Enclosed is the Agenda for Meeting No. 24, a Regular Business Meeting. The Open Session will begin at 3:30 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 the end of Closed Session. The Board will meet in Creveling Lounge, Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.
BOARD OF TRUSTEES  
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
REGULAR BUSINESS MEETING NO. 24  
Wednesday, November 5, 2014  

3:30 P.M. Open Session  
7:00 P.M. Closed Session  
8:00 P.M. Open Session  
Pasadena City College  
Creveling Lounge  
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 (3:30 P.M.)  
A. PLEDGE OF ALLEGIANCE  
B. MODERNTHINK  
C. BOARD SELF-ASSESSMENT  
D. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

II. CLOSED SESSION (7:00 P.M.)  
Government Code §54957.6  
Collective Bargaining (PCCFA)  
Lead Negotiator: Mr. Bruce Barsook, Attorney, Liebert Cassidy Whitmore  

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

III. OPEN SESSION (8:00 P.M.)  
A. PLEDGE OF ALLEGIANCE  
B. INTRODUCTIONS AND RECOGNITIONS  
   - Pasadena Educational Foundation – Summer Enrichment Program  
   - Third Annual Writer in Residence Program – Manny Perea  
C. ACCREDITATION UPDATE – STANDARD III  
D. PUBLIC COMMENT ON NON-AGENDA ITEMS  
The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda.
E. APPROVAL OF MINUTES
Meeting No. 21, Regular Business Meeting, October 1, 2014
Meeting No. 22, Regular Business Meeting and Study Session, October 15, 2014
Meeting No. 23, Special Meeting, October 29, 2014

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

ACTION ITEMS RECOMMENDED FOR APPROVAL

G. AUTHORIZATION TO TRANSMIT FIRST QUARTERLY FINANCIAL STATUS REPORT

H. APPOINTMENT TO MEASURE P CITIZENS' OVERSIGHT COMMITTEE

I. PRESIDENTIAL SEARCH UPDATE
   a. Position Profile
   b. Contract with Ralph Andersen & Associates

J. BOARD POLICY REVISIONS RECOMMENDED BY BOARD POLICY REVIEW COMMITTEE
   • BB 2431: Superintendent-President Selection
   • BB 2432: Superintendent-President Succession
   • BB 2610: Presentation of Initial Collective Bargaining Proposals
   • BB 2720: Communications Among Board Members
   • BP 3200: Accreditation
   • BP 3300: Public Records
   • BP 4020: Program, Curriculum and Course Development

K. VETERANS' VILLAGE PROJECT

INFORMATION ITEMS

L. SUPERINTENDENT-PRESIDENT'S REPORT

ANNOUNCEMENTS

M. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

N. PROPOSED FUTURE BOARD BUSINESS MEETING DATES
   Monday, November 17, 2014
   6:00 P.M. Regular Business Meeting
   
   Wednesday, December 10, 2014
   6:00 P.M. Regular Business Meeting and Annual Organizational 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

6-S Approval of Student Travel – ASPCC Lobby Committee

71-B Reporting and Approval of Revolving Fund Reimbursement

72-B Approve/Ratify Contracts

73-B Approve Piggybackable Contracts

74-B Approve Contract No. C150003 to Impact Construction and Authorize Piggyback Contract to Loomis School District

75-B Approve Purchasing Transactions

76-B Approve Information Technology Purchasing Transactions

77-B Approve Professional Conference Attendance

78-B Approve Change Orders, Restroom Upgrade, Buildings C and V

79-B Accept Notice of Completion, C-140102, Audio Recording Studio

80-B Accept Notice of Completion, C-140105, Waterproofing District Buildings

81-B Accept Notice of Completion, C-140118, Modular Classrooms and Labs

82-B Authorization to Ratify and Accept Non-Cash Gifts

34-P Approve/Ratify Compensation for Academic Personnel

35-P Employment of Hourly Unclassified Employees, College Assistants and Volunteers for 2014-2015

36-P Employment of Hourly Unclassified Employees, Student Workers for 2014-2015

37-P Approve/Ratify Employment, Change of Status and Separation of Academic Employees

38-P Salary Compensation Factors – large Group Instruction

39-P Employment, Change of Status and Separations of Classified Employees

40-P Approve/Ratify Compensation for Classified Personnel
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 21 on Wednesday, October 1, 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 5:30 p.m. by Dr. Fellow, President.

ROLL CALL

Trustees Present
Dr. Anthony Fellow, President
Ms. Berlinda Brown, Vice President
Ms. Linda Wah, Clerk (arrived at 5:32 p.m.)
Dr. Jeanette Mann
Mr. John Martin
Dr. Ross Selvidge
Mr. William Thomson
Mr. Marshall Lewis, Student Trustee

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

Administrative Officer Absent
Ms. Bobbi Abram, Executive Director, Foundation

The Management Association was represented by Dr. David Douglass.
The Academic Senate was represented by Mr. Eduardo Cairo.
The Classified Senate was represented by Ms. Graciela Caringella.
The Associated Students Board was represented by Mr. Jordyn Orozco.

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

Mr. Matthew Jordan, Interim Dean, Instructional Support, and Ms. Stephanie Fleming, Self-Evaluation Coordinator presented an update on Accreditation, Standard I. The institutional improvement items were reviewed and the questions were addressed.

Dr. Fellow adjourned the Board to Closed Session at 5:57 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: Interim, Director of Admissions and Records

Government Code §54957(b)(4)

Employment of Superintendent/President Search Consultant to Board

Government Code §54956.9(a)

Conference with Legal Counsel regarding Pending Litigation (three matters), Case No. B252272; Case No. 746.115; Case No. BS151112.

III. OPEN SESSION

Dr. Fellow reconvened Open Session at 7:30 p.m.

Dr. Fellow reported on the votes taken by the Board in Closed Session. Dr. Vicki Nicholson, who is the retired Associate Vice President of Human Resources for Glendale Community College, has been hired by the Board of Trustees by unanimous vote [ayes: Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah] as the Board consultant for the Superintendent-President search. The Board also approved by unanimous vote [ayes: Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah] that requests for RFPs for the presidential search be cancelled immediately because the Board wishes to get Dr. Nicholson on board first. The Board also on September 3rd appointed Dr. Robert B. Miller as Interim Superintendent-President by unanimous vote [ayes: Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah].

A. PLEDGE OF ALLEGIANCE

Dr. Fellow led the Pledge of Allegiance.

B. INTRODUCTIONS AND RECOGNITIONS

New faculty from the schools of Career and Technical Education, Humanities and Social Sciences, and Science and Mathematics were introduced.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was public comment from Denise Wadsworth and Michael Steves.

