noted that she has moved from the Starbucks patio to the Carl’s Jr. She said that the deadline for the Board Self-Assessment should be extended until the first Board meeting in August.

MOTION: ON MOTION OF Dr. Mann and seconded by Ms. Wah, the Board voted by six affirmative votes [Fellow, Mann, Martin, Selvidge, Thomson, Wah] to approve the extension of the deadline for the Board Self-Assessment until the first Board meeting in August.
Advisory Vote: Absent
Ms. Wah believed that the Board had approved at a prior meeting to go out for an RFP for a consultant to help with the self-assessment. If she is correct, she would like to see a list of the pool of proposers so the Board can evaluate whom to select.

L. SUPERINTENDENT-PRESIDENT'S REPORT: YEAR-END PROGRESS REPORT ON BOARD APPROVED COLLEGE GOALS
   • Accreditation Update
   • Preliminary 2013-2014 Enrollment Report
   • Dual Enrollment Plan
   • Non Credit and AB86 Planning
   • Grants
   • Foundation
   • Public Relations
   • Facilities and Deferred Maintenance

Dr. Mann said she did not think the Board ever discussed having a consultant help with the board self-assessment. She said it was important that by the July meeting the assessment instrument be reviewed so it can be given to the trustees to complete and therefore can be completed by August. She made the suggestion that the President appoint a subcommittee, or have a standing committee, or do it himself or have the officers look at the instrument and distribute it so it will be ready in July.

M. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES
   
a. SHARED GOVERNANCE REPRESENTATIVES

   Mr. Jordyn Orozco, Associated Students
   • New board training under way; building a cohesive board; working with Institutional Effectiveness to get more streams of data from students.

   Mr. Carlos Altamirano, Classified Senate
   • Very successful Classified Days at the Huntington Library; two scholarships were awarded; new board elections currently taking place; Carole Robinson is retiring, thanked her for her service as Classified Senate president.

   Mr. Eduardo A. Cairó, Academic Senate
   • Academic Senate voted to have a meeting in July; began discussions on having a vote of no confidence on the Board of Trustees and the administration.

   Dr. David Douglass, Management Association
   • Three new members elected to the Management Association board, replacing two retiring members – Dean Ulmer and Ms. Kollross; acknowledged their good work for the Association.

b. BOARD OF TRUSTEES

   Ms. Linda Wah, Trustee
   • Attended CCCT meeting where budget was discussed and Chancellor gave report on online courses, grants going to CTE and Pathways were acknowledged; completed Excellence in Trusteeship program with student trustee Fraser; elected president of LACSTA.
N. PROPOSED FUTURE BOARD BUSINESS MEETING DATES

**Wednesday, July 16, 2014**
6:00 P.M. Regular Business Meeting

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

**Wednesday, September 3, 2014**
6:00 P.M. Regular Business Meeting

O. PROPOSED FUTURE AGENDA ITEMS
There were no future agenda items.

IV. ADJOURNMENT
Dr. Fellow adjourned meeting No. 13 at 9:39 p.m. in memory of former El Monte city councilwoman and school board member Emily Ishigaki.
MOTIONS CARRIED AT MEETING NO. 13 – June 25, 2014

1. Approval of the Minutes of Meeting No. 10, Special Meeting, April 30, 2014.

2. Approval of the Minutes of Meeting No. 11, Regular Business Meeting, May 14, 2014.

3. Approval of the Minutes of Meeting No. 12, Special Meeting, June 12, 2014.

4. Approval of Consent Items 17-S and 18-S, 34-I through 36-I, 158-B through 181-B, with 171-B and 172-B revised, and 100-P through 111-P, with 107-P amended.

5. Approval of the adoption of the Provisional 2014-2015 Academic (Student) Calendar.

6. Approval of the adoption of the Fiscal Year 2014-15 Tentative Budget.

7. Approval to authorize the Certification of Signatures.

8. Approval of the Adoption of Education Protection Account Funding and Expenditures.

9. Approval of the extension of the deadline for the Board Self-Assessment until the first Board meeting in August.

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 three 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 (5:00 P.M.)

II. CLOSED SESSION

Government Code §54957.6
Collective Bargaining (PCCFA)
Lead Negotiator: Mr. Bruce Barsook, Attorney, Liebert Cassidy Whitmore

Government Code §54957.6
Collective Bargaining (CSEA/CFT/POA)
Lead Negotiator: Ms. Gail Cooper, General Counsel

Government Code §54957
Public Employee Appointment: Chemistry Instructor; Simulation & Skills Lab Coordinator; Teacher Specialist-Disabilities; Psychology Instructor; Counseling Psychologist; Counselor; Automotive Technology Instructor; Counselor (Non Credit); English Instructor

Government Code §54957
Public Employee Appointment: Associate Vice President, Strategic Planning & Innovation; Associate Vice President, Student Affairs; Associate Vice President, Academic Affairs

Government Code §54957
Public Employee Appointment: Manager, Information Technology Support Services; Manager, Academic Services

Government Code §54956.9(b)
Conference with Legal Counsel regarding anticipated litigation (one matter)

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

A. PLEDGE OF ALLEGIANCE

B. INTRODUCTIONS AND RECOGNITIONS
   - Roberta Martinez, Co-Chair, President's Latino Advisory Committee
   - Simon Fraser, student trustee 2013-2014
   - Glendale AAUW – Susan Streeter, Auriana Duffy, Mary Jo Brown
C. PUBLIC COMMENT ON NON-AGENDA ITEMS
   The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda.

D. APPROVAL OF MINUTES
   Meeting No. 10, Special Meeting, April 30, 2014
   Meeting No. 11, Regular Business Meeting, May 14, 2014
   Meeting No. 12, Special Meeting, June 12, 2014

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

ACTION ITEMS RECOMMENDED FOR APPROVAL

F. ADOPTION OF 2014-2015 ACADEMIC CALENDAR

G. PUBLIC HEARING AND ADOPTION OF FISCAL YEAR 2014-15 TENTATIVE BUDGET

H. CERTIFICATION OF SIGNATURES

I. ADOPTION OF EDUCATION PROTECTION ACCOUNT FUNDING AND EXPENDITURES

J. BOARD POLICY REVISIONS RECOMMENDED BY BOARD POLICY REVIEW COMMITTEE
   • 2015: STUDENT MEMBER
   • 2105: ELECTION OF STUDENT MEMBER
   • 2200: BOARD DUTIES AND RESPONSIBILITIES
   • 2305: ANNUAL ORGANIZATIONAL MEETING
   • 2310: REGULAR MEETINGS OF THE BOARD
   • 2315: CLOSED SESSIONS
   • 2320: SPECIAL AND EMERGENCY MEETINGS
   • 2330: QUORUM AND VOTING
   • 2340: AGENDAS
   • 3410: NONDISCRIMINATION
   • 3430: PROHIBITION OF HARASSMENT

K. BOARD SELF ASSESSMENT (Bylaw 1490) – EXTENSION OF DEADLINE

INFORMATION ITEMS

L. SUPERINTENDENT-PRESIDENT’S REPORT: YEAR-END PROGRESS REPORT ON BOARD
   APPROVED COLLEGE GOALS
   • Accreditation Update
   • Preliminary 2013-2014 Enrollment Report
   • Dual Enrollment Plan
   • Non Credit and AB86 Planning
   • Grants
   • Foundation
   • Public Relations
   • Facilities and Deferred Maintenance

ANNOUNCEMENTS

M. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF
   TRUSTEES

N. PROPOSED FUTURE BOARD BUSINESS MEETING DATES
   Wednesday, July 16, 2014
   6:00 P.M. Regular Business Meeting
Wednesday, August 6, 2014
6:00 P.M. Regular Business Meeting

Wednesday, September 3, 2014
6:00 P.M. Regular Business Meeting

O. PROPOSED FUTURE AGENDA ITEMS

IV. ADJOURNMENT

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

17-S Approval of Student Travel – TRIO – Educational Talent Search
18-S Approval of Student Travel – Upward Bound Math Science Programs

34-I Approve Professional Learning Activities
35-I Approve Instructional Trip for CIRM Bridges to Stem Cell Research
36-I Approve Extension Independent Contractors/Instructors

158-B Receive and Reject Claim - Harsha Desai
159-B Approve/Ratify Community Outreach Activities
160-B Approve/Amend/Renew Contracts
161-B Authorization to Enter into an Agreement with Los Angeles County Office of Education for Data Processing Services
162-B Authorization for Year End Appropriation Transfers
163-B Approve Budget Augmentation
164-B Reporting and Approval of Revolving Fund Reimbursement
165-B Reporting and Approval of Self-Insurance Fund Reimbursement, Worker’s Compensation
166-B Authorization to Destroy Records
167-B Renewal of Contracts for Student Loan Billing & Accounting System, Xerox Education Services, Inc.
168-B Approve Purchasing Transactions
169-B Approve Information Technology Purchasing Transactions
170-B Approve/Ratify/Amend Professional Conference Attendance

Revised 171-B Approve Change Orders, Restroom Upgrade, Building C and V

Revised 172-B Approve Change Orders, Remodel of Classroom and Labs
173-B Approve Change Order, Chiller and Cooling Tower Upgrade
174-B Approve Change Orders, Audio Recording Studio Installation, Furniture and Equipment
175-B Approve Purchase Order to Sierra School Equipment Company
176-B Approve Purchase Orders to Digital Networks Group
177-B Authorization to Solicit Bids: Replacement of Windows C-Building
178-B Authorization to Solicit Bid: Classroom Abatement and Upgrade
179-B Authorization to Solicit Bid: Environmental Sustainability Initiative
180-B Approve Contract to Impact Construction Services
181-B Adoption of Resolution No. 522 - Approve Agreement - Child Care and Development Services

100-P Approve/Ratify Compensation for Academic Personnel
101-P Employment of Hourly Faculty, 2013-14 and 2014-15
102-P Employment of Hourly Unclassified Employees, College Assistants and Volunteers for 2013-14 and 2014-15
103-P Employment of Hourly Unclassified Employees, Student Workers for 2013-14 and 2014-15
104-P Approve Adjustment to 2014-2015 Hourly Unclassified Employees Salary Schedule
105-P Approve/Ratify Employment, Change of Status and Separations of Academic Employees
106-P Authorization to Reimburse Applicant

Amended 107-P Employment, Change of Status and Separations of Classified Employees
108-P Employment of New Faculty (9) (CLOSED SESSION)
109-P Appointment of Academic Management (3) (CLOSED SESSION)
110-P Appointment of Classified Administrators (2) (CLOSED SESSION)
111-P Resolution No. 521: Declaration of Indefinite Salaries for 2014-2015
<table>
<thead>
<tr>
<th>Section</th>
<th>Tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOARD POLICY REVISIONS</td>
<td>G</td>
</tr>
<tr>
<td>BOARD SELF-ASSESSMENT INSTRUMENT (and bylaws)</td>
<td>H</td>
</tr>
<tr>
<td>DUAL ENROLLMENT</td>
<td>I</td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item G: Approval of Board Policies

Board Meeting: July 16, 2014

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

- Board Policy 2015: Student Member
- Board Policy 2105: Election of Student Member
- Board Policy 2200: Board Duties and Responsibilities
- Board Policy 2305: Annual Organizational Meeting
- Board Policy 2310: Regular Meetings of the Board
- Board Policy 2315: Closed Sessions
- Board Policy 2320: Special and Emergency Meetings
- Board Policy 2340: Agendas
- Board Policy 3410: Nondiscrimination
- Board Policy 3430: Prohibition and Harassment

Fiscal Impact: None

Background:
The policies were compared to model policies provided by the Community College League of California and reviewed by the Board of Trustees subcommittee on Accreditation/Board Policy Review.

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current PCC Bylaw 1030 titled Student Trustee approved by the Board of Trustees on March 6, 1996 and revised on February 19, 1997; September 17, 1997; September 20, 2000; September 4, 2002; May 21, 2003; June 2, 2004; May 4, 2006; July 11, 2007; and March 5, 2008. The language in blue ink is included for consideration.

Language that has been moved from this policy to another policy can be found after the approval date.

BP 2015 STUDENT MEMBER

References:
Education Code Section 72023.5;

The Board of Trustees shall include one non-voting student member. The term of office shall be one year commencing June 1.

a. The student member shall be enrolled in and maintain at least five semester units in the District at the time of nomination and throughout the term of service. The student must be in good standing at the College, i.e., not on academic, progress, or disciplinary probation. The student member is not required to give up employment with the District. The student shall maintain a Cumulative GPA of 2.5.

4. Board Meetings
The Student Member shall be seated with the members of the Board and shall be entitled to attend all non-closed session Board meetings, including receiving all materials presented to the Board members (except for closed session materials) and shall be entitled to participate in the questioning of witnesses and the discussion of issues. The student member shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees.

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

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

b. The Student Trustee may make and second motions.

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

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

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

f. The Student Trustee shall receive the following compensation:

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

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

6. Miscellaneous Matters

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

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

Also see BP 2105 titled Election of Student Member

NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current PCC Bylaw 1030 titled Student Trustee approved by the Board of Trustees on March 6, 1996 and revised on February 19, 1997; September 17, 1997; September 20, 2000; September 4, 2002; May 21, 2003; June 2, 2004; May 4, 2006; July 11, 2007; and March 5, 2008. The language in blue ink is included for consideration.

Date Adopted:
(Replaces PCC Bylaw 1030)

NOTE: The language in the “Student Trustee Qualifications” section below of current PCC Bylaw 1030 was moved to new BP 2105 titled Election of Student Member.
1. Student Trustee Qualifications
   b. __________ Candidates for the position may nominate themselves or be nominated by others.
   c. __________ The student must be a legal resident of the State of California.
   d. __________ The student must be enrolled in 9 or more units of credit at Pasadena Area Community College District. Intersession enrollment is not required.
   e. __________ The student must have earned, and maintain, a cumulative grade point average of 2.5 or above (on a 4 point scale).
   f. __________ The student must be in good standing at the College, i.e., not on academic, progress, or disciplinary probation.

NOTE: The language in the "Election of Student Trustee" section below of current PCC Bylaw 1030 was moved to new BP 2105 titled Election of Student Member.

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

NOTE: The language in the "Student Trustee Terms of Office, Recall, Vacancy" section below of current PCC Bylaw 1030 was moved to new BP 2105 titled Election of Student Member.

3. Student Trustee Terms of Office, Recall, Vacancy
   a. __________ The term of Student Trustee shall be one year commencing June 1 of each year.
   b. __________ Student Trustee shall be subject to recall. Student recall petitions must be signed by at least 10% of credit students enrolled at Pasadena City College. The procedures governing the recall election shall otherwise be as set forth in the constitution and bylaws of the Associated Students at Pasadena City College as they relate to the recall of student officers.
   c. __________ If the office is vacant due to ineligibility, resignation, or other reason, the Assistant Dean of Student Activities shall schedule a special election within 25 calendar days after the Board of Trustees declares the vacancy unless a regular Associated Students election falls within the 25 calendar-day period, in which case the Student Trustee election shall be combined with the Associated Students election. If the vacancy should occur during an intersession, the 25 calendar days shall be counted from the opening date of the following semester.
   d. __________ If the office of Student Trustee is vacated, the position of Acting Student Trustee shall be assumed by (until the results of the Special Election) a student holding an Associated Students office in the following order of succession, if Student Trustee qualifications are met:
      1) __________ Associated Students President
      2) __________ Associated Students Vice President for Internal Affairs
BP 2105  ELECTION OF STUDENT MEMBER

References:
   Education Code Sections 72023.5 and 72103;

The student member shall be chosen by the students enrolled in the District as follows:

1. Student Trustee Qualifications
   a. Candidates for the position may nominate themselves or be nominated by others by the filing of an application certifying that the candidate is eligible for service under the criteria set forth in California law and these policies. The election will be conducted in accordance with administrative procedures established by the Superintendent-President.
   b. The student must be a legal resident of the State of California.
   c. The student must be enrolled in 9 or more units maintain enrollment in at least five semester units of credit at Pasadena Area Community College District. Intersession enrollment is not required.
   d. The student must have earned, and maintain, a cumulative grade point average of 2.5 2.0 or above (on a 4 point scale).
   e. The student must be in good standing at the College, i.e., not on academic, progress, or disciplinary probation.

2. Election of Student Trustee
   a. The Student Trustee shall be chosen elected by a plurality vote of all members of the student body voting for a Student Trustee candidate in the election. All members of the student body may vote. The election shall be scheduled in the Spring Semester so that the office is filled by June 1.
3-Student Trustee Terms of Office, Recall, Vacancy
   a. The term of Student Trustee shall be one year commencing June 1 of each year.
   b. The student member may be recalled by all the students of the student body in an election held for that purpose in accordance with administrative procedures established by the Superintendent-President. Student Trustee shall be subject to recall. Student recall petitions must be signed by at least 10% of credit students enrolled at Pasadena City College. The procedures governing the recall election shall otherwise be as set forth in the constitution and the election bylaws of the Associated Students at Pasadena City College as they relate to the recall of student officers.
   c. Special elections shall be held if the office becomes vacant by reason of the resignation, recall, or disqualification of an elected student member, or by any other reasons. Special elections shall be held within 30 days after notice of the vacancy comes to the attention of the Superintendent-President.
   d. If the vacancy should occur during an Intersession, the 25 30 calendar days shall be counted from the opening date of the following semester.
   e. If the office of Student Trustee is vacated, the position of Acting Student Trustee shall be assumed by (until the results of the Special Election) a student holding an Associated Students office in the following order of succession, if Student Trustee qualifications are met:
      1) Associated Students President
      2) Associated Students Vice President for Internal Affairs

Also see BP 2015 titled Student Member

NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in blue ink is included for consideration.

Date Adopted:
(This is a new policy recommended by the Policy and Procedure Service)

Student Trustee Terms of Office, Recall Vacancy

d. If the office is vacant due to ineligibility, resignation, or other reason, the Assistant Dean of Student Activities shall schedule a special election within 25 calendar days after the Board of Trustees declares the vacancy unless a regular Associated Students election falls within the 25 calendar day period, in which case the Student Trustee election shall be combined with the Associated Students election.

NOTE: The language in the "Board Meetings" section below of current PCC Bylaw 1030 was moved to new BP 2015 titled Student Member.
4. Board Meetings
The Student Member shall be seated with the members of the Board and shall be entitled to attend all non-closed-session Board meetings, including receiving all materials presented to the Board members (except for closed session materials) and shall be entitled to participate in the questioning of witnesses and the discussion of issues.

NOTE: The language in the “Student Trustee Privileges” section below of current PCC Bylaw 1030 was moved to new BP 2015 titled Student Member.

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

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

b. The Student Trustee may make and second motions.

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

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

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

f. The Student Trustee shall receive the following compensation:

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

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

NOTE: The language in the “Miscellaneous Matters” section below of current PCC Bylaw 1030 was moved to new BP 2015 titled Student Member.

6. Miscellaneous Matters

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

b. The Student Member shall not be eligible for health and medical benefits available to members of the governing board.
BP 2200 BOARD DUTIES AND RESPONSIBILITIES

References:
Education Code Sections 70902, 81655, and 81656;
Public Contract Code, Section 20651;
Accreditation Standard IV.B.1.c and d

1. The Board of Trustees governs on behalf of the citizens of the District in accordance with the authority granted and duties defined in Education Code Section 70902. The Education Code (Section 70902) provides that each community college district shall be under the control of a board of trustees, which shall establish, maintain, operate and govern one or more community colleges in accordance with law. In so doing the governing board may initiate and carry on any program, activity, or may otherwise act in any manner that is not in conflict with or inconsistent with, or prevented by, any law and that is not in conflict with the purposes for which community college districts are established.

2. The Education Code further provides that the governing board shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state.