D. APPROVAL OF MINUTES

Meeting No. 18, Regular Business Meeting, September 3, 2014
Meeting No. 19, Retreat Meeting, September 13, 2014
Meeting No. 20, Special Meeting, September 13, 2014
MOTION: **ON MOTION OF** Ms. Brown and seconded by Ms. Wah, the Board voted by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah] to approve the Minutes of Meeting No. 18, Regular Business Meeting, September 3, 2014; Meeting No. 19, Retreat Meeting, September 13, 2014; and Meeting No. 20, Special Meeting, September 13, 2014. 

Advisory Vote: Aye

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**E. APPROVAL OF CONSENT ITEMS**

Consent Item 58-B was revised. Consent Item 32-P was pulled.

**MOTION:** **ON MOTION OF** Ms. Brown and seconded by Ms. Wah, the Board voted by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah] to approve Consent Items 3-S through 5-S, 8-I through 10-I, 46-B through 59-B, and 26-P through 31-P. 

Advisory Vote: Aye

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**F. APPROVAL OF AGREEMENT BETWEEN INTERIM SUPERINTENDENT/PRESIDENT AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT**

**MOTION:** **ON MOTION OF** Dr. Mann and seconded by Ms. Wah, the Board voted by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah] to approve the Agreement Between Interim Superintendent-President and the Pasadena Area Community College District. 

Advisory Vote: Aye

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**G. CERTIFICATION OF SIGNATURES**

**MOTION:** **ON MOTION OF** Dr. Mann and seconded by Ms. Wah, the Board voted by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah] to authorize the Certification of Signatures. 

Advisory Vote: Aye

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**H. APPOINTMENT OF MEASURE P CITIZENS’ OVERSIGHT COMMITTEE**

Agenda Item H was revised.

**MOTION:** **ON MOTION OF** Ms. Wah and seconded by Mr. Thomson, the Board voted by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah] to approve all the trustee appointments (Felicia Williams, Marla Felber, Vernon Wickstrom, Roger Chandler) and the Foundation appointment (Lonnie Schield) to the Measure P Citizens’ Oversight Committee, as revised.

Advisory Vote: Aye

**MOTION:** **ON MOTION OF** Dr. Mann and seconded by Ms. Brown, the Board voted by three affirmative votes [Brown, Mann, Wah] and four negative votes [Fellow, Martin, Selvidge, Thomson] to approve the ad hoc Measure P Committee’s recommendation of the taxpayers’ organization appointment and the local business organization appointment to the Measure P Citizens’ Oversight Committee.

Advisory Vote: No
The motion failed.

I. BOARD OF TRUSTEES SELF-ASSESSMENT AND COLLEGE CLIMATE STUDY
Dr. Miller provided information on the Shared Governance Discussions on Campus Climate and the RFI Consultant Process.

J. DISTINCTION BETWEEN BOARD BY-LAWS, BOARD POLICIES AND ADMINISTRATIVE PROCEDURES
Mr. Martin made a motion, seconded by Dr. Selvidge, that the 2000 series of the board policies (BP) be re-lettered as board bylaws (BB).

Ms. Wah made a friendly amendment to recommend that the 2000 series of the board policies (BP) be re-lettered as board bylaws (BB) with the condition that the Board policy subcommittee review and separate those items that should be under policy.

MOTION: ON MOTION OF Mr. Martin and seconded by Dr. Selvidge, the Board voted by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah] to approve that the 2000 series of the board policies (BP) be re-lettered as board bylaws (BB) with the condition that the Board policy subcommittee review and separate those items that should be under policy.
Advisory Vote: Aye

K. BOARD POLICY REVISIONS RECOMMENDED BY BOARD POLICY REVIEW COMMITTEE
- 2345: Public Participation at Board Meetings - Revised
- 2350: Speakers - Revised
- 2355: Decorum
- 2410: Board Policies and Administrative Procedures
- 2431: Superintendent-President Selection - Revised

Board Policy 2431, Superintendent-President Selection, was withdrawn.

MOTION: ON MOTION OF Dr. Mann and seconded by Ms. Brown, the Board voted by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah] to approve Board Policy 2345, Public Participation at Board Meetings, revised; Board Policy 2350, Speakers, revised; Board Policy 2355, Decorum; and Board Policy 2410, Board Policies and Administrative Procedures.
Advisory Vote: Aye

L. SUPERINTENDENT-PRESIDENT'S REPORT
- Wished Marshall Lewis a happy birthday. This week he was in Washington DC and accepted on behalf of the college a Finalist award for PCC's First Pathways Program. Today he participated in Flex Day activities. Thanked the Academic Senate, Classified Senate, Management Association and Human Resources for one of the best flex days. He is always impressed by the quality of the faculty here and expressed his sincere appreciation to the hiring committees.

M. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

a. SHARED GOVERNANCE REPRESENTATIVES
Mr. Jordyn Orozco, Associated Students
- Wished Marshall Lewis a happy birthday; AS will be going to the California Community College Student Affairs Association Conference on October 17, and presenting a workshop “Leadership through Dr. Seuss”; the entire board will be attending the Community College League of California annual conference in November.

Ms. Graciela Caringella, Classified Senate
- Reported that 180 Classified staff attended Classified professional learning day which was very successful, collaborated with APL who helped provide informative workshops; fall general meeting will be October 30.

Mr. Eduardo Cairó, Academic Senate
- Suggested that next year at this time there be 52 full time brand new faculty. Flex Day went very well, thanked Dr. Miller for showing up and answering the very tough questions posed to him; faculty was impressed by his responses. ModernThink – suggested soliciting input from Academic Senate, Classified Senate and Management Association representatives before taking a decision on the superintendent-president selection policy.

Dr. David Douglass, Management Association
- Reported that today’s Flex Day was more of a work day than a flex day for managers; several dozen managers took the EEO training; last Saturday had a joint summit with Cal Poly Pomona on redesigning the STEM curriculum; Cal State Northridge just received a National Institutes of Health grant for $21.8 million and we are a partner in that; on Saturday will be at Cal State Fullerton with the Southern California Undergraduate Research Board, to which he was recently appointed; next week will be at Cal State Northridge having a White House College Opportunity panel and we will be represented there, running a workshop on redesigning introductory STEM courses.

b. BOARD OF TRUSTEES

Mr. William Thomson, Trustee
- On November 11 there will be a Veterans Day celebration at Pasadena City Hall at 10:30 a.m. The PCC Pep Band is expected to perform again and hoping to have a significant main speaker, a United States Marine Corps general, as well as a flyover. This Sunday at Farnsworth Park in Altadena there will be a music festival, Rock for PEF, for music education programs in local public schools. Two weeks ago was the Battle of the Bands, with 500-600 people watching.