3. References to the “Board” are references to the Board of Trustees of the Pasadena Area Community College District (herein occasionally referred to as “the District”).

4. Although the Student Trustee is a member of the Board, substantial parts of this manual refer to bylaws, policies, and procedures applicable only to the other
trustees. For convenience, reference to "members of the Board", to "a member" or to "Trustees" or "Trustee" excludes the Student Trustee unless the context plainly indicates otherwise.

5. In order to avoid confusion between references to the President of the Board and the Superintendent-President of the District, the latter will herein be referred to as "Superintendent-President."

6. Respective references to the Constitution, Statutes, and Codes are references to those of the State of California.


8. The term "Bylaw" refers to rules adopted by the Board of Trustees for the government of its members and the regulation of its affairs. The word "Bylaws" and the word "Rules" may be used interchangeably.

9. The term "Board Policy" refers specifically to Board of Trustees approved, college-wide statements declaring definite courses or methods of action selected from among alternatives, and in light of given conditions, serving as guides in determining present and future decisions and procedures for the College.

10. The term "Administrative Procedure," a term not used in the Bylaw series, refers to statements and/or series of statements approved by the Superintendent-President which are based upon and grow out of policy indicating:
   a. A particular way of accomplishing something or of acting; or
   b. A step or series of steps followed in a regular definite order.

11. The term "Regulating," a term not used in the Bylaw series, refers to established statements and/or series of statements specified by Administration Management, requiring action, which are based upon and derived from procedures.

Board members shall recognize that the Board makes policy, ensures its implementation, and employs the Superintendent-President to administer those policies. Accordingly, the Board shall:

1. Represent the public interest.

2. After appropriate consultation, select, establish the rate of compensation for, provide regular evaluation of, and/or terminate the Superintendent-President.

3. Delegate power and authority to the Superintendent-President to effectively lead the District.

4. Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations.

5. Assure fiscal health and stability.

7. **Advocate and protect the District.**

8. Through an appropriate process, conduct, at least annually, a self-evaluation.

9. Adopt courses of study after considering the recommendations of the Curriculum and Instruction Committee and the administration. Authorize the publication of bulletins and schedules of classes (Government Code, Section 772830).

10. From time to time consider and evaluate reports from the administrative officers concerning the management progress, condition, and educational program of the College.


12. Approve the College Calendar.

13. Employ certificated and classified personnel, and establish their rates of compensation after considering recommendation(s) of the Superintendent-President.

14. Approve employment and compensation of all consultants, guest speakers, and artists.

15. Recognize employee and student organizations and strive for open lines of communication between Board, administration, faculty, staff, and students.

16. Approve health and safety policies for protection of students and employees.

17. Approve the community services of the College.

18. Consider communications and requests from citizens or organizations.

19. Interpret the College needs to the public.

20. Refer administrative problems, complaints, criticism, or requests directly to the Superintendent-President; hear such matters only after the Superintendent-President has had the opportunity to review the matter, unless such an emergency prevails that there is no time for a review by the Superintendent-President.


22. Consider reports of business transactions and of the financial condition of the District.

23. Approve and monitor the expenditure of all District funds.

24. Provide for the establishment of accepted accounting methods, including a system of property control and inventory.
25. With the administration, plan the construction of new buildings, hire architects and engineers, and approve plans with specifications submitted by the architects.

26. Provide housing, equipment, supplies, and services for the operation of the College.

27. Lease, buy, and rent property for the District.

28. Be ultimately responsible for legal matters.

29. Participate in and certify that there has been the opportunity for broad participation by the campus community for accreditation self studies evaluations and mid-year reports.

NOTE: The red ink signifies language that is suggested as good practice by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from the current PCC Bylaw 1000 titled Governing Board Powers and Duties: Definitions approved by the Board of Trustees on August 17, 1994 and revised on February 20, 2008 and current PCC Bylaw 1610 titled Powers and Duties: General approved by the Board of Trustees on August 17, 1994 and revised on May 21, 2003 and December 10, 2008. The language in blue ink is included for consideration.

Date Adopted:
(Replaces current PCC Bylaws 1000 and 1610)
BP 2305  ANNUAL ORGANIZATIONAL MEETING

Reference:
Education Code Section 72000(c)(2)(A)

From current PCC Bylaw 1205 titled Annual Organizational Meeting

The Board shall hold an annual organizational meeting at its first meeting in December of each year unless, consistent with Education Code requirements, it selects another date. As an exception to the foregoing, in those odd numbered years when the first Board meeting in December occurs prior to the first Friday in December, the organization meeting shall be held after the first Friday in December.

The Board shall notify the county superintendent of schools of the day and time of the organizational meeting.

The Secretary of the Board shall, within 15 days prior to the date of the annual meeting, notify in writing all members and members-elect of the date and time of the organization meeting.

At this Meeting the following actions shall be taken:
  a. Administration of Oath of Office (when applicable)
  b. Election of Officers: President, Vice President, Clerk, and Secretary
  c. Set day and time of Regular Meetings
  d. Appointment of representatives of Board to the Los Angeles County School Trustees Association, the County Committee on School District Organization, Community College League of California, and/or other representatives as may be appropriate.
  e. Authorization of Signatures

If the Board fails to select a day and time for the meeting, the county superintendent of schools having jurisdiction over the district shall designate the day and time of the annual meeting.

Date Adopted:
(Replaces PCC Bylaw 1205)
BP 2310

REGULAR MEETINGS OF THE BOARD

References:

Education Code Section 70902 and 72000(d);
Government Code Sections 54952.2, 54952.69, 54953 et seq., and 54961;
Robert’s Rules of Order

Regular meetings of the Board of Trustees shall be held twice monthly at the day, time and place set at the Annual Organizational Meeting, unless otherwise changed by the Board. Currently, meetings occur on the first and third Wednesdays at 7:00 p.m. Regular meetings of the Board shall normally be held at 1570 E Colorado Blvd., Pasadena CA, 91106.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten days prior to the meeting and shall remain posted until the day and time of the meeting. The agenda for regular meetings shall be posted at the college at least 72 hours prior to regular meetings.

A public hearing on the budget will be held on or before September 15, during the month of August.
All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law. All actions by the Board in fixing the time and place for regular meetings shall constitute notice to all members of the Board.

1. Most of the laws pertaining to the meetings of the Board are set forth in the Brown Act. Much of the substance of the Brown Act is set forth herein as District rules.

2. a. The District supports the letter and the spirit of the Brown Act, which states in the preamble that “It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly” and “The People of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.”

3. b. The types of meetings of the Board are Organizational, Regular, Special, Emergency, Closed, and Adjourned. The general rules governing meetings and the rules which are respectively applicable to each type of meeting are hereinafter set forth.

4. c. A meeting (quoting from the Brown Act, Section 54952.2) includes:
   a. 1. “Any congregation of a majority of the members of a legislative Body in the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains.”
   b. 2. “Any use of direct communication, personal intermediaries, or technological devices that is employed by a majority of the members of the legislative body to develop a collective concurrence as to action to be taken on an item by the members of the legislative body.”

5. d. Attendance at social and ceremonial occasions without discussion of Board business among Board members and contacts or conversations between a Board member and other persons are not considered meetings.

6. e. All meetings, Regular or otherwise, shall be held within the District in facilities large enough to accommodate anticipated attendance by the public. If facilities prove to be inadequate, other facilities will be sought. Certain exceptions as to meeting within the District are specifically provided by the Brown Act, such as to comply with a law or court order, inspect property, participate in multi-agency meetings, attend a conference on collective bargaining, and to interview applicants.
Except as hereinafter provided under the heading "Closed Session," all meetings of the Board shall be open to the public.

1. **Time and Place**
   a. Regular meetings of the Board shall be held twice monthly at the day, time and place set at the Annual Organizational Meeting, unless otherwise changed by the Board. Currently, meetings occur on the first and third Wednesdays at 7:00 p.m. in designated District facilities of Pasadena City College. All actions by the Board in fixing the time and place for regular meetings shall constitute notice to all members of the Board.
   b. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another agency or is meeting with its attorney to discuss pending litigation if the attorney’s office is outside the District.
   c. All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

2. **Notification**
   a. A notice identifying the location, date, and time of the meeting shall be posted at the college at least 10 days prior to regular meetings (please see Bylaw 1260 regarding agenda rules) and shall remain so posted to and including the time of the meeting.
   b. The agenda for regular meetings shall be posted at the college at least 72 hours prior to regular meetings.

3. **Hearing on Budget**
   A public hearing on the budget will be held during the month of August.

**Recommended Order of Business**

1. The recommended order of business at a regular meeting of the Board of Trustees shall be as follows:
   a. Call-to-Order
   b. Closed Session
   c. Pledge of Allegiance
   d. Introductions
   e. Public Comments on non-agenda items
   f. Approval of Minutes
   g. Approval of Consent Items
   h. Action/Information Items
   i. President’s Report
   j. Announcements by shared governance representatives and Board of Trustees
k. Future Board Meeting Dates
l. Future Agenda Items
m. Adjournment

The Board of Trustees shall establish a normal order of business.

2. The regular order of business may be changed by the chair, subject to being overruled by a vote of not less than four of the Board members present. In arranging agendas and in changing the order of business, the convenience of those attending should be given strong consideration.

Parliamentary Procedure

The Board shall, unless otherwise specified in the Education Code or the Board Bylaws, conduct all its meetings in accordance with Robert’s Rules of Order—using the version most recently published.

Suspension of the Rules/Amendments/Additions/Appeals of Policies, Rules and Regulations

1. The policies, rules, and regulations may be amended, added to, or repealed at any regular or special meeting of the Board by not less than four of the members, provided the proposals are on the agenda.

2. Rules of order (whether incorporated by reference to Robert’s Rules of Order or specifically set forth in these Bylaws), may be suspended at any regular or special meeting by not less than four of the members.

Adjourned Meetings

Any legal meeting of the Board may be adjourned to a specific time and place specified in the order of adjournment. However, if a meeting is adjourned, action may be taken only on those items on the original call. If a regular meeting is adjourned, action may be taken only on the original agenda unless a supplemental agenda is posted at least 48 hours prior to the time set for the adjourned meeting.

Date Adopted:
(Replaces PCC Bylaws 1200, 1210, 1230, 1250, 1280, and 1300)
NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current PCC Bylaw 1225 titled Closed Sessions approved by the Board of Trustees on August 17, 1994 and revised on September 20, 2000 and July 16, 2008.

BP 2315  CLOSED SESSIONS

References:
Education Code Section 72122;
Government Code Sections 11125.4 and 54956-54957.6;
California Public Records Act Section 6254

Closed sessions may only be held where explicitly allowed by the Brown Act, by some other laws (such as those concerning student discipline and receipt of gifts), or inferred from some other confidentiality provision of law (such as by Act of Congress). Closed sessions may only be held during a regular or special meeting. A special meeting can be called for the sole purpose of conducting a closed session.

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:
- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least 24 hours written notice of the closed session;
- advice of counsel on pending or anticipated litigation, as defined by law;
- consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District’s position regarding labor negotiations and giving instructions to the District’s designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- consideration of the District’s response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any reportable actions taken in closed session and the vote or abstention of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, confidential materials, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law. Applicable penalties may be imposed by the Board for violation of the confidentiality of closed session meetings.

Date Adopted:
(Replaces PCC Bylaw 1225)
BP 2320  SPECIAL AND EMERGENCY MEETINGS

References:
   Education Code Section 72129;
   Government Code Sections 54956, 54956.5, and 54957

Special Meetings

1. Meeting Request
   Special meetings may be called at any time by the President of the Board or if the
   Board President is unavailable by the next available officer or by the Board Secretary
   upon written request of a majority of the members of the Board. A special meeting may
   also be called by a vote of the Board in any regular meeting.

2. Written Notification
   Written notices to Board members (and to each local newspaper of general circulation,
   radio or television station requesting notice in writing) must be delivered at least 24
   hours in advance of the meeting, personally, by mail, or by Facsimile (FAX)
   transmission. The time, place, and business to be transacted must be specified. An
   agenda for Special Meetings must also be posted at the college at least 24 hours prior
   to the meeting. A Board member may waive notice as to such a Board meeting, but
   such waiver must be in writing and filed with the Secretary to the Board. Such written
   notice shall not be required as to any member who is actually present at the meeting at
   the time it convenes.

3. Restrictions
No business shall be transacted or discussed at a special meeting other than that specified in the call. The agenda for a special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law (see Bylaw 1225. Also see BP 2315 titled Closed Sessions).

**Emergency Meetings**

In the cases of emergency situations involving matters upon which prompt action is necessary due to actual or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24 hour notice requirement. The provisions of policies numbered 1215.1 and 1215.2 shall otherwise apply. For purposes of this policy “emergency situation” means any of the following:

1. a. Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.

2. b. Crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.

3. c. Notification of the emergency meeting
   a. 1. Each local newspaper of general circulation and radio or television station which has requested notice of special meetings pursuant to Section 54956 shall be notified by the President of the Board, or designee thereof, one hour prior to the emergency meeting by telephone. The notification process shall exhaust all telephone numbers provided in the most recent request of such newspaper or station for notification of special meetings. The Superintendent-President shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.
   b. 2. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the Board, or designee thereof, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the special meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.
   c. 3. The Board shall not meet in closed session during a meeting called pursuant to this section. No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.
   d. 4. The minutes of a meeting called pursuant to this section, a list of persons who the President of the Board, or designee thereof, notified or attempted to notify, a copy of the roll call vote, and any actions taken at such meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

_________________________

**Date Adopted:**
(Replaces PCC Bylaws 1215 and 1220)
NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current PCC Bylaw 1240 titled Agenda for Meetings approved by the Board of Trustees on August 17, 1994 and revised on April 2, 1997 and June 18, 2008.

BP 2340 AGENDAS

References:
   Education Code Sections 72121 and 72121.5;
   Government Code Sections 6250 et seq. and 54954 et seq.

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

An agenda for the meetings shall be provided by the Superintendent-President. The agenda items must relate to the business of the District. The agenda shall be posted in a place reasonably accessible to the public at least 72 hours prior to the meeting time for regular meetings, and at least 24 hours prior to the meeting time for special meetings except that in the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may dispense with the 24 hour notice requirement, and in lieu thereof, shall comply with the then applicable provisions of Section 54956.5 of the Government Code, including any Code section revising or replacing such section.

The Superintendent-President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:
   • a majority decides there is an "emergency situation" as defined for emergency meetings;
two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board of Trustees subsequent to the agenda being posted;
• an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that Board members may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative, or in response to questions posed by the public, members of the Board may ask a question for clarification; provide a reference to staff or other resources for factual information, or request staff to report back to the body at a subsequent meeting concerning any matter. The Board may take action to direct staff to place a matter of business on a future agenda.

The order of business may be changed by consent of the Board.

Agendas shall be developed by the Superintendent-President in consultation with the Board President. The Superintendent-President and the President of the Board shall both and each be entitled to have a matter placed on the agenda. Matters placed on the agenda by the President of the Board shall be so identified on the agenda, with a general description sufficient to comply with Brown Act requirements. All matters thus placed on the agenda shall be designated as either “for possible action” or “for discussion only.”

Each member of the Board, either alone or in conjunction with other Board members, shall have the right to place items on the agenda by either of the following two methods:

1. A Board member subject to the provisions of number 2, following, may request that a matter be placed on the agenda by so requesting at a regular meeting. The request shall be in sufficient detail so that the administration can meet the requirements of the Brown Act as to the subsequently posted agenda. The request shall also specify whether the matter is for possible action or for discussion only. It is recommended that the Board member give advance notice to the Superintendent-President so as to receive the benefit of any suggestion or comments which he or she may have.

   a.) The fact that the item has been requested by a Board member or members shall appear on the agenda.

   b) Prior to consideration of the item the Board President shall make reasonable efforts to confer with the Superintendent-President as to matters pertinent to the agenda item.
c.) At the Board meeting the Board President shall report on any pertinent information and/or request that other sources of information do so. The Board President may suggest any action he or she deems appropriate.

d.) Notwithstanding Robert’s Rules of Order, each requesting Board member (if more than one) shall have the right to speak at least once to the agenda item. If the requesting Board member has not yet spoken, he/ or she shall be allowed to speak before application of the rule that when a motion has been made but not seconded the motion is lost.

e.) Once an item comes up on the agenda, and it is for possible action, the Board, after observance of the above provisions, shall have the power to decide as to what action should be taken. Such action may include, but not be limited to, the following:

   i.) Outright approval.
   ii.) A direction that the administration study the proposal and report by a certain date or by a certain time on the status of the matter. The direction may include the priority of the matter in relation to other pending matters.
   iii.) A determination that the cost of any study (in time spent and/or dollar cost) so outweighs any possible benefits that such study would not be justified.

2. At times other than in a regular meeting, a Board member may propose agenda items subject to the following:

   a.) The proposal must be made prior to the posting of the agenda.
   b) The proposal is made to the President of the Board (or if he/she be not available, to the next available officer of the Board) who shall exercise his/her sound discretion as to whether under the circumstances it is appropriate not to wait until the next regular meeting, in which case the Superintendent/President shall be directed to add the item to the agenda.
   c) If at any time prior to the posting of the agenda, at least three Board members request in writing that a matter by placed on the agenda, that shall be done.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Superintendent-President. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.
Agenda items submitted by members of the public must be received by the office of the Superintendent-President two weeks prior to the regularly scheduled Board meeting.

Agenda items initiated by members of the public shall be placed on the Board’s agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission.

The regulations and procedures governing such placement on the agenda shall be as follows:

a. As quickly as feasible, but not later than ten working days after receiving request, the Superintendent-President or his/her designee, if finding the matter to be directly related to community college district business, shall place the matter on an agenda no later than the third regular meeting occurring after the filing of the request. If the Superintendent-President or his/her designee, determines that the matter is not directly related to community college district business, the person shall be so notified by first class United States mail within said ten working days. To appeal after such determination, a written request for a ruling may be made to the Board, such requests to be filed with the Superintendent-President’s Office, and he/she shall place the matter on the agenda no later than the second regular meeting occurring after the filing of such request.

b. The person requesting that a matter be placed on the agenda shall receive a copy of the agenda for the meeting at which the item will be listed, if a self-addressed, stamped envelope is left at the Superintendent-President’s Office at the time the agenda item is submitted.

c. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission.

Whether proposed at a regular meeting to be placed on a future agenda, or placed on the agenda by the Superintendent-President, the President of the Board, Board members, or by members of the public, any proposed agenda item or item appearing on the agenda is subject to the point of order that the item is not directly related to the business of the District. The Chair shall either rule upon the point of order or refer the point of order to the Board for decision. If the Chair rules, such ruling may be appealed, with four votes being required to overrule the Chair. Should an agenda item be determined to be not related to the business of the District, then no further action or discussion shall take place at the meeting.

Date Adopted:
(Replaces PCC Bylaw 1240)
NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from the current PCC Policy 2230 titled Disability Discrimination approved by the Board of Trustees on August 5, 1992 and current PCC Policy 6000 titled Discrimination approved by the Board of Trustees on June 20, 2001.

BP 3410 NONDISCRIMINATION

References:
Education Code Sections 66250 et seq., 70902, 72010 et seq., and 87100 et seq.;
Title 5 Sections 53000 et seq. and 59300 et seq.;
Penal Code Section 422.55;
Government Code Sections 12926.1 and 12940 et seq.;
Accreditation Standard II.B.2.c

It is the policy of the Pasadena Area Community College District that the Board of Trustees is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to race, religion, creed, color, national origin, ancestry, age, disability, sex, gender, marital status, or sexual orientation, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military or veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on his/her association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent/President shall establish administrative procedures to assure equal opportunity.
The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of race, religion, creed, color, national origin, ancestry, age, disability, sex, gender, marital status, or sexual orientation, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military or veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on his/her association with a person or group with one or more of these actual or perceived characteristics.

It is the policy of the Pasadena Area Community College District that discrimination on the basis of disability against an applicant or an employee who is a qualified individual with a disability, by a supervisor, management employee, or co-worker, is not condoned and will not be tolerated. This policy applies to the job application process and to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.

Disciplinary action up to and including termination may be instituted for behavior described in the definition of discrimination on the basis of disability set forth in the Complaint Procedure. Any retaliation against a person for filing a discrimination charge or making a discrimination complaint is prohibited.

Date Adopted:
(Replaces current PCC Policies 2230 and 6000)
NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current PCC Policy 2200 titled Sexual Harassment approved by the Board of Trustees on May 19, 1999 and current PCC Policy 6022 titled Conflicts of Interest Arising from Consensual Relationships approved by the Board of Trustees on February 2, 2005.

BP 3430            PROHIBITION OF HARASSMENT

References:
Education Code Sections 212.5, 44100, 66252, 66281.5, and 70902;
Government Code Section 12950.1;
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e;
Title 5 Sections 59300 et seq.

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military or veteran status or because he or she is perceived to have one or more of the foregoing characteristics, or based on his/her association with a person or group with one or more of these actual or perceived characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage
in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 titled Discrimination and Harassment Investigations. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent-President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent-President shall establish procedures that define harassment on campus. The Superintendent-President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

It is the policy of the Pasadena Area Community College District to recognize that it is a violation of state and federal law for any employee or student, male or female, to sexually harass an employee or student. The Pasadena Area Community College District considers sexual harassment a serious offense and is firmly committed to the
philosophy that every employee and student has the right to be treated with courtesy, dignity, and respect. Every employee and student is expected to adhere to a standard of conduct that is respectful to all persons within the work and learning environment.

In keeping with this commitment, the Pasadena Area Community College District maintains and follows a strict policy prohibiting sexual harassment, in any form, including verbal, nonverbal, physical and visual conduct, and/or reprisal. This policy applies to all employees, students, and others who use the Pasadena Area Community College District's facilities. The Pasadena Area Community College District does not tolerate sexual harassment of employees or students at the College or in any College-related situation by anyone. If, after a prompt and thorough investigation, it is determined that an employee or student or other person has engaged in sexual harassment, that employee or student or other person will be subject to appropriate corrective action, up to and including discharge or expulsion.

It is the policy of the Pasadena Area Community College District that Consensual relationships between members of the College community are inappropriate if one individual has power or authority over another. Such relationships pose a potential conflict of interest when one person has responsibility for supervising, directing, overseeing, evaluating, advising, or influencing the employment or educational status of another. Consequently, a Pasadena City College employee who enters into a consensual relationship with someone over whom he or she has authority (e.g. direct or indirect supervisory, decision-making, oversight, evaluative, or advisory responsibility) shall take effective steps to remove himself or herself from any professional decisions concerning that individual as soon as practicable.

This policy addresses potential conflicts of interest situations applicable to all members of the College community: faculty and other academic personnel, students, managers, classified staff, and Board members.

NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current PCC Policy 2200 titled Sexual Harassment approved by the Board of Trustees on May 19, 1999 and current PCC Policy 6022 titled Conflicts of Interest Arising from Consensual Relationships approved by the Board of Trustees on February 2, 2005.

Date Adopted:
(Replaces current PCC Policies 2200 and 6022)
Pasadena City College
Board of Trustees Self-Evaluation
July 2014

Just as Boards are concerned with the effectiveness of the institutions they govern, so they should be concerned with their own effectiveness as a Governing Board. Effective Boards engage in a continuing process of self-assessment and evaluation of their performance in order to identify areas of strength and strategies for improvement.

Accrediting Commission standards require Boards to define processes for assessing their performance in policy or bylaws, and to act in a manner consistent with the statements.

Evaluating the performance of the Board as a unit is not the same as evaluating individual trustee performance. The accreditation standards do not require individual self-assessment, although many trustees find it beneficial.

The purpose of the Board self-evaluation is to identify areas of Board functioning that are working well and those that may need improvement. In addition, the discussion of Board roles and responsibilities builds communication and understanding among the members and leads to a stronger, more cohesive working group. At the end of an evaluation discussion, Board members should have:

- identified areas for improvement, perhaps stated as goals and criteria for future evaluations;
- an understanding of what they expect from themselves and each other to be an effective Board; and
- a summary of accomplishments and characteristics of which they can be proud.
INSTRUCTIONS

Below are a series of statements that relate to the duties and responsibilities of the Board of Trustees. Please think back over the past calendar year and rate on a scale from “Excellent Almost Always, Good Often, Seldom, or Needs Improvement” which statement, in your opinion, describes the performance of the Pasadena City College Board of Trustees.

<table>
<thead>
<tr>
<th>AS A BOARD</th>
<th>Excellent/Almost Always</th>
<th>Good/Often</th>
<th>Seldom</th>
<th>Needs Improvement</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Approves/reaffirms the College Mission Statement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Serves as an independent policy-making body that reflects the public interest in Board activities and decisions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Acts as a whole, once the Board reaches a decision</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Advocates for, and defends the institution and protects it from undue influence and pressure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Establishes/reaffirms policies consistent with the Mission Statement to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Adopts/reaffirms and publicizes policies on academic freedom and responsibility, student academic honesty and specific institutional beliefs or worldviews</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Adopts/reaffirms and makes available personnel policies and procedures that are equitable and consistently administered</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Adopts/reaffirms and implements a written policy providing for faculty, staff, administrator, and student participation in decision-making processes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Through established governance structures, processes, and practices, works together with administrators, faculty, staff, and students to facilitate the discussion of ideas and effective communication among the institution's constituencies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AS A BOARD</td>
<td>Excellent/Almost Always</td>
<td>Good/Often</td>
<td>Seldom</td>
<td>Needs Improvement</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------</td>
<td>------------</td>
<td>--------</td>
<td>------------------</td>
<td>----------</td>
</tr>
<tr>
<td>10. Assumes ultimate responsibility for educational quality, legal matters, and financial integrity</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>11. Establishes/reaffirms and publicizes Board bylaws specifying the Board size, Trustee district areas, duties, responsibilities, and operating procedures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Acts in a manner consistent with its policies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Provides a program for Board development and new member orientation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Has a self-evaluation process for assessing Board performance that is clearly defined, implemented, and published in its policies or bylaws</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Follows a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Remains informed about, and involved in the accreditation process</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Maintains the responsibility for selecting and evaluating the College President</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Delegates to the College President full responsibility and authority to administer Board policies without Board interferences, and holds the College President accountable for the operation of the College</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Understands and complies with their role as a Board, including ensuring that the Brown Act mandates are followed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Ensures that the Board officers are elected through an open election process</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Understands and complies with their role as an individual Board Member, such as committee assignments or responsibilities as Board Officers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Understands and implements the Board's legal responsibilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Understands and approves the college budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AS A BOARD</td>
<td>Excellent/Almost Always</td>
<td>Good/Often</td>
<td>Seldom</td>
<td>Needs Improvement</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------</td>
<td>------------</td>
<td>--------</td>
<td>------------------</td>
<td>----------</td>
</tr>
<tr>
<td>24. Works to ensure that key functions are budgeted</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>25. Ensures that the physical plant is adequate and well-maintained.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>26. Ensures financial solvency of the college</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>27. Is involved in legislative matters at the state and federal level</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>28. Respects the role of governance in making policy</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>29. Approves and monitors construction projects</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>30. Establishes procedure for soliciting and reacting to feedback about the Board from the various constituencies</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AS A BOARD MEMBER, I:</td>
<td>Excellent/Almost Always</td>
<td>Good/Often</td>
<td>Seldom</td>
<td>Needs Improvement</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>31. Prepare for each Board meeting</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>32. Support the majority decisions of the Board</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>33. Refer issues that relate to the college back to the Superintendent/President</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>34. Balance the interests of individuals or groups with the mission of the entire college</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>35. Represent the college to the community and the community to the college</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>36. Attend public college activities and events</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>37. Participate in seminars, conference, and Board retreats to upgrade my skills as a Board Member</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>38. Keep current with board policies, operating rules, and state and federal rulings</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AS A BOARD</td>
<td>Excellent/Almost Always</td>
<td>Good/Often</td>
<td>Seldom</td>
<td>Needs Improvement</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>-------------------------</td>
<td>------------</td>
<td>--------</td>
<td>-------------------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>Goal 1: COLLEGE BUDGET AND FISCAL MANAGEMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Maintain a balanced budget while maintaining current reserves of approximately two months operating expense.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Use &quot;one-time&quot; money from non-operating funds to fund one-time expenses only.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Monitor progress towards linking planning priorities to budget allocations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Reduce percentage of employee compensation of total operating expense to less than 90%.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Goal 2: SUPPORT RESOURCES FOR STUDENT SUCCESS: CLASS SCHEDULE AND ENROLLMENT MANAGEMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Request and review data, and support resources for implementation of a college wide student-centered class schedule and approve resources for high-demand courses needed for transfer and degree completion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Goal 3: STUDENT SUCCESS: GRADUATION AND COMPLETION INITIATIVE TO CLOSE ACHIEVEMENT GAP</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Request and review data tracking success of: Pathways; Completion; Counseling options; Curriculum Changes; CTE certification awards and procedures leading to gainful employment in identified impacted areas; Internships opportunities and contract education</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Goal 4: CENTENNIAL CAMPUS MASTER FACILITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Review and support resources for developing a new master facilities and sustainability plan. Identify and recommend community stakeholders to be included in outreach.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Goal 5: FACILITIES RENOVATIONS, DEFERRED MAINTENANCE AND EQUIPMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Review and provide direction and resources for prioritized facilities improvements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
and equipment acquisitions to address major priorities: safety, teaching and learning, ADA compliance and campus aesthetics.

**Goal 6: FOUNDATION AND REVENUE ENHANCEMENT** - Request progress reports, review data and approved resources to expand revenue enhancement through: Grants development, International enrollment, PCC Extension, and other programs identified in the Foundation strategic plan.

**Goal 7: INSTITUTIONAL EFFECTIVENESS AND ACCREDITATION** - Request and review reports on self-study ACCJC preparation and participate as appropriate in areas involving the Board, i.e., Standard IV.

**Goal 8: PUBLIC RELATIONS** - Request and review progress reports on Communications Strategic Plan and effectiveness of internal and external college communications. Review reports and support resources to develop a college brand. Identify and recommend stakeholders for outreach.

**Goal 9: HUMAN RESOURCES** - Request and review progress reports on professional development for all college employees. Review outcomes on efforts to improve recruitment and adherence to hiring policies. Review and support resources to develop procedures and request and review progress reports on EEO and related compliance.
The following questions are open-ended. Your response will assist in institutional evaluation and determining future priorities.

1. What are the Board’s greatest strengths?

2. What are the major accomplishments of the Board in the past year?

3. What are areas in which the Board could improve?
4. I would like to see the following changes in how the Board operates:


5. I recommend that the Board has the following goals for the coming year:


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

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

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

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

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

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

7. In addition to the foregoing process, all Board members are subject to ultimate evaluation by the voters of their respective areas.
In support of the mission and goals of the College, the Board of Trustees of Pasadena City College adopts this Code of Ethics in order to promote and secure the Board's commitment to quality education:

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

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

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

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

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

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

7. Board members shall maintain confidentiality as to closed sessions. While most of what the Board does is and should be public, closed session confidentiality is required. Of prime importance are such closed session matters as the hiring and dismissing of personnel, collective bargaining with employee groups, real property sales and purchases, liability claims against the district, and other closed session items. Further, the Board will be deprived of a frank exchange of views if Board members breach confidentiality with the result that other Board members will thereafter refrain from such exchanges.
8. The Board president and the Superintendent/President are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations by a member of the Board of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as prescribed by law.

9. Violation of the Board's Code of Ethics will be addressed by the Board president, who will first discuss the violation with the trustee to seek to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Board president may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Board officers and may include a recommendation to the Board to censure the trustee. If the president of the Board is perceived to have violated the Code of Ethics, the vice president of the Board is authorized to pursue resolution.
1. Conflict of Interest
   Pursuant to the provisions of Government Code Sections 87300, the Board adopts a Conflict of Interest Code. Nothing contained therein is intended to modify or abridge the provisions of the Political Reform Act of 1974, (Government Code Section 81000 et seq.). The provisions of this Code are additional to Government Code Section 87100 and other laws pertaining to conflicts of interest. Except as otherwise indicated, the definitions of the Political Reform Act of 1974 and associated regulations are incorporated within this bylaw. A copy of the Code is on file in the Office of the Vice President of Administrative Services.

2. Designated Positions
   The following positions are designated positions, and disclosure statements shall be filed in the categories as listed:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Category(ies)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member, Board of Trustees</td>
<td>5*</td>
</tr>
<tr>
<td>Superintendent/President</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Vice Presidents</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Dean of External Relations</td>
<td>4</td>
</tr>
<tr>
<td>Director of Fiscal Services</td>
<td>4</td>
</tr>
<tr>
<td>Director of Purchasing</td>
<td>1, 4</td>
</tr>
</tbody>
</table>

   *County Board of Supervisors currently include non-residence realty which could potentially be used by the Community College in Category 5.

3. Officers and employees holding these positions are designated employees and are deemed to make, or participate in the making of, decisions which may foreseeably have a material effect on a financial interest. These individuals shall file statements of Economic Interest with the Human Resources office, which in turn will file the statements with the appropriate county office.

4. Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members. A Board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

5. If a Board member or designated employee determines that he or she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of a designated employee, this announcement

Approved by the Board of Trustees: August 17, 1994, Revised June 4, 2008
shall be made in writing and submitted to the Board. A Board member, upon identifying a conflict of
interest, or a potential conflict of interest, shall do all of the following prior to consideration of
the matter:
a. Publicly identify the financial interest in detail sufficient to be understood by the
public;
b. Recuse himself or herself from discussing and voting on the matter;
c. Leave the room until after the discussion, vote, and any other disposition of the
matter is concluded unless the matter is placed on the agenda reserved for
uncontested matters. A Board member may, however, discuss the issue during
the time the general public speaks on the issue.

6. A Board member shall not engage in any employment or activity that is inconsistent with,
 incompatible with, in conflict with, or inimical to his or her duties as an officer of the District.

7. Board members and any employees who manage public investments shall not accept from any single
source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in
excess of the prevailing gift limitation specified in law if the employee would be required to report
the receipt of income or gifts from that source on his/her statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between
individuals on birthdays, holidays and other similar occasions, provided that the gifts
exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations
except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for board members and
designated employees.

Board members and any employees who manage public investments shall not accept any
honorarium, which is defined as any payment made in consideration for any speech given, article
published, or attendance at any public or private gathering (Government Code Sections 89501,
89502) that is given or offered in connection with any speech, article, or other activity related to his/her
responsibilities or duties for the Board of Trustees, Pasadena City College, or the Pasadena Area
Community College District.

Designated employees shall not accept any honorarium that is defined as any payment made in
consideration for any speech given, article published, or attendance at any public or private gathering,
if the employee would be required to report the receipt of income or gifts from that source on his or her
statement of economic interests.

The term "honorarium" does not include:
a. Earned income for personal services customarily provided in connection with a
bona fide business, trade, or profession unless the sole or predominant activity of
the business, trade or profession is making speeches.
b. Any honorarium that is not used and, within 30 days after receipt, is either returned
to the donor or delivered to the District for donation into the general fund without
being claimed as a deduction from income tax purposes.

Approved by the Board of Trustees: August 17, 1994, Revised June 4, 2008
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Student Travel, PCC Pep Squad

Board Meeting Date: July 16, 2014

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve student travel for the following event listed below. EMP: B2

FISCAL IMPLICATIONS: Funds for this activity to be provided by the 2014-2015 Flea Market Board of Directors Annual Budget and the 2014-2015 Pep Squad Trust and Agency Account Budget.

GROUP: PCC Pep Squad
NUMBER: 32 (30 Students, 2 staff)
LOCATION: University of California Santa Barbara, Santa Barbara, CA
DATES: August 12–16, 2014,
EVENT: Annual Universal Cheer Association/Universal Dance Association Spirit Camp
TRANSPORTATION: District-arranged vehicles
ADVISOR(S): PCC Staff-TBD
CHARGES: Registration fees and lodging, $11,370.00 (30 participants x $379.00) $728.00 (2 Advisors x $364); meals, $1,024.00 (32 participants x $32.00 x 1 day); transportation, $1,200.00 ($100.00 x 3 vans x 4 days); and supplies, $100.00.

NOT TO EXCEED: $14,422.00

BACKGROUND: This activity provides members of the Pasadena City College Pep Squad with opportunities to learn expected standards of performance, new choreographed routines, new dance steps, and safety guidelines in a professional environment.

Recommended for Approval:

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

Approved by:

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

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

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President

(REQUIRES THREE SIGNATURES)
CONSENT ITEM TITLE:
Amend to Consent Item 36-I Approve Extension
Independent Contractors/Instructors

Board Meeting Date: July 16, 2014

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 36-I Approve Extension Independent Contractors/Instructors, approved on June 25, 2014, as follows: EMP: I4

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

INSTRUCTORS        CLASS NAME
Horvath, Jean Deezmaker Advanced Open-Source 3D Printing
Horvath, Jean Deezmaker Intermediate Open-Source 3D Printing
Horvath, Jean Deezmaker Open-Source 3D Printing

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

Recommended for Approval: 7/1/14

Dear, 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)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approval of Student Travel, Program for Academic Support Services (PASS)

Board Meeting Date: July 16, 2014

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve student travel for the following event listed below. EMP: E1

FISCAL IMPLICATIONS: Funds for this activity to be provided by the 2013-2014 PASS Account

GROUP: Program for Academic Support Services
NUMBER: 24 (22 Students, 2 staff)
LOCATION:
University of San Diego, 5998 Alcalá Park, San Diego, CA 92110
University of California - San Diego, 9500 Gilman Dr, La Jolla, CA 92093
San Diego State University, 5500 Campanile Dr, San Diego, CA 92115
CSU San Marcos 333 S Twin Oaks Valley Rd, San Marcos CA 92078
San Diego Zoo Safari Park, 15500 San Pasqual Valley, Escondido, CA 92027

DATES: August 12-14, 2014,
EVENT: Southern California College Tour
TRANSPORTATION: District-arranged vehicles
ADVISOR(S): PASS Staff
CHARGES: Registration fees and lodging, $5,138.02 (22 participants x $235.36) $530.80 (2 Advisors x $265.40) $224 (Bus Driver Lodging $224); meals, $2,880.00 (24 participants x $120.00); transportation, $1500.00 ($500.00 x 3 days); and miscellaneous, $350.00.

NOT TO EXCEED: $11,324

BACKGROUND: This activity provides members of the Pasadena City College Program for Academic Success (PASS) with opportunities to explore neighboring colleges and universities to increase interest in transferring after they have completed their education at Pasadena City College.

Recommended for Approval:

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

Approved by:

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

Senior Vice President/Assistant Superintendent
Business and College Services

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

CONSENT ITEM TITLE:
Approve of Organizations for Membership, 2014-15 Fiscal Year

Board Meeting Date: July 16, 2014

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 attached list of organizations for institutional membership in Fiscal Year 2014-15. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2014-2015 Tentative District under account code 531000 in the appropriate organization code.