Ms. Berlinda Brown, Trustee
- On September 19 attended the Pasadena Academic and Career Trust Dual Enrollment between PCC and PUSD, facilitated by Dr. Olivo and PUSD; on September 21 saw “Kiss Me Kate”, an outstanding performance, enlightened by Dr. Jimenez y West’s presentation; on September 27 attended Young African American Males Conference hosted at PCC which over 200 students attended; tomorrow night Dr. Bell will be recognized at the NAACP event.

Ms. Linda Wah, Trustee
- Scott Lay, CEO of the Community College League of California, took a leave of absence and the interim president/CEO of the League is Dr. Thelma Scott-Skillman. At the November League conference the ACCJC has revamped some of their training. On October 30 LACSTA will hold a meeting in conjunction with the LACOE Superintendent, where the election of the county committee will take place.
Dr. Mann, Trustee

- If anyone would like to send any suggestions about the selection process for the superintendent-president, please email her and she will take it into consideration.

O. PROPOSED FUTURE BOARD BUSINESS MEETING DATES

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

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

Wednesday, November 19, 2014
6:00 P.M. Regular Business Meeting

P. PROPOSED FUTURE AGENDA ITEMS

There were no proposed future agenda items.

IV. ADJOURNMENT

Dr. Fellow adjourned meeting No. 21 at 8:53 p.m.
MOTIONS CARRIED AT MEETING NO. 21 – October 1, 2014

1. Approval of the Minutes of Meeting No. 18, Regular Business Meeting, September 3, 2014; Meeting No. 19, Retreat Meeting, September 13, 2014; and Meeting No. 20, Special Meeting, September 13, 2014.

2. Approval of Consent Items 3-S through 5-S, 8-I through 10-I, 46-B through 59-B, and 26-P through 31-P.

3. Approval of the Agreement Between Interim Superintendent-President and the Pasadena Area Community College District.

4. Approval to authorize the Certification of Signatures.

5. Approval of all the trustee appointments (Felicia Williams, Marla Felber, Vernon Wickstrom, Roger Chandler) and the Foundation appointment (Lonnie Schield) to the Measure P Citizens’ Oversight Committee, as revised.

6. Approval that the 2000 series of the board policies (BP) be re-lettered as board bylaws (BB) with the condition that the Board policy subcommittee review and separate those items that should be under policy.

7. Approval of Board Policy 2345, Public Participation at Board Meetings, revised; Board Policy 2350, Speakers, revised; Board Policy 2355, Decorum; and Board Policy 2410, Board Policies and Administrative Procedures.

Submitted by:

Robert B. Miller, Secretary
Board of Trustees
AGENDA

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

A. ACCREDITATION UPDATE

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: Interim, Director of Admissions and Records

Government Code §54957(b)(4) Employment of Superintendent/President Search Consultant to Board

Government Code §54956.9(a) Conference with Legal Counsel regarding Pending Litigation (three matters), Case No. B252272; Case No. 746.115; Case No. BS151112.

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. 18, Regular Business Meeting, September 3, 2014
Meeting No. 19, Retreat Meeting, September 13, 2014
Meeting No. 20, Special Meeting, September 13, 2014

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

ACTION ITEMS RECOMMENDED FOR APPROVAL

F. APPROVAL OF AGREEMENT BETWEEN INTERIM SUPERINTENDENT/PRESIDENT AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT

G. CERTIFICATION OF SIGNATURES

Revised
H. APPOINTMENT OF MEASURE P CITIZENS’ OVERSIGHT COMMITTEE

I. BOARD OF TRUSTEES SELF-ASSESSMENT AND COLLEGE CLIMATE STUDY

J. DISTINCTION BETWEEN BOARD BY-LAWS, BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

K. BOARD POLICY REVISIONS RECOMMENDED BY BOARD POLICY REVIEW COMMITTEE
   • 2345: Public Participation at Board Meetings - Revised
   • 2350: Speakers - Revised
   • 2355: Decorum
   • 2410: Board Policies and Administrative Procedures
   • Withdrawn - 2431

INFORMATION ITEMS

L. SUPERINTENDENT-PRESIDENT’S REPORT

ANNOUNCEMENTS

M. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

N. PROPOSED FUTURE BOARD BUSINESS MEETING DATES

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

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

   Wednesday, November 19, 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

3-S Approval of Student Travel: Office of Student Life Leadership Retreat
4-S Ratify/Approval of Student Travel: Veteran Learning Collaborative Boots to Books Annual Camping Trip
5-S Approval of Student Travel: Geology 2F Historical Geology Field Studies
8-I Approve/Ratify Extension Independent Contractors/Instructors
9-I Amend Consent Item 30-I, Approve Extension Independent Contractors/Instructors
10-I Amend Consent Item No. 34-I, Approve Professional Learning Activities
46-B Reporting and Approval of Revolving Fund Reimbursement
47-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation
48-B Adoption of Resolution No. 526, Regarding the Assignment of Delinquent Tax Receivables
49-B Approval of Contract Renewal – Chancellor’s Office Tax Offset Program
50-B Approve/Ratify Contracts
51-B Approve Piggybackable Agreement
52-B Approve Purchasing Transactions
53-B Approve Information Technology Purchasing Transactions
54-B Approve Professional Conference Attendance
55-B Authorization to Dispose of Surplus Equipment
56-B Amend Consent Item No. 30-B, Approve Welcome Day Week Activities
57-B Accept Notice of Completion, C140117, Classrooms and Labs Remodel – Phase I
Revised 58-B Approve Change Orders, Heating, Ventilation, and Air Conditioning (HVAC) Controls Upgrade Project for Contract Number C140115
59-B Approve Change Orders, Elevator Upgrade and Modernization
26-P Approve/Ratify Compensation for Academic Personnel
27-P Employment of Hourly Faculty, 2014-2015
28-P Employment of Hourly Unclassified Employees, College Assistants and Volunteers for 2014-2015
29-P Employment of Hourly Unclassified Employees, Student Workers for 2014-2015
30-P Approve/Ratify Employment, Change of Status and Separation of Academic Employees
31-P Employment, Change of Status and Separation of Classified Employees
Withdrawn 32-P
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 22 on Wednesday, October 15, 2014, in the Athenaeum at Caltech, the Card Room, 551 South Hill Avenue, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL
The meeting was called to order at 5:30 p.m. by Dr. Fellow, President.