BACKGROUND: The contracts have been requested by the area organizational code 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)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Amount</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Senate for California Community Colleges</td>
<td>$ 6,500</td>
<td>Academic Senate</td>
</tr>
<tr>
<td>Access Text Network</td>
<td>$ 360</td>
<td>DSP&amp;S</td>
</tr>
<tr>
<td>AIGA/Professional Assn. for Design</td>
<td>$ 730</td>
<td>Multimedia/Entertainment Initiative</td>
</tr>
<tr>
<td>Altadena Chamber of Commerce</td>
<td>$ 60</td>
<td>Public Relations</td>
</tr>
<tr>
<td>American Association for Paralegal Education</td>
<td>$ 450</td>
<td>CareerTECH - Paralegal</td>
</tr>
<tr>
<td>American Association of Community Colleges (AACC)</td>
<td>$ 15,490</td>
<td>Superintendent/President</td>
</tr>
<tr>
<td>American Association of University Women (AAUW)</td>
<td>$ 175</td>
<td>Superintendent/President</td>
</tr>
<tr>
<td>American Bar Association</td>
<td>$ 900</td>
<td>CareerTECH - Paralegal</td>
</tr>
<tr>
<td>American College Health Association</td>
<td>$ 775</td>
<td>Student Health Center</td>
</tr>
<tr>
<td>American Dental Education Association (ADEA)</td>
<td>$ 945</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>American Mathematical Association of Two-Year Colleges (AMATYC)</td>
<td>$ 455</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Arcadia Chamber of Commerce</td>
<td>$ 280</td>
<td>Public Relations</td>
</tr>
<tr>
<td>Arroyo Seco Library Network of the Library of California</td>
<td>$ -</td>
<td>Library</td>
</tr>
<tr>
<td>Associate Degree Nursing Program, Southern California Directors</td>
<td>$ 100</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Association of American Colleges and Universities (AAC&amp;U)</td>
<td>$ 3,180</td>
<td>Superintendent/President</td>
</tr>
<tr>
<td>Association of Chief H. R. Officers/Affirmative Action Officers (ANCHOR/EEO)</td>
<td>$ 350</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Association of College and University Telecommunications Administrators (ACUTA)</td>
<td>$ 901</td>
<td>Telecommunications</td>
</tr>
<tr>
<td>Association of Colleges for Tutoring and Learning Assistance</td>
<td>$ 35</td>
<td>Learning Assistance Center</td>
</tr>
<tr>
<td>Association of Community College Trustees (ACCT)</td>
<td>$ 6,508</td>
<td>Board of Trustees</td>
</tr>
<tr>
<td>Association of University and College Counseling Center Directors (AUCCCD)</td>
<td>$ 260</td>
<td>Student Health Services</td>
</tr>
<tr>
<td>Automotive Engine Rebuilders Association (AERA)</td>
<td>$ 232</td>
<td>CareerTECH - AutoTech</td>
</tr>
<tr>
<td>Bookshare</td>
<td>$ -</td>
<td>Academic and Students Affairs</td>
</tr>
<tr>
<td>California &amp; University Professional Association for Human Resources (CUPA-HR)</td>
<td>$ 1,910</td>
<td>Human Resources</td>
</tr>
<tr>
<td>California Association for Local Economic Development (CALED)</td>
<td>$ 80</td>
<td>CareerTECH/ SBDC</td>
</tr>
<tr>
<td>California Association of Community College Registrars &amp; Admissions Officers</td>
<td>$ 200</td>
<td>Admissions &amp; Records</td>
</tr>
<tr>
<td>California College &amp; Universities Police Chiefs Association (CCUPCA)</td>
<td>$ 100</td>
<td>Police &amp; Safety</td>
</tr>
<tr>
<td>California Community College Mental Health &amp; Wellness Association</td>
<td>$ 200</td>
<td>Student Health Services</td>
</tr>
<tr>
<td>California Community Colleges Chief Instructional Officers (CCCIO)</td>
<td>$ 300</td>
<td>Academic and Students Affairs</td>
</tr>
<tr>
<td>California Community Colleges Chief Student Services Administrators Association (4C2S2A)</td>
<td>$ 300</td>
<td>Academic and Students Affairs</td>
</tr>
<tr>
<td>California Community Colleges Classified Senate</td>
<td>$ 100</td>
<td>Classified Senate</td>
</tr>
<tr>
<td>California Community Colleges Council for Staff Development (4CSD)</td>
<td>$ 100</td>
<td>Human Resources - Staff Dev.</td>
</tr>
<tr>
<td>California Corporate College</td>
<td>$ 500</td>
<td>CareerTECH - Extension</td>
</tr>
<tr>
<td>Name of Organization</td>
<td>Amount</td>
<td>Office</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------------</td>
<td>--------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>California Fashion Association</td>
<td>$ 500</td>
<td>Business &amp; Computer Technology</td>
</tr>
<tr>
<td>California Placement Association</td>
<td>$ 130</td>
<td>Career Planning &amp; Placement</td>
</tr>
<tr>
<td>California Psychology Internship Council (CAPIC)</td>
<td>$ 375</td>
<td>Special Services</td>
</tr>
<tr>
<td>Churchill Forum, Churchill Center for Learning Disabilities</td>
<td>$ -</td>
<td>Special Services</td>
</tr>
<tr>
<td>College and University Professional Association for Human Resources (CUPA-HR)</td>
<td>$ 1,395</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Commission On Athletics</td>
<td>$ 8,340</td>
<td>Athletics</td>
</tr>
<tr>
<td>Community College Internal Auditors</td>
<td>$ -</td>
<td>Fiscal Services</td>
</tr>
<tr>
<td>Community College League of California</td>
<td>$ 25,294</td>
<td>Superintendent/President</td>
</tr>
<tr>
<td>Council for Higher Education Accreditation (CHEA)</td>
<td>$ 1,650</td>
<td>Superintendent/President</td>
</tr>
<tr>
<td>Council for Opportunity in Education (COE)</td>
<td>$ 4,168</td>
<td>TRIO Talent Search</td>
</tr>
<tr>
<td>Council for Resource Development (CRD)</td>
<td>$ 975</td>
<td>Business and College Services</td>
</tr>
<tr>
<td>Council for Undergraduate Research (CUR)</td>
<td>$ 825</td>
<td>eSTEM Grant</td>
</tr>
<tr>
<td>Council of Chief Librarians</td>
<td>$ 150</td>
<td>Library (Payable every 5 yrs.)</td>
</tr>
<tr>
<td>EDUCAUSE</td>
<td>$ 3,955</td>
<td>Information Technology</td>
</tr>
<tr>
<td>El Monte Chamber of Commerce</td>
<td>$ 195</td>
<td>Public Relations</td>
</tr>
<tr>
<td>English Council of California Two-Year Colleges</td>
<td>$ 250</td>
<td>English</td>
</tr>
<tr>
<td>Equal Employment, Diversity &amp; Equity Consortium</td>
<td>$ 250</td>
<td>Human Resources – Staff Diversity</td>
</tr>
<tr>
<td>Foundation for California Community Colleges - Umoja Community Consortium</td>
<td>$ 1,000</td>
<td>Counseling</td>
</tr>
<tr>
<td>Health Services Association of California Community Colleges</td>
<td>$ 150</td>
<td>Student Health Center</td>
</tr>
<tr>
<td>Hispanic Association of Colleges &amp; Universities (HACU)</td>
<td>$ 9,575</td>
<td>Academic and Students Affairs</td>
</tr>
<tr>
<td>Honors Transfer Council (Long Beach C.C.)</td>
<td>$ 90</td>
<td>Transfer Center</td>
</tr>
<tr>
<td>Instructional Technology Council (ITC)</td>
<td>$ 450</td>
<td>Academic Support</td>
</tr>
<tr>
<td>Innovate Pasadena</td>
<td>$ 5,000</td>
<td>CareerTECH</td>
</tr>
<tr>
<td>La Canada Flintridge Chamber of Commerce</td>
<td>$ 90</td>
<td>Public Relations</td>
</tr>
<tr>
<td>Learning Ally</td>
<td>$ -</td>
<td>DSP&amp;S</td>
</tr>
<tr>
<td>Learning Resources Network (LERN)</td>
<td>$ 650</td>
<td>CareerTECH - Extension</td>
</tr>
<tr>
<td>Los Angeles County School Trustees Association (LACSTA)</td>
<td>$ 140</td>
<td>Board of Trustees</td>
</tr>
<tr>
<td>Los Angeles Economic Development Corp. (LAEDC)</td>
<td>$ 5,000</td>
<td>CareerTech</td>
</tr>
<tr>
<td>National Behavioral Intervention Team Association (NaBITA)</td>
<td>$ 320</td>
<td>C-PART</td>
</tr>
<tr>
<td>National Association of Colleges &amp; Employers (NACE)</td>
<td>$ 600</td>
<td>Career Planning &amp; Placement</td>
</tr>
<tr>
<td>National Association of Dental Laboratories (NADL)</td>
<td>$ 350</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>National Association of Foreign Student Advisors (NAFSA)</td>
<td>$ 380</td>
<td>Counseling/Guidance Services</td>
</tr>
<tr>
<td>Name of Organization</td>
<td>Amount</td>
<td>Office</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>--------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>National Association of Student Financial Aid Administrators (NASFAA)</td>
<td>$ 2,346</td>
<td>Scholarships &amp; Financial Aid</td>
</tr>
<tr>
<td>National Council For Marketing &amp; Public Relations (NCMPR)</td>
<td>$ 450</td>
<td>Public Relations</td>
</tr>
<tr>
<td>National Tutoring Association</td>
<td>$ 125</td>
<td>Learning Assistance Center</td>
</tr>
<tr>
<td>New Media Centers Consortium</td>
<td>$ 2,500</td>
<td>Economic Development/MEI</td>
</tr>
<tr>
<td>Pasadena Chamber of Commerce</td>
<td>$ 415</td>
<td>Public Relations</td>
</tr>
<tr>
<td>Print Interactive Radio &amp; Television Educational Society (PIRATES)</td>
<td>$ 65</td>
<td>Public Relations</td>
</tr>
<tr>
<td>Public Relations Association of America (PRSA)</td>
<td>$ 320</td>
<td>Public Relations</td>
</tr>
<tr>
<td>Research and Planning Group for California Community Colleges</td>
<td>$ 350</td>
<td>Institutional Planning &amp; Research</td>
</tr>
<tr>
<td>Rosemead Chamber of Commerce</td>
<td>$ 230</td>
<td>Public Relations</td>
</tr>
<tr>
<td>San Gabriel Foothill Association of Community Colleges Consortium (SanFACC)</td>
<td>$ 700</td>
<td>Governmental &amp; Community Relations</td>
</tr>
<tr>
<td>San Gabriel Valley Economic Partnership</td>
<td>$ 5,000</td>
<td>Superintendent/President</td>
</tr>
<tr>
<td>San Marino Chamber of Commerce</td>
<td>$ 80</td>
<td>Public Relations</td>
</tr>
<tr>
<td>Screen Printing Association International (aka SGIA)</td>
<td>$ 25</td>
<td>CareerTECH - GRFX</td>
</tr>
<tr>
<td>Second Nature</td>
<td>$ 2,000</td>
<td>Superintendent/President</td>
</tr>
<tr>
<td>Sierra Madre Chamber of Commerce</td>
<td>$ 200</td>
<td>Public Relations</td>
</tr>
<tr>
<td>South Coast Conference, Academic and Athletic Excellence</td>
<td>$ 6,125</td>
<td>Athletics</td>
</tr>
<tr>
<td>Southern 30 Information Exchange Consortium</td>
<td>$ 200</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Southern California Biomedical Council</td>
<td>$ 750</td>
<td>Center for Applied Bio Tech</td>
</tr>
<tr>
<td>Southern California Football Association</td>
<td>$ 1,800</td>
<td>Athletics</td>
</tr>
<tr>
<td>Southern California Intersegmental Visual Articulation Council (SCIAC)</td>
<td>$ 75</td>
<td>Counseling/Career Services</td>
</tr>
<tr>
<td>Temple City Chamber of Commerce</td>
<td>$ 175</td>
<td>Public Relations</td>
</tr>
<tr>
<td>US Green Building Council</td>
<td>$ 300</td>
<td>Facilities Services</td>
</tr>
<tr>
<td>Western Association for College Admissions Counseling (WCAC)</td>
<td>$ 45</td>
<td>Transfer Center</td>
</tr>
<tr>
<td>Western Association of Educational Opportunity Personnel (WESTOP)</td>
<td>$ 575</td>
<td>TRIO Talent Search</td>
</tr>
</tbody>
</table>

$ 139,534 GRAND ANNUAL TOTAL
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Staff Development Activity for Administration

Board Meeting Date: July 16, 2014

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 Staff Development activity for Administration listed below. EMP: B1

FISCAL IMPACTS: Funds for this purpose are budgeted in the 2014-2015 Tentative District Budget in the account number shown.

August 19, 2014: The Executive Committee and Management Team will conduct a one-day joint Annual Retreat at a local venue(s). Anticipated expenses are not to exceed Eight Thousand Dollars ($8,000.00) for catering (meals and refreshments), equipment rentals, and supplies for approximately 65 participants.

100000-400000-521000-6600 (President’s Office)

BACKGROUND: Staff Development activities are designed to enhance excellence and enable the staff to meet the need of a changing student population. Which allows the college’s administration across all areas and schools to review the prior year, focus on goals for the 2014/15 Academic Year, and strategize and put forth a plan and timeline which will focus on achieving the priorities and goals set forth in the Educational Master Plan.

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:
Approve Staff Development Activities for Accreditation

Board Meeting Date: July 16, 2014

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Staff and Professional Development activities listed below. EMP: A1, A2, B1 and E1

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2014-2015 Tentative District Budget in the account number shown.

July 17, 2014 - June 30, 2015: Professional Development activities, workshops and seminars for faculty, staff, administrators and students at PCC and local venues. Anticipated expenses are not-to-exceed Twenty Thousand Dollars ($20,000.00) for materials, supplies, food and refreshments for approximately 40-45 participants per activity.

100000-420100-521000-6090 (Accreditation)

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

Recommended for Approval:

Interim Dean, Instructional Support

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)
CONSENT ITEM TITLE: Approve/Ratify/Amend/Renew Contracts

Board Meeting Date: July 16, 2014

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 2014-2015 Tentative District Budget in the account numbers shown.

BACKGROUND: The contracts have been requested by the area organizational code 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)
<table>
<thead>
<tr>
<th>Contract No.</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Services</th>
<th>Dates of Services</th>
<th>Department</th>
<th>Account No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B150001</td>
<td>Huntington Asthma &amp; Allergy Center</td>
<td>No-cost to District</td>
<td>To provide externship experience to Medical Assistant Students. EMP: K3, B1.2</td>
<td>6/30/14 until terminated</td>
<td>Medical Assistant Department</td>
<td>N/A</td>
</tr>
<tr>
<td>B150002</td>
<td>Pasadena Weight Loss Center</td>
<td>No-cost to District</td>
<td>To provide externship experience to Medical Assistant Students. EMP: K3, B1.2</td>
<td>6/30/14 until terminated</td>
<td>Medical Assistant Department</td>
<td>N/A</td>
</tr>
<tr>
<td>B150003</td>
<td>Orthopedic Surgery Specialist</td>
<td>No-cost to District</td>
<td>To provide externship experience to Medical Assistant Students. EMP: K3, B1.2</td>
<td>6/30/14 until terminated</td>
<td>Medical Assistant Department</td>
<td>N/A</td>
</tr>
<tr>
<td>B150004</td>
<td>Charter Oak Unified School District</td>
<td>No-cost to District</td>
<td>To provide off-campus supervised fieldwork for Speech-Language Pathology Assistant Students enrolled in SLPA 126, &quot;Speech-Language Pathology Assistant Fieldwork&quot; EMP: D4</td>
<td>8/25/14 thru 8/1/17</td>
<td>Medical Assistant Department</td>
<td>N/A</td>
</tr>
<tr>
<td>B150009</td>
<td>Pasadena Podiatry Group</td>
<td>No-cost to District</td>
<td>To provide externship experience to Medical Assistant Students. EMP: K3, B1.2</td>
<td>6/30/14 until terminated</td>
<td>Medical Assistant Department</td>
<td>N/A</td>
</tr>
<tr>
<td>B150010</td>
<td>Dr. Lawrence Tran' Dr. San Wai</td>
<td>No-cost to District</td>
<td>To provide externship experience to Medical Assistant Students. EMP: K3, B1.2</td>
<td>6/30/14 until terminated</td>
<td>Medical Assistant Department</td>
<td>N/A</td>
</tr>
<tr>
<td>B150012</td>
<td>The Doctors' Office</td>
<td>No-cost to District</td>
<td>To provide externship experience to Medical Assistant Students. EMP: K3, B1.2</td>
<td>6/30/14 until terminated</td>
<td>Medical Assistant Department</td>
<td>N/A</td>
</tr>
<tr>
<td>B150016</td>
<td>Roberto Beaton, MD</td>
<td>No-cost to District</td>
<td>To provide externship experience to Medical Assistant Students. EMP: K3, B1.2</td>
<td>6/30/14 until terminated</td>
<td>Medical Assistant Department</td>
<td>N/A</td>
</tr>
</tbody>
</table>
## REVIEW OF CONTRACTS

<table>
<thead>
<tr>
<th>Contract No.</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Services</th>
<th>Dates of Services</th>
<th>Department</th>
<th>Account No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B150017</td>
<td>Washington Medical Group, Inc.</td>
<td>No-cost to District</td>
<td>To provide externship experience to Medical Assistant Students. EMP: K3, B1.2</td>
<td>6/30/14 until terminated</td>
<td>Medical Assistant Department</td>
<td>N/A</td>
</tr>
<tr>
<td>B150018</td>
<td>Happy Khanna MD, Inc.</td>
<td>No-cost to District</td>
<td>To provide externship experience to Medical Assistant Students. EMP: K3, B1.2</td>
<td>6/30/14 until terminated</td>
<td>Medical Assistant Department</td>
<td>N/A</td>
</tr>
<tr>
<td>B150019</td>
<td>Brian J. LeBerthon, MD</td>
<td>No-cost to District</td>
<td>To provide externship experience to Medical Assistant Students. EMP: K3, B1.2</td>
<td>6/30/14 until terminated</td>
<td>Medical Assistant Department</td>
<td>N/A</td>
</tr>
<tr>
<td>B150020</td>
<td>San Gabriel Women's Health</td>
<td>No-cost to District</td>
<td>To provide externship experience to Medical Assistant Students. EMP: K3, B1.2</td>
<td>6/30/14 until terminated</td>
<td>Medical Assistant Department</td>
<td>N/A</td>
</tr>
<tr>
<td>B150021</td>
<td>Dr. Elisa Alvarado</td>
<td>No-cost to District</td>
<td>To provide externship experience to Medical Assistant Students. EMP: K3, B1.2</td>
<td>6/30/14 until terminated</td>
<td>Medical Assistant Department</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>RENEW</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B150023</td>
<td>Pasadena Unified School District</td>
<td>No-cost to District</td>
<td>To provide classroom space for Parent Education classes EMP: J1, K3, D4.2</td>
<td>7/1/14 until terminated</td>
<td>PCC Parent Education</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>UNRESTRICTED GENERAL FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>APPROVE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B150005</td>
<td>Jake M. Barragan</td>
<td>$3,000.00</td>
<td>Video production plus editing, directing for sit-com Summer Intercession Production Workshop EMP: A2</td>
<td>6/23/14 thru 8/9/14</td>
<td>Visual Media and Performing Arts</td>
<td>100000-155100-514000-1000</td>
</tr>
<tr>
<td>B150006</td>
<td>eXplorance</td>
<td>$123,554.29</td>
<td>To provide an online statistical reporting system and fully automate the implementation of course evaluation throughout a higher academic institute EMP: F</td>
<td>7/17/14 thru 6/30/15</td>
<td>Institutional Planning &amp; Research</td>
<td>100000-420300-581000-6600</td>
</tr>
<tr>
<td>Contract No.</td>
<td>Contractor</td>
<td>Amount</td>
<td>Description of Services</td>
<td>Dates of Services</td>
<td>Department</td>
<td>Account No.</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------</td>
<td>---------</td>
<td>-----------------------------------------------------------------------------------------</td>
<td>---------------------</td>
<td>------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>B150024</td>
<td>Community College Search Services</td>
<td>$76,000.00</td>
<td>To provide analysis and evaluation of the Campus Climate Study, Board Workshops, Review of the Board Self-Evaluation Process, and Review of the Current Shared Governance System. For an amount not-to-exceed $76,000.00. EMP: F</td>
<td>7/17/14 thru 6/30/15</td>
<td>Office of the President</td>
<td>100000-400000-512000-6600</td>
</tr>
<tr>
<td>B-98387-4</td>
<td>The Titan Group, Inc.</td>
<td>$5,473.00</td>
<td>To amend contract by increasing the amount but not to exceed $5,473.00. EMP: F</td>
<td>7/1/13 thru 6/30/14</td>
<td>Human Resources</td>
<td>100000-430000-512000-6730</td>
</tr>
<tr>
<td>B-98282-3</td>
<td>Norm A Traub</td>
<td>$375.00</td>
<td>To amend contract by increasing the amount but not to exceed $375.00. EMP: F</td>
<td>7/1/13 thru 6/30/14</td>
<td>Human Resources</td>
<td>100000-430000-512000-6730</td>
</tr>
<tr>
<td>B150022</td>
<td>NCS Pearson, Inc.</td>
<td>$40,500.00</td>
<td>To provide online tutoring services in various subjects. EMP: E</td>
<td>7/1/14 thru 6/30/15</td>
<td>Distance Education</td>
<td>100000-421200-581000-4900</td>
</tr>
<tr>
<td>B-98387-4</td>
<td>The Titan Group, Inc.</td>
<td>$25,000.00</td>
<td>Investigation services on an as needed basis. EMP: F</td>
<td>7/1/14 thru 6/30/15</td>
<td>Human Resources</td>
<td>100000-430000-512000-6730</td>
</tr>
<tr>
<td>B150013</td>
<td>Outward Bound Adventures</td>
<td>$25,000.00</td>
<td>To provide comprehensive academic, recreational, social and cultural activities for participating high school students. EMP: D1, D3</td>
<td>7/27/14 thru 8/06/14</td>
<td>Student Affairs</td>
<td>215301-530100-525000-6490</td>
</tr>
</tbody>
</table>

**REVIEW OF CONTRACTS**

**RATIFY**

**RENEW**

**RESTRICTED GENERAL FUND INCLUDING GRANTS**

**APPROVE**
<table>
<thead>
<tr>
<th>Contract No.</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Services</th>
<th>Dates of Services</th>
<th>Department</th>
<th>Account No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-97904-1</td>
<td>PBWS</td>
<td>N/A</td>
<td>To extend the contract for close-out and time only for the Modular Science Village. EMP: L</td>
<td>7/1/14 thru 6/30/15</td>
<td>Measure P</td>
<td>410000-711700-625200-7100</td>
</tr>
<tr>
<td>B-98409-4</td>
<td>BluePoint Planning</td>
<td>$25,000.00</td>
<td>To increase amount of agreement for additional Facilities Master Plan vision and mission development process for an amount not-to-exceed $58,000 and extend term to 6/30/15. EMP: L</td>
<td>7/1/14 thru 6/30/15</td>
<td>C/O Facilities Renovation</td>
<td>410000-712300-512000-7100</td>
</tr>
<tr>
<td>B-97896-1</td>
<td>NTD Architects</td>
<td>N/A</td>
<td>Provide design services to include the exterior and interior site modifications for Building 'R', 'C', and 'V' for Access Compliance. This is to extend time only. EMP: L</td>
<td>7/1/14 thru 6/30/15</td>
<td>Measure P</td>
<td>420000-625200-741300-4000</td>
</tr>
<tr>
<td>B-98419-4</td>
<td>Emcor Services</td>
<td>N/A</td>
<td>Provide engineering services to evaluate and recommend modifications to Chilling and Cooling Tower. This is to extend time only. EMP: L</td>
<td>7/1/14 thru 6/30/15</td>
<td>Measure P</td>
<td>420000-741600-621700-7100</td>
</tr>
</tbody>
</table>
CONSENT ITEM TITLE:
Adoption of Resolution No. 523, Ratify Agreement
Child Care and Development Services

Board Meeting Date: July 16, 2014

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, adopt Resolution No. 523 and authorize the Assistant Superintendent/Senior Vice President for Business and College Services to ratify an agreement with the California State Department of Education for a Child Care and Development Grant for the purpose of providing child care and development services. The term of the agreement shall be July 1, 2014 through June 30, 2015.

FISCAL IMPLICATIONS: The District shall receive from the California State Department of Education, Thirty-Four Dollars and Thirty-Eight Cents ($34.38) per child per day of full-time enrollment for an amount not-to-exceed One Hundred Fifty-Eight Thousand Eleven Dollars ($158,011.00).

BACKGROUND: This grant is intended to provide greater child care access to three and four-year old children of low-income families.

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)
RESOLUTION NO. 523

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2014/2015.

===============================================

RESOLUTION

BE IT RESOLVED that the Governing Board of the Pasadena Area Community College District authorizes entering into local agreement number CSPP-4220 and that the person who is listed below, is authorized to sign the transaction for the Governing Board.

NAME & TITLE

Dr. Robert B. Miller
Asst. Superintendent/Senior Vice President
Business & College Services

SIGNATURE

PASSED AND ADOPTED THIS 16th day of July, 2014, by the Governing Board of the Pasadena Area Community College District of Los Angeles County, California.

I, Linda Wah, Clerk of the Governing Board of the Pasadena Area Community College District of Los Angeles County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature)                         July 16, 2014
                                           (Date)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Authorization to Enter into an Agreement with Statewide Association of Community Colleges

Board Meeting Date: July 16, 2014

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 action of the Assistant Superintendent/Senior Vice President of Business and Colleges to enter into an agreement with Statewide Association of Community Colleges (SWACC), 2355 Crenshaw Blvd. Suite 200, Torrance, California 90501 for property and liability insurance coverage. The annual cost is Seven Hundred Thirty-Two Thousand Five Hundred Forty-Eight Dollars ($732,548.00) and the term of this agreement shall be July 1, 2014 through July 1, 2015.

EMP: F

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2014-2015 Tentative District Budget in the account number shown.

620000-401600-541000-6770 (Self Insurance – Property and Liability)

BACKGROUND: SWACC shall provide the District with risk management and insurance services for property and liability protection.

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:**
Approve Purchasing Transactions

**Board Meeting Date:** July 16, 2014

**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 P1403041 through P1403098. EMP: L

**FISCAL IMPLICATIONS:** Funds for this purpose are budgeted in the 2014-2015 Tentative District Budget in the account numbers shown.

**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:

[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)
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name / Item No.</th>
<th>Description</th>
<th>Requestor</th>
<th>PO Amount</th>
<th>Vendor YTD Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1403039</td>
<td>* Link-Nilsen</td>
<td>Repair/Upkeep Bldgs and Grounds</td>
<td>Building Services</td>
<td>1,590.00</td>
<td>8,146.00</td>
</tr>
<tr>
<td>P1403049</td>
<td>Shui Jueli Ming</td>
<td>Repair/Upkeep Bldgs and Grounds</td>
<td>Facilities Modification</td>
<td>1,943.69</td>
<td>1,943.69</td>
</tr>
<tr>
<td>P1403068</td>
<td>State of CA Dept Industrial Relations</td>
<td>Other Services</td>
<td>Facilities Trades</td>
<td>675.00</td>
<td>5,175.00</td>
</tr>
<tr>
<td>P1403062</td>
<td>* Horizon Mechanical Contractors</td>
<td>Repair and Maintenance of Equipment</td>
<td>Facilities Trades</td>
<td>3,801.68</td>
<td>12,827.48</td>
</tr>
<tr>
<td>P1403053</td>
<td>Joint Review Committee on Education</td>
<td>Dues and Membership</td>
<td>Instruction Office</td>
<td>639.69</td>
<td>8,499.69</td>
</tr>
<tr>
<td>P1403069</td>
<td>City of Pasadena</td>
<td>Rentals</td>
<td>Instruction Office</td>
<td>16,425.00</td>
<td>31,229.10</td>
</tr>
<tr>
<td>P1403070</td>
<td>City of Pasadena</td>
<td>Rental of Baseball Field - Permit #99040701</td>
<td>Instruction Office</td>
<td>14,670.00</td>
<td>31,229.10</td>
</tr>
<tr>
<td>P1403075</td>
<td>Sebastian C Genato</td>
<td>Supplies and Materials</td>
<td>Instruction Office</td>
<td>850.00</td>
<td>850.00</td>
</tr>
<tr>
<td>P1403085</td>
<td>Robert Half</td>
<td>Other Services</td>
<td>Office of General Counsel</td>
<td>1,315.19</td>
<td>26,185.62</td>
</tr>
<tr>
<td>P1403086</td>
<td>Robert Half</td>
<td>Other Services</td>
<td>Office of General Counsel</td>
<td>1,420.00</td>
<td>26,185.62</td>
</tr>
<tr>
<td>P1403097</td>
<td>Robert Half</td>
<td>Other Services</td>
<td>Office of General Counsel</td>
<td>1,338.35</td>
<td>26,185.62</td>
</tr>
<tr>
<td>P1403098</td>
<td>Robert Half</td>
<td>Other Services</td>
<td>Office of General Counsel</td>
<td>1,420.00</td>
<td>26,185.62</td>
</tr>
<tr>
<td>P1403099</td>
<td>Robert Half</td>
<td>Other Services</td>
<td>Office of General Counsel</td>
<td>1,136.00</td>
<td>26,185.62</td>
</tr>
<tr>
<td>P1403100</td>
<td>Robert Half</td>
<td>Other Services</td>
<td>Office of General Counsel</td>
<td>2,474.35</td>
<td>26,185.62</td>
</tr>
<tr>
<td>P1403101</td>
<td>Xerox Corporation</td>
<td>Repair and Maintenance of Equipment</td>
<td>PCA: Division Office</td>
<td>1,333.32</td>
<td>16,632.84</td>
</tr>
<tr>
<td>P1403105</td>
<td>Upstage Parallels</td>
<td>Rentals</td>
<td>PCA: Theater</td>
<td>1,999.16</td>
<td>5,964.48</td>
</tr>
<tr>
<td>P1403106</td>
<td>Technosmith Corporation</td>
<td>Supplies and Materials</td>
<td>Public Relations</td>
<td>107.91</td>
<td>10,815.27</td>
</tr>
<tr>
<td>P1403107</td>
<td>Kimball c/o United Interiors</td>
<td>New Equipment between $500-$4999</td>
<td>SASI</td>
<td>16,568.47</td>
<td>16,568.47</td>
</tr>
<tr>
<td>P1403108</td>
<td>United Interiors</td>
<td>New Equipment between $500-$4999</td>
<td>SASI</td>
<td>20,547.45</td>
<td>157,234.55</td>
</tr>
</tbody>
</table>

**Total Restricted General Fund (Including Grants)**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name / Item No.</th>
<th>Description</th>
<th>Requestor</th>
<th>PO Amount</th>
<th>Vendor YTD Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1403052</td>
<td>* Maranatha High School</td>
<td>Supplies and Materials</td>
<td>CCC Student Mental Health</td>
<td>1,500.00</td>
<td>2,950.00</td>
</tr>
<tr>
<td>P1403063</td>
<td>American College Health Association</td>
<td>Foster Care Gift Cards</td>
<td>CCC Student Mental Health</td>
<td>2,372.50</td>
<td>3,147.50</td>
</tr>
<tr>
<td>P1403075</td>
<td>* Numero Uno</td>
<td>Supplies and Materials</td>
<td>CCC Student Mental Health</td>
<td>1,500.00</td>
<td>3,700.00</td>
</tr>
<tr>
<td>P1403076</td>
<td>National Council for Behavior Health</td>
<td>Supplies and Materials</td>
<td>CCC Student Mental Health</td>
<td>1,468.42</td>
<td>1,468.42</td>
</tr>
<tr>
<td>P1403047</td>
<td>Thermo Electron North America LLC</td>
<td>New Equipment $5,000 or Greater</td>
<td>CTEA: Across All CTE Programs</td>
<td>6,672.46</td>
<td>6,672.46</td>
</tr>
<tr>
<td>P1403045</td>
<td>Professional Refinishing Organization</td>
<td>Other Services</td>
<td>E.O.P &amp; S</td>
<td>545.00</td>
<td>545.00</td>
</tr>
<tr>
<td>P1403068</td>
<td>* Chevron Car Wash</td>
<td>Other Payments to Students</td>
<td>E.O.P &amp; S</td>
<td>2,500.00</td>
<td>18,250.00</td>
</tr>
<tr>
<td>P1403077</td>
<td>US Bank</td>
<td>Supplies and Materials</td>
<td>Title V- HIS STEM</td>
<td>3,927.78</td>
<td>6,809.33</td>
</tr>
</tbody>
</table>

**Total Restricted General Fund including Grants**

### Total Restricted General Fund (Including Grants)

90,234.26

**Total Child Development Fund**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name / Item No.</th>
<th>Description</th>
<th>Requestor</th>
<th>PO Amount</th>
<th>Vendor YTD Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1403046</td>
<td>* B and B Service</td>
<td>Other Services</td>
<td>CDC: Preschool Program</td>
<td>1,336.44</td>
<td>1,336.45</td>
</tr>
</tbody>
</table>

**Total Child Development Fund**

1,336.44

### Total Capital Outlay Fund

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name / Item No.</th>
<th>Description</th>
<th>Requestor</th>
<th>PO Amount</th>
<th>Vendor YTD Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1403062</td>
<td>Division of the State Architects</td>
<td>Plan Checking</td>
<td>C/O Facility Renovations</td>
<td>15,078.57</td>
<td>24,776.49</td>
</tr>
<tr>
<td>P1403081</td>
<td>M3</td>
<td>Construction/Modifications $100,000</td>
<td>C/O Office Expansion</td>
<td>17,153.33</td>
<td>228,321.51</td>
</tr>
</tbody>
</table>

**Total Capital Outlay Fund**

15,078.57

**Building Fund**

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

> Indicates local branch utilized outside of District as required by Vendor.
### PASADENA AREA COMMUNITY COLLEGE DISTRICT
#### PASADENA CITY COLLEGE

**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>YTD Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1403048</td>
<td>* 1st California Construction</td>
<td>Construction/Modifications $100,000</td>
<td>M/P HVAC/Electrical Upgrades</td>
<td>3,652.00</td>
<td>695,532.00</td>
</tr>
<tr>
<td>P1403060</td>
<td>* Frazee Paint &amp; Wallcovering</td>
<td>Construction/Modifications $100,000</td>
<td>M/P Classroom Conversions</td>
<td>589.88</td>
<td>31,171.12</td>
</tr>
<tr>
<td>P1403074</td>
<td>N R S Inc.</td>
<td>New Equipment between $500-$4999</td>
<td>M/P Classroom Conversions</td>
<td>9,177.91</td>
<td>144,146.17</td>
</tr>
<tr>
<td></td>
<td></td>
<td>80&quot; High Panel Wrap Offices for V-2006</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P1403082</td>
<td>Lincoln City Inc</td>
<td>Construction/Modifications $100,000</td>
<td>M/P Classroom Conversions</td>
<td>6,332.98</td>
<td>26,336.89</td>
</tr>
</tbody>
</table>

**Total Building Fund** 19,752.77

### SCHEDULED MAINTENANCE FUND

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>PO Amount</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>P1403033</td>
<td>* Consolidated Electrical Distributors</td>
<td>Construction and Modifications</td>
<td>S/M Upgrade Electrical</td>
<td>2,388.87</td>
<td>76,179.71</td>
</tr>
<tr>
<td>P1403091</td>
<td>Siemens Industry Inc</td>
<td>Repair and Maintenance of Equipment</td>
<td>S/M Upgrade Lighting PH2</td>
<td>9,243.95</td>
<td>9,243.95</td>
</tr>
<tr>
<td>P1403094</td>
<td>Nexgen</td>
<td>Repair/Upkeep Bldgs and Grounds</td>
<td>S/M Upgrade Lighting PH2</td>
<td>5,227.64</td>
<td>37,207.15</td>
</tr>
</tbody>
</table>

**Total Scheduled Maintenance Fund** 16,850.46

### SELF-INSURANCE FUND - PROPERTY & LIABILITY

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>PO Amount</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>P1403066</td>
<td>Keenan &amp; Associates</td>
<td>Property &amp; Liability Ins</td>
<td>Property Damage &amp; Public Liability</td>
<td>22,782.19</td>
<td>194,319.57</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly Disbursements</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Self-Insurance Fund - Property and Liability** 22,782.19

**Total** $186,330.85

---

* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Change</th>
<th>New PO Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1400240</td>
<td>Commercial Waste Services, Inc.</td>
<td>Increase PO per the Dept.</td>
<td>Facilities</td>
<td>23,000.00</td>
<td>108,000.00</td>
</tr>
<tr>
<td>P1400282</td>
<td>Empire Floor Machine Company</td>
<td>Increase PO per the Dept.</td>
<td>Facilities</td>
<td>1,500.00</td>
<td>3,500.00</td>
</tr>
<tr>
<td>P1400484</td>
<td>Big O Tire</td>
<td>Increase PO per the Dept.</td>
<td>Police &amp; Safety</td>
<td>3,000.00</td>
<td>9,000.00</td>
</tr>
<tr>
<td>P1400632</td>
<td>Cart Masters</td>
<td>Increase PO per the Dept.</td>
<td>Police &amp; Safety</td>
<td>1,500.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>P1400724</td>
<td>Xerox Corporation</td>
<td>Decrease PO per the Dept.</td>
<td>Health Sciences</td>
<td>-1,570.37</td>
<td>179.63</td>
</tr>
<tr>
<td>P1401004</td>
<td>Big O Tire</td>
<td>Increase PO per the Dept.</td>
<td>Facilities</td>
<td>1,500.00</td>
<td>5,000.00</td>
</tr>
<tr>
<td>P1401022</td>
<td>Canon Solutions America</td>
<td>Decrease PO per the Dept.</td>
<td>Visual Arts</td>
<td>-505.00</td>
<td>45.45</td>
</tr>
<tr>
<td>P1401150</td>
<td>O'reilly Auto Parts</td>
<td>Increase PO per the Dept.</td>
<td>Police &amp; Safety</td>
<td>1,000.00</td>
<td>1,350.00</td>
</tr>
<tr>
<td>P1402471</td>
<td>Topanga Lumber and Hardware</td>
<td>Increase PO per the Dept.</td>
<td>Performing Arts</td>
<td>1,296.02</td>
<td>4,249.02</td>
</tr>
</tbody>
</table>

**RESTRICTED FUNDS INCLUDING GRANTS**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Change</th>
<th>New PO Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1400856</td>
<td>PCC Bookstore</td>
<td>Decrease PO per the Dept.</td>
<td>Child Development Center</td>
<td>-526.00</td>
<td>674.00</td>
</tr>
</tbody>
</table>

**BUILDING FUND**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Change</th>
<th>New PO Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1402231</td>
<td>Commercial Waste Services, Inc.</td>
<td>Increase PO per the Dept.</td>
<td>Facilities - Project Center</td>
<td>13,000.00</td>
<td>20,000.00</td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Information Technology Purchasing Transactions

Board Meeting Date: July 16, 2014

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 purchasing transactions for P1403041 through P1403098. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2014-2015 Tentative District Budget in the account numbers shown.

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 has the information technology tools and infrastructure necessary to carry out the academic mission of the college.