ROLL CALL

Trustees Present
Dr. Anthony Fellow, President
Ms. Berlinda Brown, Vice President
Ms. Linda Wah, Clerk (arrived at 5:31 p.m.)
Dr. Jeanette Mann
Mr. John Martin
Dr. Ross Selvidge
Mr. William Thomson
Mr. Marshall Lewis, Student Trustee

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

Administrative Officer Absent
Ms. Bobbi Abram, Executive Director, Foundation

The Management Association was represented by Dr. David Douglass.
The Academic Senate was represented by Mr. Eduardo Cairó.
The Classified Senate was not represented.
The Associated Students Board was not represented.

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

A. ACCREDITATION UPDATE – STANDARD II
Mr. Matthew Jordan, Interim Dean, Instructional Support, and Ms. Stephanie Fleming, Self-Evaluation Coordinator, presented an update on Accreditation, Standard II. The institutional improvement items were reviewed and the questions were addressed.
II. OPEN SESSION

A. PLEDGE OF ALLEGIANCE
Dr. Selvidge led the Pledge of Allegiance.

B. INTRODUCTIONS AND RECOGNITIONS
There were no introductions.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS
There was public comment from Melissa Michelson.

D. APPROVAL OF CONSENT ITEMS

MOTION: ON MOTION OF Dr. Mann and seconded by Ms. Brown, the Board voted by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah] to approve Consent Items 10-I, and 60-B through 70-B.
Advisory Vote: Aye

E. ADOPT ANNUAL FINANCIAL AND BUDGET REPORT 2014-2015

MOTION: ON MOTION OF Ms. Wah and seconded by Ms. Brown, the Board voted by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah] to adopt the Annual Financial and Budget Report 2014-2015.
Advisory Vote: Aye

F. APPOINTMENT OF MEASURE P CITIZENS’ OVERSIGHT COMMITTEE

MOTION TO RESSCIND:

MOTION: ON MOTION OF Ms. Wah and seconded by Dr. Mann, the Board voted by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah] to rescind the motion relating to the ad hoc Measure P Committee’s recommendation of the taxpayers’ organization appointment and the local business organization appointment to the Measure P Citizens’ Oversight Committee adopted at the October 1, 2014 Board of Trustees meeting.
Advisory Vote: Aye

MOTION: ON MOTION OF Dr. Mann and seconded by Ms. Brown, the Board voted by five affirmative votes [Brown, Fellow, Mann, Thomson, Wah] and two negative votes [Martin, Selvidge] to appoint John McLean as the taxpayers’ organization representative to the Measure P Citizens’ Oversight Committee.
Advisory Vote: Aye

MOTION: ON MOTION OF Ms. Brown and seconded by Dr. Mann, the Board voted by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah] to appoint Ron Carter as the local business organization representative to the Measure P Citizens’ Oversight Committee.
Advisory Vote: Aye
G. BOARD BYLAW REVISIONS RECOMMENDED BY BOARD POLICY REVIEW COMMITTEE

Revisions to the three bylaws were distributed.

- BB 2710: Conflict of Interest
- BB 2725: Board Member Compensation
- BB 2735: Board Member Travel

Revisions suggested to the bylaws:

BB 2710: Conflict of Interest
In 4. Financial Interest: "Board members and others shall not..."

BB 2725: Board Member Compensation
1st page: add "unless excused in accordance with 2.b." at the end of the first paragraph.
2. b: delete "by resolution duly adopted and included in the minutes of the meeting not attended".

BB 2735: Board Member Travel
Meals and Other Expenses: "+...original itemized receipts, up to a maximum of at the maximum state rate of $41.00 per day. ... will be charged against the daily of $41.00 state rate."

MOTION: ON MOTION OF Dr. Mann and seconded by Ms. Brown, the Board voted by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah] to approve Board Bylaw 2710, Conflict of Interest, as revised; Board Bylaw 2725, Board Member Compensation, as revised; and Board Bylaw 2735, Board Member Travel, as revised.
Advisory Vote: Aye

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

Dr. Fellow adjourned the Board to Closed Session at 6:40 p.m.

IV. CLOSED SESSION (6:30 P.M.)

Government Code §54957 Public Employee Appointment: Interim, Director of Admissions and Records; Interim, Director of Financial Aid

Government Code §54956.9(a) Conference with Legal Counsel regarding Pending Litigation (one matter – van Pelt v. PCC, LASC Case No. BC558928)

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

Government Code §54957(b)(4) Superintendent-President Recruitment Consultant for Board

V. OPEN SESSION
Dr. Fellow reconvened Open Session at 9:38 p.m.
MOTION: ON MOTION OF Dr. Mann and seconded by Ms. Brown, the Board voted by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah] to approve Consent Item 33-P. Advisory Vote: Aye

H. SUPERINTENDENT-PRESIDENT RECRUITMENT CONSULTANT FOR BOARD
Dr. Fellow stated that there will be a special Board of Trustees meeting on Wednesday, October 29, 2014 at 6:00 p.m. at which the Board will interview the four superintendent-president search firms in open session.

I. PROPOSED FUTURE BOARD BUSINESS MEETING DATES

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

Wednesday, November 19, 2014
6:00 P.M. Regular Business Meeting

Wednesday, December 10, 2014
6:00 P.M. Regular Business Meeting and Annual Organizational Meeting

J. PROPOSED FUTURE AGENDA ITEMS
There were no proposed items.

VI. ADJOURNMENT
Dr. Fellow adjourned Meeting No. 22 at 9:45 p.m.
MOTIONS CARRIED AT MEETING NO. 22 – October 15, 2014

1. Approval of Consent Items 10-I, and 60-B through 70-B.


3. Approval to rescind the motion relating to the ad hoc Measure P Committee’s recommendation of the taxpayers’ organization appointment and the local business organization appointment to the Measure P Citizens’ Oversight Committee adopted at the October 1, 2014 Board of Trustees meeting.

4. Approval to appoint John McLean as the taxpayers’ organization representative to the Measure P Citizens’ Oversight Committee.

5. Approval to appoint Ron Carter as the local business organization representative to the Measure P Citizens’ Oversight Committee.

6. Approval of Board Bylaw 2710, Conflict of Interest, as revised; Board Bylaw 2725, Board Member Compensation, as revised; and Board Bylaw 2735, Board Member Travel, as revised.

7. Approval of Consent Item 33-P.

Submitted by:

Robert B. Miller, Secretary
Board of Trustees
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
REGULAR BUSINESS MEETING NO. 22
Wednesday, October 15, 2014

5:30 P.M. Open Session - Accreditation Update
6:30 P.M. Closed Session
The Athenaeum at Caltech
Card Room
551 So. Hill Avenue
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 (5:30 P.M.)
   A. ACCREDITATION UPDATE – STANDARD II

II. OPEN SESSION (6:00 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 CONSENT ITEMS (see page 3, attached)

ACTION ITEMS RECOMMENDED FOR APPROVAL

E. ADOPT ANNUAL FINANCIAL AND BUDGET REPORT 2014-2015
F. APPOINTMENT OF MEASURE P CITIZENS' OVERSIGHT COMMITTEE

G. BOARD BYLAW REVISIONS RECOMMENDED BY BOARD POLICY REVIEW COMMITTEE
   • BB 2710: Conflict of Interest - Revised
   • BB 2725: Board Member Compensation - Revised
   • BB 2735: Board Member Travel - Revised

III. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

IV. CLOSED SESSION (6:30 P.M.)
   Government Code §54957 Public Employee Appointment: Interim, Director of Admissions and Records; Interim, Director of Financial Aid
Government Code §54956.9(a) Conference with Legal Counsel regarding Pending Litigation (one matter – van Pelt v. PCC, LASC Case No. BC558928)

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

Government Code §54957(b)(4) Superintendent-President Recruitment Consultant for Board

V. OPEN SESSION

H. SUPERINTENDENT-PRESIDENT RECRUITMENT CONSULTANT FOR BOARD

I. PROPOSED FUTURE BOARD BUSINESS MEETING DATES

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

   Wednesday, November 19, 2014
   6:00 P.M. Regular Business Meeting

   Wednesday, December 10, 2014
   6:00 P.M. Regular Business Meeting and Annual Organizational Meeting

J. PROPOSED FUTURE AGENDA ITEMS

VI. ADJOURNMENT

The Athenaeum at Caltech and the Card Room 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

10-I Amend Consent Item No. 7-I: Approve Academy of Professional Learning (APL) Workshops and Retreats

60-B Approve/Ratify Contracts
61-B Approve Piggybackable Contracts
62-B Approve Purchasing Transactions
63-B Approve Information Technology Purchasing Transactions
64-B Approve Professional Conference Attendance
65-B Authorization to Dispose of Surplus Equipment
66-B Authorization to Solicit Bids: Health Science Equipment
67-B Approve Change Order, Modular Classrooms, and Labs for Contract Number C-140118
68-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation
69-B Reporting and Approval of Revolving Fund Reimbursement
70-B Approve Budget Augmentation

33-P Appointment of Classified Administrators (2) – CLOSED SESSION
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
SPECIAL MEETING NO. 23
Wednesday, October 29, 2014

Pasadena City College
President's Conference Room, C-233
1570 E. Colorado Boulevard
Pasadena, California 91106

6:00 P.M. Open Session

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

Meeting No. 23

The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 23 on Wednesday, October 29, 2014, in Pasadena City College, President's Conference Room, 1570 E. Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL

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

ROLL CALL

Trustees Present
Dr. Anthony Fellow, President
Ms. Berlinda Brown, Vice President
Ms. Linda Wah, Clerk
Dr. Jeanette Mann
Mr. John Martin
Dr. Ross Selvidge
Mr. William Thomson (arrived at 6:03 p.m.)
Mr. Marshall Lewis, Student Trustee (arrived at 6:19 p.m.)

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

Administrative Officer Absent
Dr. Robert Miller, Interim Superintendent-President
Ms. Bobbi Abram, Executive Director, Foundation

The Management Association was not represented.
The Academic Senate was not represented.
The Classified Senate was not represented.
The Associated Students Board was not represented.

A. PLEDGE OF ALLEGIANCE

Dr. Fellow led the Pledge of Allegiance.
B. PRESENTATIONS BY SUPERINTENDENT/PRESIDENT SEARCH FIRMS, AND SELECTION

Dr. Vicki Nicholson, the board consultant for the superintendent-president search, introduced the four search firms who gave presentations and answered questions:

Dr. Patricia Stanley and Dr. Narcisa Polonio (via phone), Association of Community College Trustees;

Dr. James Walker and Dr. Edward Hernandez, Jr., Community College Search Services;

Dr. Dean Colli and Dr. Ben Duran, Professional Personnel Leasing, Inc. (PPL); and

Mr. Stan Arterberry, Ralph Andersen & Associates.

MOTION: ON MOTION OF Ms. Wah and seconded by Dr. Mann, the Board voted by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah] to approve the selection of Ralph Andersen & Associates as the superintendent-president search firm.

Advisory Vote: Aye

II. ADJOURNMENT

Dr. Fellow adjourned meeting No. 23 at 10:05 p.m.
MOTION CARRIED AT MEETING NO. 23 – October 29, 2014

1. Approval of the selection of Ralph Andersen & Associates as the superintendent-president search firm.

Submitted by:

Robert B. Miller, Secretary
Board of Trustees
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
SPECIAL MEETING NO. 23
Wednesday, October 29, 2014

Pasadena City College
President's Conference Room, C-233
1570 E. Colorado Boulevard
Pasadena, California 91106

6:00 P.M. Open Session

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
(6:00 P.M.)
A. PLEDGE OF ALLEGIANCE
B. PRESENTATIONS BY SUPERINTENDENT/PRESIDENT SEARCH FIRMS, AND SELECTION

II. ADJOURNMENT
<table>
<thead>
<tr>
<th>Tab</th>
<th>Title</th>
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<tbody>
<tr>
<td>G</td>
<td>AUTHORIZATION TO TRANSMIT FIRST QUARTERLY FINANCIAL STATUS REPORT</td>
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<tr>
<td>H</td>
<td>APPOINTMENT TO MEASURE P CITIZENS' OVERSIGHT COMMITTEE</td>
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<tr>
<td>J</td>
<td>BOARD POLICY REVISIONS</td>
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<tr>
<td>K</td>
<td>VETERANS VILLAGE PROJECT</td>
</tr>
</tbody>
</table>
Board Agenda Item G: Authorization to Transmit First Quarterly Financial Status Report

Board Meeting: November 5, 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 transmittal of the 2014-2015 First Quarterly Financial Status Report to the Chancellor’s Office, California Community Colleges, as required by AB2910.

Background: The First Quarterly Financial Status Report contains no significant changes from the 2014-2015 Adopted Budget.