Recommended for Approval:

[Signature]
Executive Director, Business Services

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

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

(Requires three signatures)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES

[Signature]
Superintendent/ President
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>PO Amount</th>
<th>YTD Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1403072</td>
<td>CDW Government Inc</td>
<td>Computer Equipment between $500-4999 E.O.P &amp; S Nine Lenovo Laptops</td>
<td></td>
<td>10,858.45</td>
<td>208,918.26</td>
</tr>
<tr>
<td>P1403078</td>
<td>Apple Computer Higher Education</td>
<td>Computer Equipment between $500-4999 CTEA: Across All CTE Programs 50 iPads 16GB Wi-Fi</td>
<td></td>
<td>33,841.73</td>
<td>129,168.71</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Restricted General Fund including Grants</strong></td>
<td></td>
<td><strong>44,701.18</strong></td>
<td></td>
</tr>
<tr>
<td>P1403054</td>
<td>Digital Networks Group</td>
<td>New Equipment between $500-4999 Smart Classroom Equipment</td>
<td>MP Technology Infrastructure</td>
<td>10,871.74</td>
<td>737,159.34</td>
</tr>
<tr>
<td>P1403061</td>
<td>NE Systems Inc</td>
<td>New Equipment between $500-4999 Enterasys Networks Expansion Slots</td>
<td>MP Technology Infrastructure</td>
<td>32,870.00</td>
<td>659,212.17</td>
</tr>
<tr>
<td>P1403073</td>
<td>NE Systems, Inc.</td>
<td>New Equipment between $500-4999 Enterasys Layer 3 Switch and Supportnet</td>
<td>MP Classroom Infrastructure</td>
<td>32,823.50</td>
<td>659,212.17</td>
</tr>
<tr>
<td>P1403080</td>
<td>Sigmanet</td>
<td>New Equipment between $500-4999 Maraki Inc. Cloud Managed Wireless Access Point</td>
<td>MP Technology Infrastructure</td>
<td>45,120.56</td>
<td>92,016.79</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Building Fund</strong></td>
<td></td>
<td><strong>121,685.79</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$166,386.97</strong></td>
<td></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.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:  
Approve/Ratify Professional Conference Attendance

Board Meeting Date:  July 16, 2014

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 professional 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 2014-2015 Tentative District Budget in the account numbers shown.

UNRESTRICTED GENERAL FUND 01:

APPROVE:

ATTENDEE:  Nancy Chung
LOCATION:  Western Association of Veterans Education Specialist Annual Meeting, Fort Worth, Texas
DATES:  July 23 – 26, 2014
PURPOSE:  Increase expertise advisory liaison and coordinating services regarding educational programs affecting in services military personnel.
CHARGES:  $1,668.00
ACCOUNT NO.:  100000-210000-521000-6200
RECOMMENDED BY:  Robert Bell
EMP:  B2

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)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/ President
ATTENDEE: Ross Selvidge  
LOCATION: Association of Community College Trustees Governance Leadership Institute, Washington, D.C.  
DATES: August 4 – 6, 2014*  
PURPOSE: Topics include student success, budget, Board-CEO relationship, accreditation, running effective meetings, building a relationship with the media, advocacy.  
CHARGES: $2,471.00  
ACCOUNT NO.: 100000-410000-521000-6600  
RECOMMENDED BY: Mark Rocha  
EMP: B1  
August 3 – additional travel day

ATTENDEE: Brian Kennedy  
LOCATION: 15th International Bakhtinian Conference, Stockholm, Sweden  
DATES: July 23 – 27, 2014*  
PURPOSE: This international conference occurs every 2 years and Mr. Chess have attended the last 6 prior conferences. Mr. Chess uses Bakhtinian theory in much of his teachings and the paper he will present will be a chapter in the book he wrote while on Sabbatical in 2012-2013. PCC is prominently mentioned in the presentation giving the college international recognition for the Bakhtinian Scholarship. This conference focuses on the work of literary critic-linguist, Mikhail Bakhtinian. During this conference Mr. Kennedy will be presenting and attending workshops on literature, teaching/pedagogy, and artistic practice.  
CHARGES: $2,290.00  
ACCOUNT NO.: 1031118-421900-521000-6490  
RECOMMENDED BY: Robert Bell  

ATTENDEE: Cynthia Olivo  
LOCATION: Noel Levitz National Conference on Recruitment, Marketing and Retention, Chicago, Illinois  
DATES: July 7 - 10, 2014*  
PURPOSE: Learn best practices for retention services for students  
CHARGES: $2,404.46  
ACCOUNT NO.: 100000-400000-521000-6600  
RECOMMENDED BY: Robert Bell  
EMP: A2, G, I10, B21  
July 11 – additional travel day

RATIFY:  
ATTENDEE: Barry Chess  
LOCATION: American Society of Microbiology Conference on Undergraduate Education, Danvers, Massachusetts  
DATES: May 15 – 18, 2014  
PURPOSE: The conference focuses directly on new teaching methods in the microbiology classroom. These strategies will have a direct impact on student success.  
CHARGES: $1,802.00  
ACCOUNT NO.: 100000-150200-521000-1900  
RECOMMENDED BY: Robert Bell  
EMP: B2

RESTRICTED FUND 03

APPROVE:
CONSENT ITEM NO. 9-B

July 16, 2014
Page 2 of 3

*Additional travel days

ATTENDEES: Deborah Bird, Salomon Davila, Sandy Jisun Lee, Rohan Desai
DATES: July 21 – 24, 2014
PURPOSE: Curriculum development for Pathways, professional development for instructors so they can offer better student support, and to become familiarized with new technology.
CHARGES: $2,310.00 each
ACCOUNT NO.: 215265-526500-521000-6490
RECOMMENDED BY: Robert Bell
EMP: B2.1
    July 20 – additional travel day

ATTENDEES: Ali Amouzegar, Saeed Abezadeh,
LOCATION: Electrical Code Essentials Seminar, San Francisco, California
DATES: July 21 – 23, 2014
PURPOSE: Improvement of abilities to use and apply the NEC requirements in our Electricity Programs
CHARGES: $3,048.00 each
ACCOUNT NO.: 215512-511200-521000-6090
RECOMMENDED BY: Robert Bell
EMP: B2
    July 20 and July 24 – additional travel days

ATTENDEES: Melissa Anderson, Veronica Jaramillo
DATES: August 3 – 7, 2014
PURPOSE: To learn about current chemical education workshops, present a poster on undergrad research and networking opportunities
CHARGES: $2,000.00 each
ACCOUNT NO.: 215262-526200-521000-6490
RECOMMENDED BY: Robert Bell
EMP: A1, B1, B1.1, B2.1

ATTENDEE: Jillian Blatti
LOCATION: 29th ACS National Meeting and Exposition; Chemistry and Global Stewardship, San Francisco, California
DATES: August 10 – 14, 2014
PURPOSE: Learning about innovations in Chemistry instruction
CHARGES: $1,702.00
ACCOUNT NO.: 215262-526200-521000-6490
RECOMMENDED BY: Robert Bell
EMP: B1, E1

RATIFY:

ATTENDEE: Jack Yang
LOCATION: National Association of Foreign Student Advisers (NAFSA) Annual Conference and Expo: Pathways to Global Competence, San Diego, California
DATES: May 27 – 30, 2014
PURPOSE: Networking with 4-year universities and improve international student services
CHARGES: $1,923.00
ACCOUNT NO.: 215255-525500-521000-6490
RECOMMENDED BY: Robert Bell
EMP: B2

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 Change Orders, Elevator Upgrade and Modernization

Board Meeting Date: July 16, 2014

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Change Order Number Six (6) for Contract Number C-3100-7, Measure P, Elevator Upgrades. As part of the agreement between Harbor Construction Company and the District, change orders may be related to the contract labor, equipment and/or materials. EMP: L

Change Order #6: Add for the off-hours overtime required to drill and set the concrete anchors for the elevator machine frames. This work was disruptive to the classes and had to be scheduled for off-hours. The total cost of this change order is Five Thousand Forty-Eight Dollars ($5,048.00).

Add to change from steel channel to steel tubes and for reworking new steel supports around the counterweights all in the basement level of Westside Elevators R3/R4. The total cost of this change order Seven Thousand Four Hundred Sixty-Five Dollars ($7,465.00).

FISCAL IMPLICATIONS: The total amount of this change order is Twelve Thousand Five Hundred Thirteen Dollars ($12,513.00). Funds for this purpose are budgeted in the 2014-2015 Tentative District Budget in the account number shown.

420000-741100-625000-7100 (M/P Elevator Upgrade)

BACKGROUND: Periodic change orders to the original contract are common in a project of this magnitude. Public Contract Code 20659 allows the Board to make changes in the contract up to ten percent (10%) of the original amount. On October 3, 2012, the Board awarded Bid 877-A to Harbor Construction Company and authorized the issuance of Contract Number C-3100-7. The upgrade and modernization of the elevators is required to replace old, outdated and sometimes non-functional equipment.

Recommended for Approval:

Executive Director, Facilities 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)
## ELEVATOR UPGRADE PROJECT
### CHANGE ORDER RECORD
#### HARBOR CONSTRUCTION CO., INC.

**ORIGINAL CONTRACT AWARD**
$2,492,000

**ORIGINAL PROJECT CONTINGENCY** (maximum of 10%)
$ 249,200

<table>
<thead>
<tr>
<th>#</th>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>C.O. AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>08/02/13</td>
<td>Add to the Contract for furnishing and installing the south side steel elevator rail bracket and modifying the north steel bracket due to field conditions for E-building elevator. This work was not shown in the Contract Documents. Deduct from the Contract for the deletion of the final termination and programming for the new fire alarm devices per Bulletin No. 3 for buildings, C, E, and R. Due to the Districts configuration of the fire life safety system, the final system termination and programming will be performed through the District subcontractor.</td>
<td>$ 3,469</td>
</tr>
<tr>
<td>2</td>
<td>08/05/13</td>
<td>Add to the Contract to provide and install two new 100 amp electrical breakers in each of the C-building elevator machine rooms. Scope of Work includes reworking existing conduits and feeders, provide and install new pull boxes and splices, and provide power cut-over on off hours. This work was not shown on the Contract Documents.</td>
<td>$ 14,431</td>
</tr>
<tr>
<td>3</td>
<td>09/12/13</td>
<td>Deduct from the Contract to provide 8' Cal Wire partition with 48&quot; wide self-closing and locking gate in lieu of a partition wall, and provide a new 90-minute rated door at entrance to elevator machine room in the R Building Penthouse. Bulletin No. 5 was issued due to the requirements of the existing elevator equipment to remain operational until the second phase of construction. Add to the Contract to add framing and drywall to repair E Building elevator shaft ceiling due to water damage. Add fire insulation at the elevator door jambs inside the elevator shaft. There were existing void spaces between the elevator frames and concrete walls. Both repairs were requested by the Inspector of Record to ensure shaft rating and were both unforeseen conditions.</td>
<td>$ 2,869</td>
</tr>
<tr>
<td>4</td>
<td>09/12/13</td>
<td>Add to the Contract to provide dedicated circuits for the C1/C2 elevator oil coolers in Building C. This was an unforeseen condition required by the equipment manufacture. Add to the Contract to provide a dedicated circuit for elevator oil cooler in Building E. This was an unforeseen condition required by the equipment manufacture. Add to the Contract to furnish acoustical ceiling tile to replace existing asbestos ceiling tiles that were removed by abatement contractor in the R Building lobbies, 2nd thru 6th floors. This scope of work was not in the Bid Documents.</td>
<td>$ 8,126</td>
</tr>
<tr>
<td>5</td>
<td>03/04/14</td>
<td>Add to the Contract to modify and provide new steel supports at the top of elevator shaft R1/R2. This was an unforeseen condition required by the elevator manufacture. Add to the Contract to modify and provide new steel supports at the top elevator R3/R4. This was an unforeseen condition required by the elevator manufacture. Add to the Contract to modify elevator guiderails of elevator shaft R1/R2. This was an unforeseen condition revealed after work started within the elevator shaft.</td>
<td>$ 98,865</td>
</tr>
<tr>
<td>6</td>
<td>06/11/14</td>
<td>Add to the Contract to provide labor for the off-hours overtime required to drill and set concrete anchors for the elevator machine frames. This work was disruptive to class and had to be scheduled for off-hours. Add to the Contract for labor and materials to change from steel channel to steel tubes and for reworking new steel supports around the counterweights, all in the basement level of elevator R3/R4.</td>
<td>$ 12,513</td>
</tr>
</tbody>
</table>

**VALUE OF EXECUTED CHANGE ORDERS**
$140,273

**CONTRACT AMOUNT WITH EXECUTED CHANGE ORDERS**
$2,632,273

**REMAINING PROJECT CONTINGENCY**
$108,927

**PERCENTAGE OF IMPACT BY CHANGE ORDERS TO OVERALL CONTRACT (OF 10%)**
5.33%
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: 
Approve Change Orders, Restroom Upgrade, Buildings C and V

Board Meeting Date: July 16, 2014

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Change Order Numbers Four (4) through Six (6) for Contract Number C140116, Restroom Upgrades, Buildings C and V. As part of the agreement between 1st California Construction, Inc. and the District, change orders may be related to the contract labor, equipment and/or materials. EMP: L

Change Order #4: Add to install pendent light fixtures in the V-Building men's restroom (both), in lieu of the specified flush mounted light fixtures. This change order request also includes the addition of the "Battery Back-Up" light fixtures (one in each restroom), in the C and V Building Restrooms. The total cost of this change order is Fourteen Thousand One Hundred Forty-Two Dollars ($14,142.00).

Change Order #5: Deduct the installation of 6 flush-mounted light fixtures in the men's restrooms (3 in each), of the V Building. The District decided to go with the pendent light fixture down the middle of the room, eliminating the need for the 3 additional light fixtures. The total cost of this change order is a deduction of One Thousand Six Hundred Sixteen Dollars (-$1,616.00).

Change Order #6: Add to provide the demolition of the men's and women's restrooms in the C and V Building during off-hours. This request was from the District so as not to impact classes during normal school hours. The total cost of this change order is Four Thousand Fifty-Three Dollars ($4,053.00).

FISCAL IMPLICATIONS: The total amount of this change order is Sixteen Thousand Five Hundred Seventy-Nine Dollars ($16,579.00). Funds for this purpose are budgeted in the 2014-2015 Tentative District Budget in the account number shown.

420000-741200-625000-7100 (M/P Restroom Upgrades)

Recommended for Approval:

Executive Director, Facilities 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)
BACKGROUND: Periodic change orders to the original contract are common in a project of this magnitude. Public Contract Code 20659 allows the Board to make changes in the contract up to ten percent (10%) of the original amount. On April 2, 2014, the Board awarded Bid 904 to 1st California Construction, Inc. and authorized the issuance of Contract Number C140116. The upgrade of the restrooms would allow for more water efficient appliances and better accessibility that meets American Disability Act (ADA) requirements.
**C & V RESTROOM UPGRADE PROJECT**
**CHANGE ORDER RECORD**
**FIRST CALIFORNIA CONSTRUCTION CO., INC.**

<table>
<thead>
<tr>
<th>CO #</th>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>C.O. AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>05/22/14</td>
<td>Add to the Contract for labor and materials to modify the floor tile from a 12&quot; x 12&quot; tile set in a standard in-row pattern to 12&quot; x 18&quot; tile set in a Herringbone pattern.</td>
<td>$ 9,275 $ 35,069</td>
</tr>
<tr>
<td>2</td>
<td>05/22/14</td>
<td>Add to the Contract for labor and materials to install 28 exhaust vents in the walls at the base of each toilet in the C-bldg. Restrooms.</td>
<td>$ 984 $ 34,085</td>
</tr>
<tr>
<td>3</td>
<td>05/22/14</td>
<td>Add to the Contract for labor and materials to install new copper supply piping for the urinal flush valves and the replacement of two water shut-off valves in the Men's Restroom. This CO also includes the replacement of one water shut-off valve in the Women's Restroom.</td>
<td>$ 5,339 $ 28,746</td>
</tr>
<tr>
<td>4</td>
<td>06/02/14</td>
<td>Add to the Contract for labor and materials to install pendent light fixtures in the V-building Men's restrooms (both east and west sides), in lieu of the specified flush mounted light fixtures. This change also includes the addition of &quot;Battery &quot;Back-up&quot; light fixtures for all restrooms in this bid.</td>
<td>$ 14,142 $ 14,604</td>
</tr>
<tr>
<td>5</td>
<td>06/02/14</td>
<td>Deduct from the Contract for labor and materials for the installation of 6 flush mounted light fixtures in the Men's Restroom (3 in each), of the V-building.</td>
<td>$ (1,616) $ 16,220</td>
</tr>
<tr>
<td>6</td>
<td>06/23/14</td>
<td>Add to the Contract for the &quot;Premium&quot; costs only to provide the demolition of the Men's restrooms in the C and V buildings during off-hours.</td>
<td>$ 4,053 $ 12,167</td>
</tr>
</tbody>
</table>

**VALUE OF EXECUTED CHANGE ORDERS**
$32,177

**CONTRACT AMOUNT WITH EXECUTED CHANGE ORDERS**
$475,617

**REMAINING PROJECT CONTINGENCY**
$12,167

**PERCENTAGE OF IMPACT BY CHANGE ORDERS TO OVERALL CONTRACT (of 10%)**
6.77%
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Change Orders; Remodel of Classroom and Labs

Board Meeting Date: July 16, 2014

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Change Order Numbers Five (5) and Six (6) for Contract Number C140117, Remodel of Classroom and Labs. As part of the agreement between 1st California Construction, Inc. and the District, change orders may be related to the contract labor, equipment and/or materials. EMP: L

Change Order #5: Deduct to apply a primer coat to the exposed concrete floors in the E Building first floor prior to applying the skim-coat floor filler. The District decided to do this work in the next phase. The total cost of this change order is a deduction of Four Thousand Four Hundred Sixty Dollars (-$4,460.00).

Deduct for the cost associated with repairing the fire alarm system in the E Building first floor damaged during demolition. The total cost of this change order is a deduction of One Thousand Nine Hundred Eighty-Five Dollars (-$1,985.00).

Deduct to apply skim-coat floor filler to the concrete floors in the E Building first floor areas. The District decided to do this work in the next phase. The total cost of this change order is a deduction of Sixteen Thousand Two Hundred Twenty-Two Dollars (-$16,222.00).

Deduct to demolish the existing plumbing in the ceiling areas of the E Building first floor. The District decided to do this work in the next phase. The total cost of this change order is a deduction of Eleven Thousand Eight Hundred Fifty Dollars (-$11,850.00).

The total amount of Change Order #5 is a deduction of Thirty-Four Thousand Five Hundred Seventy Dollars (-$34,517.00).

Change Order #6: Add to remove and haul away old equipment and furniture. This work was not included in the original scope of work. The total cost of this change order is Two Thousand Six Hundred Sixty-Eight Dollars ($2,668.00).

(Requires three signatures)
FISCAL IMPLICATIONS: The total amount of this change order is a deduction of Thirty-One Thousand Eight Hundred Forty-Nine Dollars (-$31,849.00). Funds for this purpose are budgeted in the 2014-2015 Tentative District Budget in the account number shown.

420000-740900-625000-7100 (Classroom Construction, Conversions and Modifications)

BACKGROUND: Periodic change orders to the original contract are common in a project of this magnitude. Public Contract Code 20669 allows the Board to make changes in the contract up to ten percent (10%) of the original amount. On April 2, 2014, the Board awarded Bid 904 to 1st California Construction, Inc. and authorized the issuance of Contract Number C140117.