Approved for Submission to the Board of Trustees by:

Interim Superintendent/President
### Quarterly Financial Status Report, CCFS-311Q

**VIEW QUARTERLY DATA**

**District:** (770) PASADENA

#### I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

**Revenues:**
- A1: Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)
- A2: Other Financing Sources (Object 8900)
- A3: Total Unrestricted Revenue (A.1 + A.2)

**Expenditures:**
- B1: Unrestricted General Fund Expenditures (Objects 1000-6000)
- B2: Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)
- B3: Total Unrestricted Expenditures (B.1 + B.2)

**Revenues Over(Under) Expenditures (A.3 - B.3)**

**Adjusted Fund Balance, Beginning (0.1)**

**Fund Balance, Ending (C. + L.2)**

**Percentage of GF Fund Balance to GF Expenditures (E.1 / B.3)**

#### II. Annualized Attendance FTES:

**Annualized FTES (excluding apprentice and non-resident)**

#### III. Total General Fund Cash Balance (Unrestricted and Restricted)

- H1: Cash, excluding borrowed funds
- H2: Cash, borrowed funds only
- H3: Total Cash (H1 + H2)

#### IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

- I: Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)
- J: Unrestricted General Fund Expenditures (Objects 1000-6000)
- K: Revenues Over(under) Expenditures (I3 - J3)
- L: Adjusted Fund Balance, Beginning
- M: Fund Balance, Ending (C. + L.2)
- N: Percentage of GF Fund Balance to GF Expenditures (L1 / J3)

#### V. Has the district settled any employee contracts during this quarter?

**NO**

**If yes, complete the following: (If multi-year settlement, provide information for all years covered.)**

<table>
<thead>
<tr>
<th>Contract Period Settled (Specify)</th>
<th>Management</th>
<th>Academic</th>
<th>Permanent</th>
<th>Temporary</th>
<th>Classified</th>
</tr>
</thead>
</table>

http://misweb.cccc.edu/cc311Q/view.aspx

10/29/2014
View Quarterly Data - CCFS-311Q (Quarterly Financial Status Report)

<table>
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<tr>
<th>YYYY-YY</th>
<th>Total Cost Increase</th>
<th>%</th>
<th>Total Cost Increase</th>
<th>%</th>
<th>Total Cost Increase</th>
<th>%</th>
<th>Total Cost Increase</th>
<th>%</th>
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<td>a. SALARIES:</td>
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<td>b. BENEFITS:</td>
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* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)?

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

NO

VII. Does the district have significant fiscal problems that must be addressed? This year? NO Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)
Certify Quarterly Data - CCFS-311Q (Quarterly Financial Status Report)

Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA

District: (770) PASADENA

Your Quarterly Data is ready for certification. Please complete the fields below and click on the 'Certify This Quarter' button.

Chief Business Officer
CBO Name: Joseph Simonaschi
CBO Phone: 626-585-7529
CBO Signature: [signature]
Date Signed: [date]

District Contact Person
Name: Chedva Weingart
Title: Controller
Telephone: 626-585-7454
Fax: 626-585-7668
E-Mail: cweingart@pasadena.edu

Chief Executive Officer Name: Dr. Robert Miller
CEO Signature: [signature]
Date Signed: [date]

Electronic Cert Date: [date]

Certify This Quarter
Board Agenda Item H: Appointment of Measure P Citizens' Oversight Committee

Board Meeting: November 5, 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 appointment of a new member to the Measure P Citizens' Oversight Committee for 2014-15 and 2015-16.

Fiscal Implications: None

Background: Education Code §15278 specifies that a Citizens' Oversight Committee be formed if a district passes a bond measure under the guidelines of Proposition 39. On April 17, 2002, the Board of Trustees adopted the "Measure P Citizens' Oversight Committee Structure and Responsibilities" statement, which specifies the number and term of members. The attached slate of nominees is in compliance with the "Structure and Responsibilities" statement.
<table>
<thead>
<tr>
<th>POSITION</th>
<th>MEMBER</th>
<th>BUSINESS ORGANIZATION</th>
<th>SENIOR CITIZENS</th>
<th>TAXPAYERS ORGANIZATION</th>
<th>PCC STUDENTS</th>
<th>FOUNDATION/PTSA</th>
<th>ARCHITECTURE</th>
<th>ENGINEERING</th>
<th>CONSTRUCTION LAW</th>
<th>ED ADMINISTRATION</th>
<th>REAL ESTATE/DEVELOPMENT</th>
<th>CONSTRUCTION MANAGEMENT</th>
<th>PUBLIC ADMINISTRATION</th>
<th>OTHER</th>
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<tbody>
<tr>
<td>Local Business Organization</td>
<td>Ron Carter</td>
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<td>Senior Citizen Organization</td>
<td>Sandra Greenstein</td>
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<td>Taxpayers' Organization</td>
<td>John McLean</td>
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<td>PCC Students/ Student Trustee</td>
<td>Marshall Lewis</td>
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<td>Foundation/ PTSA</td>
<td>Lonnie Schield</td>
<td>X</td>
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<td>Trustee Area #1 (R. Selvidge)</td>
<td>Anthony Portantino</td>
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<td>Trustee Area #2 (J. Mann)</td>
<td>Felicia Williams</td>
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<td>Trustee Area #3 (B. Brown)</td>
<td>Allen Shay</td>
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<td>Trustee Area #4 (W. Thomson)</td>
<td>Dennis Murphy</td>
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<td>Trustee Area #5 (L. Wah)</td>
<td>Marla Felber</td>
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<td>Trustee Area #6 (J. Martin)</td>
<td>Vernon Wickstrom</td>
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<td>Trustee Area #7 (A. Fellow)</td>
<td>Roger Chandler</td>
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Board Agenda Item J: Approval of Board Bylaws and Policies

Board Meeting: November 5, 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 Bylaw 2431: Superintendent-President Selection
- Board Bylaw 2432: Superintendent-President Succession
- Board Bylaw 2610: Presentation of Initial Collective Bargaining Proposals
- Board Bylaw 2720: Communications Among Board Members
- Board Policy 3200: Accreditation
- Board Policy 3300: Public Records
- Board Policy 4020: Program, Curriculum and Course Development

Fiscal Impact: None

Background: The bylaws and policies were compared to model bylaws and 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 bylaws and policies are shown in bold text, deletions show as strikethroughs.

Approved for Submission to the Board of Trustees by:

Interim Superintendent-President
In the case of a vacancy for the president of the college Superintendent-President, the Board of Trustees shall establish a search process to fill the vacancy that is fair, open and complies with relevant regulations. The process which is the sole responsibility of the Board, shall comply with the following guidelines:

1. The Board of Trustees shall select the Superintendent-President.

2. The Board President, in consultation with the Board of Trustees, may appoint an ad-hoc committee of Board members for the purpose of coordinating the logistics and procedures of the search.

3. If necessary, the Board of Trustees may appoint an Interim Superintendent-President during the search for a permanent college president Superintendent-President.

4. All discussions and actions of the Board of Trustees regarding the process to be used in selecting the Superintendent-President shall occur in an open meeting of the Board.

5. The Board of Trustees will seek input from the campus community and the general community regarding desirable characteristics to seek in a Superintendent-President.

6. The Board of Trustees will approve the job description for the Superintendent-President and any promotional materials announcing the availability of the position.
7. The Board of Trustees may engage the service of a consultant to assist with the selection process.

8. The Board of Trustees will use a screening committee to assist in evaluating the pool of candidates. The Board of Trustees will determine the number and composition of the committee, the process to be used by the committee, as well as how many candidates the committee will forward to the Board.

9. The Board of Trustees may choose to interview any candidate in the applicant pool.

10. The Board of Trustees, and/or designee, will conduct the background check on the final Candidate(s), including onsite visits.

11. The Board of Trustees will discuss the final candidate(s) in closed session under Section 54957 of the Brown Act (Public Employee Appointment: College President).

12. The Board of Trustees will vote on the appointment of the Superintendent-President in an open meeting of the Board.

13. Unless changed by the Board the Screening Committee shall include:

- Board Area 1 Community Representative
- Board Area 2 Community Representative
- Board Area 3 Community Representative
- Board Area 4 Community Representative
- Board Area 5 Community Representative
- Board Area 6 Community Representative
- Board Area 7 Community Representative
- Academic Senate Representative
- Academic Senate Representative
- Classified Senate Representative
- Classified Senate Representative
- Management Association Representative
- Executive Committee Representative
- Student Trustee
- Associated Students' Representative
- Search Consultant: Non-Voting Facilitator
- Dean Executive Director, Human Resources: Equal Employment Opportunity Representative

The Board of Trustees will select the Chair of the Screening Committee.

TOTAL COMMITTEE: 15 Members
CAMPUS REPRESENTATIVES: 8 Members
COMMUNITY REPRESENTATIVES: 7 Members

Date Approved:
From PCC Bylaw 1690 titled Selection of the Superintendent-President approved by the Board of Trustees on February 29, 2008 and revised on October 21, 2009 and November 4, 2009.
BB 2432 SUPERINTENDENT-PRESIDENT SUCCESSION

References:
Education Code Sections 70902(d) and 72400;
Title 5 Section 53021(b)

The Board of Trustees delegates authority to the Superintendent-President to appoint an acting Superintendent-President to serve in his/her absence for short periods of time, not to exceed 90 calendar days at a time.

In the absence of the Superintendent-President and when an acting Superintendent-President has not been named, administrative responsibility shall reside in the following order with:
1. Senior Vice President-Assistant Superintendent Business and College Services
2. Senior Vice President-Assistant Superintendent Academic and Student Affairs

The Board shall appoint an acting Superintendent-President for periods exceeding 30 calendar days.

The word “absence” as used herein means physical absence or circumstances which prevent the Superintendent-President from taking necessary action. Any appointment made for a period of at least two working days shall be reported to the President of the Board of Trustees.

NOTE: The language in the “Absence of Superintendent/President” section of current PCC Bylaw 1620 was moved from new BP 2430 titled Delegation of Authority to the Superintendent-President below to this new BP 2432 titled Superintendent-President Succession.
The Superintendent-President shall appoint for the period of his/her own absence from campus an administrator in-charge. In the event an appointment is not made by the Superintendent-President, the holders of the following positions, in the order named shall have the authority:

a. Senior Vice President – Business and College Services
   Administrative Services
b. Senior Vice President – Academic and Student Affairs
   Instruction
c. Executive Director – Business Services
   Vice President – Student and Learning Services
d. Associate Vice President – Academic Affairs
e. Associate Vice President – Student Affairs
f. Dean – Human Resources
g. Dean – External Relations
h. Dean – Planning and Research

The word "absence" as used herein means physical absence or circumstances which prevent the Superintendent-President from taking necessary action. Any appointment made for a period of at least two working days shall be reported to the President of the Board of Trustees.

Date Adopted:
(This is a new policy recommended by the Policy and Procedure Service)
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 1660 titled Collective Bargaining, Public Notice Procedure Relating to Meeting and Negotiating under Educational Employment Relations Act (EERA) approved by the Board of Trustees on August 17, 1997 and revised on July 16, 2008. The language in blue ink is included for consideration.

BB 2610 PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS

Reference:
Government Code Section 3547

From current PCC Bylaw 1660 titled Collective Bargaining, Public Notice Procedure Relating to Meeting and Negotiating under Educational Employment Relations Act (EERA)

Legal Authority: Government Code, Section 3547; Title 5, California Code of Regulations, Part III, 32900

1. Public Presentation of Initial Proposals
   a. The initial proposals of an exclusive representative, or of the District, which relates to matters within the scope of representation, shall be presented at a public meeting of the Board and thereafter shall be public records.
      1) For purposes of this policy, the term "initial proposal" shall include all non-technical amendments to an agreement.
      2) Either an exclusive representative or the District may present the First Initial Proposal.
      3) The presentation of the Initial Proposal in response to the first initial proposal by either party shall be processed in accordance with Section 1670 language below.

2. Public Hearing
   a. The Board shall schedule a public hearing on the initial proposal after the public has been given a reasonable time to become informed of the contents of the proposal. The public hearing may be held at a regular meeting or at a special meeting.
   b. The public shall have an opportunity to express itself regarding the proposal.
3. Adoption of Initial Proposals
   a. After the public has had the opportunity to express itself on the District’s initial proposal, the Board shall, at a public meeting, adopt its initial proposal.
   b. After the public has had the opportunity to express itself on the exclusive representative’s initial proposal, the Board shall, at a public meeting, receive the initial proposal.

4. New Subjects of Meeting and Negotiating
   a. New subjects of meeting and negotiating arising after the presentation of initial proposals shall be made public within twenty-four (24) hours.
   b. If a vote is taken on such subject by the Board, the vote thereon by each member voting shall be made public within twenty-four (24) hours.

NOTE: The language in red ink is legally required.

The Superintendent-President is directed to enact processes that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of Trustees of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration in accordance with the timelines provided in the respective collective bargaining agreements, if any, or the timelines prescribed by the rules and regulations of the California Public Employment Relations Board.

Whenever an initial collective bargaining proposal is received from an exclusive representative of District employees, or whenever the District’s own negotiator presents an initial proposal, the following actions must be taken at public meetings of the Board of Trustees:

The exclusive representative or the District must present the initial collective bargaining proposal orally or in writing to the Board at a public meeting.

The public shall have an opportunity to respond to the exclusive representative’s or District’s initial proposal at a subsequent public Board meeting. The opportunity for public response shall appear on the Board’s regular agenda. Public response shall be taken in accordance with the Board’s policies regarding speakers.