The Authorization to Bid: Remodel of Classroom and Labs, Consent Item No. 104-B, approved on February 5, 2014, included the areas that were left vacated in R, E, and V Buildings. Existing programs in those buildings moved into the Center for the Arts building. The cost estimate provided in the Authorization to Bid included all the vacated areas. The Award Bid 906: Remodel of Classrooms and Labs, Consent Item 136-B, approved on April 2, 2014 indicated that "Due to the schedule in which contractors will be required to follow to complete the project and due to the magnitude of the project, the Facilities Services Department decided to separate the project into phases. This award is for phase one of this project. Subsequent awards will follow the first phase using the previous authorization to bid."

As work in our older buildings begin, especially the demolition portion, items that are uncovered at times cause us to re-evaluate the next steps. This occurred in the E-building basement area and in the V building. The encountered issues in the E building necessitated the decision to suspend the remaining work, which involved an architectural firm, and then take this project to the Division of the State Architect (DSA). The encountered issue in the V building only caused a small portion of the work to be suspended. Consequently, the remaining work in the E and V buildings could not be completed as originally bid. The contractor subsequently provided deductive Change Orders for the work not completed in the two buildings.
<table>
<thead>
<tr>
<th>CO #</th>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>C.O. AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>06/02/14</td>
<td>Add to the Contract for labor and materials to apply primer to the entire concrete floor surface prior to skim-coating.</td>
<td>$ 4,460</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ 20,384</td>
</tr>
<tr>
<td>2</td>
<td>06/02/14</td>
<td>Add to the Contract for labor to provide demolition of additional existing walls once asbestos abatement was completed.</td>
<td>$ 3,670</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ 16,714</td>
</tr>
<tr>
<td>3</td>
<td>06/02/14</td>
<td>Add to the Contract for materials to provide sheet metal for HVAC duct closures.</td>
<td>$ 478</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ 16,236</td>
</tr>
<tr>
<td>4</td>
<td>06/02/14</td>
<td>Add to the Contract for labor to provide additional demolition of existing drywall once the asbestos abatement was completed.</td>
<td>$ 2,646</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ 13,590</td>
</tr>
<tr>
<td>5</td>
<td>06/19/14</td>
<td>Deduct from the Contract for labor and materials to apply a primer coat to the exposed concrete floors in the E-building first floor prior to applying the skim-coat floor filler. The District decided to do this work in the next phase. Deduct from the Contract for the cost associated with repairing the fire alarm system in the E-building first floor damaged during demolition. Deduct from the Contract for labor and materials to apply the skim-coat floor filler to the concrete floors in the E-building first floor areas. The District decided to do this work in the next phase. Deduct from the Contract for labor to demolish the existing plumbing in the ceiling areas of the E-building first floor. The District decided to do this work in the next phase.</td>
<td>(34,517)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(20,827)</td>
</tr>
<tr>
<td>6</td>
<td>06/19/14</td>
<td>Add to the Contract for labor to remove and haul away old equipment and furniture. This work was not included in the original scope of work.</td>
<td>$ 2,668</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(18,159)</td>
</tr>
</tbody>
</table>

**VALUE OF EXECUTED CHANGE ORDERS**

- **$23,253**

**CONTRACT AMOUNT WITH EXECUTED CHANGE ORDERS**

- **$225,177**

**REMAINING PROJECT CONTINGENCY**

- **$18,159**

**PERCENTAGE OF IMPACT BY CHANGE ORDERS TO OVERALL CONTRACT (of 10%)**

- **-10.33%**
CONSENT ITEM TITLE: Approve Purchase Order to Digital Networks Group

Board Meeting Date: July 16, 2014

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 P1403057 for One Hundred Nine Thousand Two Hundred Seventy-Five Dollars and Forty-Nine Cents ($109,275.49) to Digital Networks Group. This purchase will provide the District with smart classroom upgrades in the main campus including smart classrooms at the Community Education Center (CEC).

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2014-2015 Tentative District Budget in the account number shown.

420000-741400-641000-7100 (M/P Classroom Upgrades)

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 contracts that are of the same nature to be used by other school Districts when it utilizes the Pennsylvania Education Purchase Program (PEPPM), administered by the Kern County Superintendent of Schools Office in Bakersfield. Digital Networks Group has been awarded PEPPM Contracts under Agreement Numbers 524982-039, 524123-097, 524123-039.

This phase of Smart Classrooms Upgrades will upgrade classrooms in the main campus and classrooms at CEC. These rooms currently have technology that was installed approximately 10 years ago. These upgrades will include a variety of improvements and all rooms will receive widescreen, high definition projector. It is in the District's interest to upgrade these classrooms to accommodate current technology for student learning.

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)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Authorization to Solicit Bid: R-Building Restrooms Upgrade

Board Meeting Date: July 16, 2014

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 solicitation for bids for R-Building Restrooms Upgrade. EMP: L3

FISCAL IMPLICATIONS: No financial obligation is created by the authorization to solicit for bid. The anticipated cost is estimated at Eight Hundred Fifty-Five Thousand Dollars ($855,000.00) inclusive of all labor, material and equipment.

420000-741200-62500-4000 (Restroom Upgrades)

BACKGROUND: Restrooms on the first floor west side of the R Building are too small for the volume of students who use it. Expanding and upgrading the restrooms will allow for more water efficient appliances and better accessibility that meets ADA (American Disability Act) requirements. This project will provide for a family restroom.


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)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
CONSENT ITEM TITLE:  
Authorization to Solicit Bid: Sun Shade Structure

Board Meeting Date: July 16, 2014

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 solicitation for bids for Sun Shade Structure. EMP: L3

FISCAL IMPLICATIONS: No financial obligation is created by the authorization to solicit for bid. The anticipated cost is estimated at One Hundred Forty Thousand Dollars ($140,000.00) inclusive of material labor and equipment.

410000-712700-612000-7100 (Shade Structure)

BACKGROUND: It is recommended that a shade structure be provided in this area in order to create a better study and learning environment within the Science Village.


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)

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Superintendent/ President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve/Ratify Compensation for Academic Personnel

Board Meeting Date: July 16, 2014

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 fiscal years 2013-14 and 2014-15, 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 for this purpose are budgeted in the 2013-2014 Adopted District Budget and the 2014-2015 Tentative District Budget in the account numbers shown.

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

(Requires three signatures)
### FUND 01

<table>
<thead>
<tr>
<th>Name</th>
<th>Compensation</th>
<th>Special Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdelkerim, Richard</td>
<td>3,500.00</td>
<td>Student Access &amp; Success Initiative—plan and facilitate all summer 2014 Math Jam teaching responsibilities, 07-28-14 to 08-22-14, EMP: A1-3</td>
</tr>
<tr>
<td>Anderson, Suzanne</td>
<td>300.00</td>
<td>Office of Academic and Student Affairs—served on hiring committee, 06-12-14 to 06-13-14, EMP: A3.1, B1</td>
</tr>
<tr>
<td>Boles, Margaret</td>
<td>3,500.00</td>
<td>Student Access &amp; Success Initiative—plan and facilitate all summer 2014 Math Jam teaching responsibilities, 07-28-14 to 08-22-14, EMP: A1-3</td>
</tr>
<tr>
<td>Cuatt, David</td>
<td>300.00</td>
<td>Office of Academic and Student Affairs—served on hiring committee, 06-12-14 to 06-13-14, EMP: A3.1, B1</td>
</tr>
<tr>
<td>Davis, Ann</td>
<td>3,500.00</td>
<td>Student Access &amp; Success Initiative—plan and facilitate all summer 2014 Math Jam teaching responsibilities, 07-28-14 to 08-22-14, EMP: A1-3</td>
</tr>
<tr>
<td>Hileman-Ford, Deborah</td>
<td>475.00</td>
<td>Office of Academic and Student Affairs—participate on Dental Laboratory Technology hiring committee, 05-28-14 to 06-03-14, EMP: A.2</td>
</tr>
<tr>
<td>Hopkins, Leif</td>
<td>3,500.00</td>
<td>Student Access &amp; Success Initiative—plan and facilitate all summer 2014 Math Jam teaching responsibilities, 07-28-14 to 08-22-14, EMP: A1-3</td>
</tr>
<tr>
<td>Kristen, Jens</td>
<td>7,000.00</td>
<td>Student Access &amp; Success Initiative—plan and facilitate all summer 2014 Math Jam teaching responsibilities, 07-28-14 to 08-22-14, EMP: A1-3</td>
</tr>
<tr>
<td>Lenh, Aiken</td>
<td>7,000.00</td>
<td>Student Access &amp; Success Initiative—plan and facilitate all summer 2014 Math Jam teaching responsibilities, 07-28-14 to 08-22-14, EMP: A1-3</td>
</tr>
</tbody>
</table>

### FUND 03

<table>
<thead>
<tr>
<th>Name</th>
<th>Compensation</th>
<th>Special Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Khalel, Mimi</td>
<td>150.00</td>
<td>Community Education Center (Adult Basic Education)—participate in the Teachers’ CASAS Training on 05-09-14, EMP: B2.1</td>
</tr>
<tr>
<td>Lucko, Wendy</td>
<td>2,500.00</td>
<td>CTEA ACROSS ALL CTE Programs—curriculum development of Auto Program and addressing safety issues in the auto shop, 07-17-14 to 08-22-14, EMP: D2, L3</td>
</tr>
</tbody>
</table>
CONSENT ITEM TITLE: Employment of Hourly Faculty, 2013-14 and 2014-15

Board Meeting Date: July 16, 2014

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 2013-14 and 2014-15. 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 for this purpose are budgeted in the 2013-2014 Adopted District Budget and the 2014-2015 Tentative District Budget in the account numbers shown.

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

Approves for Submission to

The Board of Trustees:

Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceniceros, Jonathan</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>School of Humanities and Social Sciences English</td>
</tr>
<tr>
<td>Drazic, Philip</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>School of Humanities and Social Sciences Social Sciences</td>
</tr>
<tr>
<td>Grigorian, Miriam</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>School of Humanities and Social Sciences English</td>
</tr>
<tr>
<td>Grotzinger, Donna</td>
<td>Adjunct Faculty</td>
<td>C</td>
<td>7</td>
<td>School of Science and Mathematics Biological Sciences</td>
</tr>
<tr>
<td>Laslett, William</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>5</td>
<td>School of Science and Mathematics Physical Education</td>
</tr>
<tr>
<td>Mahmoud, Eugene</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>School of Career and Technical Education Engineering Technology</td>
</tr>
<tr>
<td>Marsh, Katherine</td>
<td>Adjunct Faculty</td>
<td>E</td>
<td>2</td>
<td>School of Science and Mathematics Biological Sciences</td>
</tr>
<tr>
<td>Oberle, Christopher</td>
<td>Adjunct Faculty</td>
<td>B</td>
<td>7</td>
<td>School of Career and Technical Education Engineering Technology</td>
</tr>
<tr>
<td>Roske, Rachel</td>
<td>Adjunct Faculty</td>
<td>B</td>
<td>1</td>
<td>School of Visual, Media and Performing Arts Art</td>
</tr>
<tr>
<td>Seidman, Anthony</td>
<td>Adjunct Faculty</td>
<td>B</td>
<td>7</td>
<td>School of Humanities and Social Sciences English</td>
</tr>
<tr>
<td>Thompson, Leslie</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Counseling and Student Success Guidance</td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Employment of Hourly Unclassified Employees, College Assistants and Volunteers for 2014-2015

Board Meeting Date: July 16, 2014

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 2014-2015.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2014-2015 Tentative District Budget in the account numbers shown.

BACKGROUND: The assignment shall be determined by College need.

Recommended for Approval:

[Signatures]

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:

[Signatures]

Superintendent/President

(Requires three signatures)
<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>DIVISION/DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anorve, Victoria</td>
<td>College Assistant</td>
<td>Extension/Contract Education</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Extension EMP:14</td>
</tr>
<tr>
<td>Baig, Hamzah</td>
<td>College Assistant</td>
<td>School of Humanities and Social Sciences</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English: Writing Center EMP:E1;E5</td>
</tr>
<tr>
<td>Bossard, Barbara</td>
<td>College Assistant</td>
<td>President Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Classified Senate EMP:E1</td>
</tr>
<tr>
<td>Brierty, Alec</td>
<td>College Assistant</td>
<td>Extension/Contract Education</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Extension EMP:14</td>
</tr>
<tr>
<td>Brillo, Amy</td>
<td>College Assistant</td>
<td>Teaching and Learning Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Access &amp; Success Initiative EMP:A3</td>
</tr>
<tr>
<td>Bui, Cassidy</td>
<td>College Assistant</td>
<td>Library</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stratford Library EMP:E5</td>
</tr>
<tr>
<td>Celis, Eliud</td>
<td>College Assistant</td>
<td>School of Visual, Media &amp; Performing Arts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VAMS: Architecture EMP:A1</td>
</tr>
<tr>
<td>Chavez, Lilia</td>
<td>College Assistant</td>
<td>Teaching and Learning Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Access &amp; Success Initiative EMP:A3</td>
</tr>
<tr>
<td>De Alba, Joseph</td>
<td>College Assistant</td>
<td>Teaching and Learning Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Access &amp; Success Initiative EMP:A3</td>
</tr>
<tr>
<td>Dong, Nuo</td>
<td>College Assistant</td>
<td>Teaching and Learning Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Access &amp; Success Initiative EMP:A3</td>
</tr>
<tr>
<td>Echeverria, Liza</td>
<td>College Assistant</td>
<td>Extension/Contract Education</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Extension EMP:14</td>
</tr>
<tr>
<td>Garcia, Balentina</td>
<td>College Assistant</td>
<td>Facilities Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Facilities Custodial Cleaning EMP:L2</td>
</tr>
<tr>
<td>Lee, Rachael</td>
<td>College Assistant</td>
<td>Teaching and Learning Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Access &amp; Success Initiative EMP:A3</td>
</tr>
<tr>
<td>Lepesant, Madeleine</td>
<td>College Assistant</td>
<td>Extension/Contract Education</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Extension EMP:14</td>
</tr>
<tr>
<td>Luviano, Ana</td>
<td>College Assistant</td>
<td>Teaching and Learning Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Access &amp; Success Initiative EMP:A3</td>
</tr>
<tr>
<td>Marquez, Richard</td>
<td>College Assistant</td>
<td>Extension/Contract Education</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Extension EMP:14</td>
</tr>
<tr>
<td>Martinez, Santos</td>
<td>College Assistant</td>
<td>Teaching and Learning Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Access &amp; Success Initiative EMP:A3</td>
</tr>
<tr>
<td>Medina, Sarah</td>
<td>College Assistant</td>
<td>Kinesiology, Health &amp; Athletics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Physical Education: Athletics EMP:E1</td>
</tr>
<tr>
<td>Morlaes, Juan</td>
<td>College Assistant</td>
<td>Kinesiology, Health &amp; Athletics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Physical Education: Athletics EMP:E1</td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Department/Program</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------</td>
<td>---------------------------------------------------------</td>
</tr>
<tr>
<td>Pedote, Michael</td>
<td>College Assistant</td>
<td>Extension/Contract Education</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Extension EMP:14</td>
</tr>
<tr>
<td>Ramos, Sabrina</td>
<td>College Assistant</td>
<td>Academic and Student Affairs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Office of Academic and Student Affairs EMP:E1</td>
</tr>
<tr>
<td>Smith, David</td>
<td>College Assistant</td>
<td>School of Visual, Media &amp; Performing Arts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VAMS: Art EMP:A1</td>
</tr>
<tr>
<td>Tango, Alexandra</td>
<td>College Assistant</td>
<td>Extension/Contract Education</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Extension EMP:14</td>
</tr>
<tr>
<td>Vazquez Sevilla, Luz</td>
<td>College Assistant</td>
<td>Teaching and Learning Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Access &amp; Success Initiative EMP:A3</td>
</tr>
<tr>
<td>Woo, Mandy</td>
<td>College Assistant</td>
<td>Learning Assistance Center EMP:E5</td>
</tr>
<tr>
<td>Yuan, Yufeng</td>
<td>College Assistant</td>
<td>School of Visual, Media &amp; Performing Arts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VAMS: Art EMP:A1</td>
</tr>
<tr>
<td><strong>FUND 03</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Au, Yvonne</td>
<td>College Assistant</td>
<td>School of Career and Technical Education</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CTEA: Across All CTE Programs EMP:E5</td>
</tr>
<tr>
<td>Brown, Lashea</td>
<td>College Assistant</td>
<td>EOP&amp;S EMP:D1</td>
</tr>
<tr>
<td>Barrow, Orrin</td>
<td>College Assistant</td>
<td>Student Life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upward Bound: Classic Rose EMP:D1</td>
</tr>
<tr>
<td>Canlas, Kathe</td>
<td>College Assistant</td>
<td>Student Life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upward Bound: Math &amp; Science EMP:D1</td>
</tr>
<tr>
<td>Chavez, Gloria</td>
<td>College Assistant</td>
<td>School of Career and Technical Education</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CTEA: Across All CTE Programs EMP:E5</td>
</tr>
<tr>
<td>Correa, Cesar</td>
<td>College Assistant</td>
<td>Student Life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upward Bound: Classic EMP:D1</td>
</tr>
<tr>
<td>Damicin, Isahi</td>
<td>College Assistant</td>
<td>Student Life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upward Bound: Math &amp; Science EMP:D1</td>
</tr>
<tr>
<td>Davis, Kimberly</td>
<td>College Assistant</td>
<td>Student Life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upward Bound: M/S El Monte EMP:D1</td>
</tr>
<tr>
<td>Garcia, David</td>
<td>College Assistant</td>
<td>Teaching and Learning Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Access &amp; Success Initiative EMP:A3</td>
</tr>
<tr>
<td>Garcia, Delicias</td>
<td>College Assistant</td>
<td>Student Life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upward Bound: Classic EMP:D1</td>
</tr>
<tr>
<td>Gonzalez, Jose</td>
<td>College Assistant</td>
<td>Student Life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upward Bound: Classic Trio-Talent Search EMP:D1</td>
</tr>
<tr>
<td>Guichard, Leslie</td>
<td>College Assistant</td>
<td>Student Life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upward Bound: M/S El Monte EMP:D1</td>
</tr>
<tr>
<td>Hwong, Harry</td>
<td>College Assistant</td>
<td>Student Life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upward Bound: Classic EMP:D1</td>
</tr>
</tbody>
</table>
Johnson, Evan College Assistant
Student Life
Upward Bound: Classic Rose EMP:D1

Kidd, Lisa College Assistant
Student Life
Upward Bound: M/S El Monte EMP:D1

Kidd, Michael College Assistant
Student Life
Upward Bound: Math & Science EMP:D1

Lara, Rodrigo College Assistant
Student Life
Upward Bound: M/S El Monte EMP:D1

Lo, Jeffrey College Assistant
School of Career and Technical Education
CTEA: Across All CTE Programs EMP:E5

Nguyen, Minh Thong College Assistant
Student Life
Upward Bound: Classic Rose EMP:D1

Nguyen, Tuyetvan College Assistant
School of Career and Technical Education
CTEA: Across All CTE Programs EMP:E5

Nolen, Lauren College Assistant
Student Life
Upward Bound: Math & Science EMP:D1

Norsworthy, Jeron College Assistant
Student Life
Upward Bound: Classic EMP:D1

Olsen, Cory College Assistant
Student Life
Upward Bound: Classic Rose EMP:D1

Palacios, Blanca College Assistant
Student Life
Upward Bound: Classic EMP:D1

Perez, Micah College Assistant
Special Services
Disabled Students Program and Services EMP:D1

Sandoval, Arthur College Assistant
Student Life
Upward Bound: Classic EMP:D1

Scapini, Ernest College Assistant
School of Career and Technical Education
MESA EMP:D1

Tang, Lilianne College Assistant
Student Life
Upward Bound: Classic Rose EMP:D1

Troupe, Nathanael College Assistant
Student Life
Upward Bound: Classic Trio-Talent Search
Upward Bound: M/S El Monte EMP:D1

Wright, Alyssa College Assistant
Student Life
Upward Bound: Classic Rose EMP:D1

NO FUND

Clark, Milas Volunteer
School of Science and Mathematics
Mathematics EMP:E5

Special Services
Disabled Students Program and Services EMP:E1

Johnson, Adriana Volunteer
<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Special Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rodriguez, Nereida</td>
<td>Volunteer</td>
<td>Disabled Students Program and Services</td>
</tr>
<tr>
<td>EMP:E1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the attached list of hourly unclassified employees, student workers for fiscal year 2014-2015.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2014-2015 Tentative District Budget in the account numbers shown.

BACKGROUND: The assignment shall be determined by College need.
<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>DIVISION/DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balas, Christian</td>
<td>Student Worker</td>
<td>Weekend College Distance Education EMP.E2</td>
</tr>
<tr>
<td>Alvarez, Miguel</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP.E5</td>
</tr>
<tr>
<td>Attavanich, Nattawat</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP.A1</td>
</tr>
<tr>
<td>Babakhani, Arman</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP.E5</td>
</tr>
<tr>
<td>Beltran, Liza</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP.A1</td>
</tr>
<tr>
<td>Bonilla Myers, Elise</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP.A1</td>
</tr>
<tr>
<td>Bourque, Joseph</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP.A1</td>
</tr>
<tr>
<td>Boyd, Julian</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP.A1</td>
</tr>
<tr>
<td>Chen, Peihwa</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP.A1</td>
</tr>
<tr>
<td>Chiu, Oi-Man</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP.A1</td>
</tr>
<tr>
<td>Chow, Jacky</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP.A1</td>
</tr>
<tr>
<td>Delgadillo, Elan</td>
<td>Student Worker</td>
<td>Library Shafford Library EMP.E5</td>
</tr>
<tr>
<td>Dominguez, Axel</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts PCA: Communications EMP.A1</td>
</tr>
<tr>
<td>Dunn, Alexander</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP.A1</td>
</tr>
<tr>
<td>Epstein, Peter</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP.A1</td>
</tr>
<tr>
<td>Flores, Joshua</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP.A1</td>
</tr>
<tr>
<td>Garcia, Elizabeth</td>
<td>Student Worker</td>
<td>Outreach, Degree &amp; Transfer Services Outreach EMP.E5</td>
</tr>
<tr>
<td>Garnica, Peter</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP.A1</td>
</tr>
<tr>
<td>Gonzalez, Ernesto</td>
<td>Student Worker</td>
<td>Outreach, Degree &amp; Transfer Services Outreach EMP.E5</td>
</tr>
<tr>
<td>NAME</td>
<td>POSITION</td>
<td>DIVISION/DEPARTMENT</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Hernandez, Glady</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP:A1</td>
</tr>
<tr>
<td>Huang, Rongfeng</td>
<td>Student Worker</td>
<td>Outreach, Degree &amp; Transfer Services Outreach EMP:E5</td>
</tr>
<tr>
<td>Huynh, Tran</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP:E5</td>
</tr>
<tr>
<td>Illusorio, Michele</td>
<td>Student Worker</td>
<td>Library Shatford Library EMP:E5</td>
</tr>
<tr>
<td>Jiang, Xiwen</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP:E5</td>
</tr>
<tr>
<td>Kairouz, Claudia</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP:E5</td>
</tr>
<tr>
<td>Kang, Edward</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP:E5</td>
</tr>
<tr>
<td>Kurnia, Tiffany</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP:A1</td>
</tr>
<tr>
<td>Kwidja, Suzan</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP:E5</td>
</tr>
<tr>
<td>Lahey, Kiri</td>
<td>Student Worker</td>
<td>Library Shatford Library EMP:E5</td>
</tr>
<tr>
<td>Law, Wing Sum</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP:E5</td>
</tr>
<tr>
<td>Lee, Jung Mok</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP:A1</td>
</tr>
<tr>
<td>Lin, Ying Hong</td>
<td>Student Worker</td>
<td>Learning Assistance Center Computer Learning Center EMP:E5</td>
</tr>
<tr>
<td>Liu, Cairo</td>
<td>Student Worker</td>
<td>Extension/Contract Education EMP:14</td>
</tr>
<tr>
<td>Luna, Joaquin</td>
<td>Student Worker</td>
<td>Outreach, Degree &amp; Transfer Services Outreach EMP:E5</td>
</tr>
<tr>
<td>Martirosyan, Zhenya</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Architecture EMP:A1</td>
</tr>
<tr>
<td>McCabe, Ann Marie</td>
<td>Student Worker</td>
<td>School of Humanities &amp; Social Sciences Social Sciences EMP:E2</td>
</tr>
<tr>
<td>McConnell, Kathleen</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP:A1</td>
</tr>
<tr>
<td>Morales, Jeremiah</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP:E5</td>
</tr>
<tr>
<td>Morgan, Gregory</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Architecture EMP:A1</td>
</tr>
<tr>
<td>NAME</td>
<td>POSITION</td>
<td>DIVISION/DEPARTMENT</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Moungang, Becker</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP:E5</td>
</tr>
<tr>
<td>Navarro, Moses</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP:A1</td>
</tr>
<tr>
<td>Nguyen, Dung</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP:E5</td>
</tr>
<tr>
<td>Ojeda, Francisco</td>
<td>Student Worker</td>
<td>Outreach, Degree &amp; Transfer Services Outreach EMP:E5</td>
</tr>
<tr>
<td>Padilla-Ardon, Jose</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP:A1</td>
</tr>
<tr>
<td>Pena, Edwin</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP:E5</td>
</tr>
<tr>
<td>Perapechka, Hardzei</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Architecture EMP:A1</td>
</tr>
<tr>
<td>Porchia, Jordan</td>
<td>Student Worker</td>
<td>Extension/Contract Education Extension EMP:I4</td>
</tr>
<tr>
<td>Pridgen, Jeffrey</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP:A1</td>
</tr>
<tr>
<td>Ramirez, Jocelyn</td>
<td>Student Worker</td>
<td>Outreach, Degree &amp; Transfer Services Outreach EMP:E5</td>
</tr>
<tr>
<td>Rosales-Perez, Francis</td>
<td>Student Worker</td>
<td>School of Humanities &amp; Social Sciences Languages Division Office EMP:E1.1</td>
</tr>
<tr>
<td>Sandoval, Joaquin</td>
<td>Student Worker</td>
<td>Learning Assistance Center Computer Learning Center EMP:E5</td>
</tr>
<tr>
<td>Santos, Francisco</td>
<td>Student Worker</td>
<td>Library Shatford Library EMP:E5</td>
</tr>
<tr>
<td>Schnittke, Tikhon</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP:E5</td>
</tr>
<tr>
<td>Serrano, Ricardo</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP:A1</td>
</tr>
<tr>
<td>Stepanian, Kayla</td>
<td>Student Worker</td>
<td>School of Science &amp; Mathematics Physical Sciences EMP:E1</td>
</tr>
<tr>
<td>Torosian, Madeleine</td>
<td>Student Worker</td>
<td>School of Humanities &amp; Social Sciences English: Writing Center EMP:E1;E5</td>
</tr>
<tr>
<td>Torres, Jose</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP:A1</td>
</tr>
<tr>
<td>Tran, Katelyn</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP:E5</td>
</tr>
<tr>
<td>Tran, Quyen</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP:E5</td>
</tr>
<tr>
<td>NAME</td>
<td>POSITION</td>
<td>DIVISION/DEPARTMENT</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>Truong, Florence</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP:E5</td>
</tr>
<tr>
<td>Tsang, Clement</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP:E5</td>
</tr>
<tr>
<td>Wang, Mengqian</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP:E5</td>
</tr>
<tr>
<td>Wong, Michelle</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP:E5</td>
</tr>
<tr>
<td>Wong, Tony</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP:A1</td>
</tr>
<tr>
<td>Wyand, Tatiana</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts VAMS: Art EMP:A1</td>
</tr>
<tr>
<td>Yanez, Claudia</td>
<td>Student Worker</td>
<td>Outreach, Degree &amp; Transfer Services Outreach EMP:E5</td>
</tr>
<tr>
<td>Yang, Gang</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP:E5</td>
</tr>
<tr>
<td>Yang, Zihao</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP:E5</td>
</tr>
<tr>
<td><strong>FUND 03</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cano, Brent</td>
<td>Student Worker</td>
<td>School of Career and Technical Education CTE: 140 EMP:A2:D1:E1</td>
</tr>
<tr>
<td>Chen, Chang</td>
<td>Student Worker</td>
<td>School of Career and Technical Education CTEA: Across All CTE Programs EMP:E5</td>
</tr>
<tr>
<td>Deng, Shuang</td>
<td>Student Worker</td>
<td>School of Career and Technical Education CTEA: Across All CTE Programs EMP:E5</td>
</tr>
<tr>
<td>Edwards, Sabina</td>
<td>Student Worker</td>
<td>School of Career and Technical Education CTEA: Across All CTE Programs EMP:E5</td>
</tr>
<tr>
<td>Gandy, Caroline</td>
<td>Student Worker</td>
<td>School of Career and Technical Education CTEA: Across All CTE Programs EMP:E5</td>
</tr>
<tr>
<td>Garcia, Erika</td>
<td>Student Worker</td>
<td>School of Career and Technical Education CTEA: Across All CTE Programs EMP:E5</td>
</tr>
<tr>
<td>Juang, Honggen</td>
<td>Student Worker</td>
<td>School of Career and Technical Education CTEA: Across All CTE Programs EMP:E5</td>
</tr>
<tr>
<td>Lin, Yingwen</td>
<td>Student Worker</td>
<td>School of Career and Technical Education CTEA: Across All CTE Programs EMP:E5</td>
</tr>
<tr>
<td>Moreno, David</td>
<td>Student Worker</td>
<td>School of Science and Mathematics Title V - HIS Stem EMP:E1</td>
</tr>
<tr>
<td>Nghiem, Linda</td>
<td>Student Worker</td>
<td>School of Career and Technical Education CTEA: Across All CTE Programs EMP:E5</td>
</tr>
<tr>
<td>NAME</td>
<td>POSITION</td>
<td>DIVISION/DEPARTMENT</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------</td>
<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Nguyen, Phuong</td>
<td>Student Worker</td>
<td>School of Career and Technical Education CTEA: Across All CTE Programs EMP:E5</td>
</tr>
<tr>
<td>On, Krystal</td>
<td>Student Worker</td>
<td>Student Affairs Credit Matriculation EMP:E1</td>
</tr>
<tr>
<td>Prado, Thalia</td>
<td>Student Worker</td>
<td>School of Career and Technical Education CTEA: Across All CTE Programs EMP:E5</td>
</tr>
<tr>
<td>Roybal, Daniel</td>
<td>Student Worker</td>
<td>School of Career and Technical Education Title V - Design Tech Pathways EMP:A3</td>
</tr>
<tr>
<td>Sandoval, Joaquin</td>
<td>Student Worker</td>
<td>School of Career and Technical Education CTEA: Across All CTE Programs EMP:E5</td>
</tr>
<tr>
<td>Santos, Adriana</td>
<td>Student Worker</td>
<td>School of Career and Technical Education CTEA: Across All CTE Programs EMP:E5</td>
</tr>
<tr>
<td>Thorp, Amanda</td>
<td>Student Worker</td>
<td>Student Life Upward Bound: Classic EMP:D1</td>
</tr>
<tr>
<td>Trochez, Jazmine</td>
<td>Student Worker</td>
<td>School of Career and Technical Education CTEA: Across All CTE Programs EMP:E5</td>
</tr>
<tr>
<td>Vazquez, Cathy</td>
<td>Student Worker</td>
<td>Student Life Upward Bound: Classic Rose EMP:D1</td>
</tr>
<tr>
<td>Villanueva-Garcia, Jacqueline</td>
<td>Student Worker</td>
<td>School of Career and Technical Education CTEA: Across All CTE Programs EMP:E5</td>
</tr>
<tr>
<td>Wang, Kejing</td>
<td>Student Worker</td>
<td>School of Science and Mathematics Accelerated Intermediate Algebra EMP:E5</td>
</tr>
<tr>
<td>Wymark, Daniel</td>
<td>Student Worker</td>
<td>School of Career and Technical Education CTEA: Across All CTE Programs EMP:E5</td>
</tr>
<tr>
<td>Yeung, Sze</td>
<td>Student Worker</td>
<td>Student Life Upward Bound: Classic Rose EMP:D1</td>
</tr>
<tr>
<td>Zelaya, Karla</td>
<td>Student Worker</td>
<td>School of Humanities &amp; Social Sciences CDC: Preschool Program EMP:E1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>School of Humanities &amp; Social Sciences CDC: Gen Child Care &amp; Dev Program EMP:E1</td>
</tr>
<tr>
<td>Bote, Laura</td>
<td>Student Worker</td>
<td>School of Humanities &amp; Social Sciences CDC: Preschool Program EMP:E1</td>
</tr>
<tr>
<td>Chen, Nikki</td>
<td>Student Worker</td>
<td>School of Humanities &amp; Social Sciences CDC: Gen Child Care &amp; Dev Program EMP:E1</td>
</tr>
<tr>
<td>Vela, Laura</td>
<td>Student Worker</td>
<td>School of Humanities &amp; Social Sciences CDC: Preschool Program EMP:E1</td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSEN Item Title:
Approve/Ratify Employment, Change of Status and Separation of Academic Employees

Board Meeting Date: July 16, 2014

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, change of status and separation pertaining to academic employees listed on the attached. EMP: A2

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2013-2014 Adopted District Budget and the 2014-2015 Tentative District Budget in the account numbers shown.

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

(Requires three signatures)
<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT/DIVISION</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMPLOYMENT FUND 01</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ingle, Tiffany</td>
<td>TBD</td>
<td>100% - 10 months</td>
<td>08/25/14 – 05/10/15</td>
</tr>
<tr>
<td>Temporary Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School of Humanities &amp; Social Sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Languages</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CHANGE OF STATUS FUNDS 01, 03</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buczko, Jo</td>
<td>D-31</td>
<td>From: 11 months</td>
<td>07/01/14</td>
</tr>
<tr>
<td>College Health Nurse</td>
<td></td>
<td>To: 12 months</td>
<td></td>
</tr>
<tr>
<td>Student Health Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Castillo, Ricardo</td>
<td>B-10</td>
<td>From: 11 months</td>
<td>07/01/14</td>
</tr>
<tr>
<td>Teacher Specialist/Learning &amp; Other Disabilities</td>
<td></td>
<td>To: 12 months</td>
<td></td>
</tr>
<tr>
<td>Disabled Student Program &amp; Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ilano, Gilda</td>
<td>B-33</td>
<td>From: 100%</td>
<td>08/25/14 – 05/10/15</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td>To: 89%</td>
<td></td>
</tr>
<tr>
<td>School of Health Sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registered Nursing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mack, Darcy</td>
<td>D-16</td>
<td>From: 100%</td>
<td>08/25/14 - 12/14/14</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td>To: 87.5%</td>
<td></td>
</tr>
<tr>
<td>School of Science &amp; Mathematics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>McCabe, Christopher</td>
<td>C-27</td>
<td>From: 100%</td>
<td>08/25/14 - 12/14/14</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td>To: 83.4%</td>
<td></td>
</tr>
<tr>
<td>School of Humanities &amp; Social Sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Richards, Bianca</td>
<td>B-26</td>
<td>From: 11 months</td>
<td>07/01/14</td>
</tr>
<tr>
<td>Counselor</td>
<td></td>
<td>To: 12 months</td>
<td></td>
</tr>
<tr>
<td>Disabled Student Program &amp; Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Matriculation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scott, Rosemary</td>
<td>C-20</td>
<td>From: 10 months</td>
<td>07/01/14</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td>To: 12 months</td>
<td></td>
</tr>
<tr>
<td>Disabled Student Program &amp; Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech Forensics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staley, Douglass</td>
<td>B-33</td>
<td>From: 100%</td>
<td>08/25/14 - 12/14/14</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td>To: 86.6%</td>
<td></td>
</tr>
<tr>
<td>School of Career &amp; Technical Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME, CLASSIFICATION AND DEPARTMENT/DIVISION</td>
<td>CLASS &amp; STEP</td>
<td>ASSIGNMENT BASIS</td>
<td>EFFECTIVE DATE</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>--------------</td>
<td>------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Armstrong, Alan</td>
<td></td>
<td>Resignation</td>
<td>06/30/14</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td>(33.5 years of service)</td>
<td></td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:  
Authorization to Reimburse Applicant

Board Meeting Date: July 16, 2014

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

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2014-2015 Tentative District Budget in the account number shown. Reimbursement is restricted to travel, lodging, car rental, gas, parking, and meal expenses:

225502-550200-521000-6760 (Staff Diversity)

BACKGROUND: Travel reimbursement for second-level interviews.

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)
Applicant: Michael Kerns
Position: Associate Vice President, Enrollment Services
Amount: $63.28

Applicant: Mitchell Colgan
Position: Dean, School of Science and Mathematics
Amount: $150.00
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

Board Meeting Date: July 16, 2014

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, changes of status 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 for this purpose are budgeted in the 2013-2014 Adopted District Budget and the 2014-2015 Tentative District Budget in the account numbers shown.

BACKGROUND: Routine personnel transactions.

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, CLASSIFICATION AND DEPARTMENT</th>
<th>RANGE &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMPLOYMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farfan-Oseguera, Jessica</td>
<td>43A</td>
<td>100% - 11mo.</td>
<td>8/2/2014</td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing: Marcy Estrada</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Development Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Child Care &amp; Development Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preschool Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medina, Sarah</td>
<td>36A</td>
<td>100% - 12mo.</td>
<td>7/21/2014</td>
</tr>
<tr>
<td>Intermediate Clerk II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing: Christine Marcale</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CHANGES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barnes, Kathy</td>
<td>43F</td>
<td>100%-12 mo.</td>
<td>7/1/2014 - 6/30/2015</td>
</tr>
<tr>
<td>From: Administrative Assistant I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student &amp; Learning Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To: Acting Administrative Assistant II</td>
<td></td>
<td>100%-12 mo.</td>
<td></td>
</tr>
<tr>
<td>Student &amp; Learning Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conklin, Eamon</td>
<td>46F</td>
<td>100%-11 mo.</td>
<td>6/1/2014 - 6/30/2014</td>
</tr>
<tr>
<td>From: Department Lab Technician II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual Arts &amp; Media Studies: Art</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To: Department Lab Technician II</td>
<td>46F</td>
<td>100%-12 mo.</td>
<td>6/1/2014 - 6/30/2014</td>
</tr>
<tr>
<td>Visual Arts &amp; Media Studies: Art</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horn, Latonya</td>
<td>39F</td>
<td>100%-12 mo.</td>
<td>7/1/2014 - 6/30/2015</td>
</tr>
<tr>
<td>From: Data Controller II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Education Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Basic Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To: Data Controller II</td>
<td>39F</td>
<td>100%-12 mo.</td>
<td>7/1/2014 - 6/30/2015</td>
</tr>
<tr>
<td>Community Education Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Basic Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(grant funded)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Office</td>
<td>Percentage</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------</td>
<td>--------</td>
<td>------------</td>
</tr>
<tr>
<td>Rayo, Gabriela</td>
<td>Educational Advisor</td>
<td>46B</td>
<td>100%-12 mo.</td>
</tr>
<tr>
<td>Reed, Theresa</td>
<td>Educational Advisor</td>
<td>50F</td>
<td>100%-12 mo.</td>
</tr>
<tr>
<td>Santiago, Grace</td>
<td>Educational Advisor</td>
<td>46E</td>
<td>100%-12 mo.</td>
</tr>
<tr>
<td>Desai, Harsha</td>
<td>Accountant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pejoumand, Patricia</td>
<td>Accounting Officer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SEPARTATION**