After the public has an opportunity to respond to an initial proposal, the Board shall, at the same meeting or a subsequent meeting, adopt the initial proposal. The adoption shall be indicated as a separate action item on the Board agenda. There shall be no amendment of the District’s initial proposal unless the public is again afforded a responsible opportunity to respond to the proposed amendment at a public meeting.

If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating,
whether proposed by the exclusive representative or the District, shall be posted by the District in the same public place as it posts its agendas within twenty-four (24) hours after their presentation in negotiations.

When a request to reopen a collective bargaining agreement, as required by the agreement, is received from an exclusive representative or is made by the District, the public notice procedure outlined in this procedure shall be followed.

When the District and the exclusive representative agree to amend an executed collective bargaining agreement in accordance with the agreement, the following procedure shall be followed:

- The amendment shall appear on the agendas as a notice item for action at a subsequent Board meeting.
- The public shall have an opportunity to respond to the amendment at a subsequent Board meeting. The public response shall be indicated on the agenda.

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 1660 titled Collective Bargaining: Public Notice Procedure Relating to Meeting and Negotiating under Educational Employment Relations Act (EERA) approved by the Board of Trustees on August 17, 1997 and revised on July 16, 2008. The language in blue ink is included for consideration.

Date Adopted:
(Replaces PCC Bylaw 1660)
BB 2720  COMMUNICATIONS AMONG BOARD MEMBERS

Reference:
   Government Code Section 54952.2

A majority of the members of the Board of Trustees shall not, outside a regularly scheduled meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board. This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communications with members of the Board outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of Board, if that person does not communicate to members of the Board the comments or position of any other member or members of the Board.

Date Adopted:
(This is a new policy recommended by the Policy and Procedure Service)
BP 3200

ACCREDITATION

References:
ACCJC Accreditation Eligibility Requirement 21;
ACCJC Accreditation Standard IV.B.1.i;
Title 5 Section 51016

From current PCC Policy 2120 titled Process for Institutional Accreditation

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

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

NOTE: The following policy language is required by the Western Association of Schools and Colleges (WASC)/Accrediting Commission of Community and Junior Colleges (ACCJC) accreditation standards.

The Superintendent/President shall ensure the District complies with the accreditation process and standards of the ACCJC and of other District programs that seek special accreditation.
The Superintendent-President shall keep the Board of Trustees informed of approved accrediting organizations and the status of accreditations.

The Superintendent-President shall ensure that the Board of Trustees is involved in any accreditation process in which Board participation is required.

The Superintendent-President shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

Date Adopted:
(Replaces current PCC Policy 2120; PCC Policy 2120 titled Process for Institutional Accreditation approved by the Board of Trustees on January 20, 1999 and revised on December 12, 2012.)
AP 3200  
ACCREDITATION

References:
ACCJC Accreditation Eligibility Requirement 21;
ACCJC Accreditation Standard IV.B.1.i

1. Accreditation Steering Committee (ASC)
a. The College Council Planning and Priorities Standing Committee shall serve as the ASC.
b. The primary purpose of the ASC is to guide and supervise the college’s accreditation activities.
c. The co-chairs of the ASC shall be the Accreditation Liaison Officer (ALO) and the Faculty Self-Study Coordinator.
d. The membership of the ASC shall be in accordance with the membership of the College Council Planning and Priorities Standing Committee.
e. One member of the Board of Trustees will be added to the ASC during the self-study process.
f. Other members of the college community may be asked to serve as resource advisors to the ASC during the self-study process.
g. One ASC member will serve on each of the Standards Committees and Writing Groups and serve as a liaison between the Standards Committees and Writing Groups.

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

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

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

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

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

3. Accreditation Self-Study Coordinator
   a. The primary duties of the Accreditation Self-Study Coordinator are to co-chair the ASC, coordinate the overall Self-Study process, provide guidance to the Writing Groups, edit the Self-Study report and assist in the preparation of any annual, follow-up, or midterm reports required by the commission.
   b. The Self-Study Coordinator will be appointed by the Academic Senate in consultation with the Superintendent-President.
   c. In the Fall semester two years before the Self-Study is due, the Self-Study Coordinator (SSC) will be appointed and begin training for the position by attending conferences, meeting with the previous SSC, and developing training for the writers of the Self-Study. During the following spring, the SSC will convene and form the required subcommittees, including the selection of the Chairs of those subcommittees as explained in 2b above.
   d. In the summer and fall one year before the Self-Study is due, the Self-Study Coordinator will receive regular monthly reports from the subcommittee chairs on their progress in writing and researching their section(s). In the following Spring, the SSC will receive final drafts from each subcommittee.
e. In the fall when the Self-Study is due, the SSC will perform the comprehensive edit of the whole report, submit that report to the ASC for approval, submit that approved policy to the Planning and Priorities Committee for its approval, and, after the Board has received a copy, submit the report in December of that term.

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

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

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

6. The Board of Trustees will be informed by the ALO or SSC in a timely manner about the status of the accreditation of the College, as well as the status of any specialized accreditations held by instructional programs of the college. The Board will be informed about any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

Date Revised: December 12, 2012
(Replaces current PCC Procedure 2120.10; PCC Procedure 2120.10 titled Process for Institutional Accreditation approved by the Board of Trustees on January 20, 1999)
BP 3300 PUBLIC RECORDS

References:
- Government Code Sections 6250 et seq.;
- Education Code, Sections 76243 and 99150 et seq.;
- The Family Educational Rights and Privacy Act (F.E.R.P.A.);
- The Health Insurance Portability and Accountability Act (H.I.P.A.A.)

NOTE: Current PCC Policy 2400 parallels the language recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore).

❖ From current PCC Policy 2400 titled Public Records

It is the policy of the Pasadena Area Community College District that the Superintendent-President shall establish in accordance with policy 2000 administrative procedures for records management including access by the public consistent with the requirements of the California Public Records Act.

Date Adopted:
(Replaces current PCC Policy 2400, PCC Blue Book Policy 7045, and PCC Blue Book Policy 7046 PCC Policy 2400 titled Public Records approved by the Board of Trustees on January 21, 2009 and revised on September 15, 2010.)
AP 3300 PUBLIC RECORDS

References:
Government Code Sections 6250 et seq.

1. Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Office of the Superintendent/President. The Superintendent/President reserves the right to ask the requestor to submit their request in writing for the purpose of clearly identifying which public records they want to inspect or have copied. The Office of the Superintendent/President will forward the request to the appropriate manager to respond.

2. Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the responding manager may request it to be provided in writing.

3. Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.

4. Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

5. Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.

6. Within ten (10) working days, the custodian of records will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s). As there are more than one hundred disclosure exemptions contained in California law, questions about whether a record is exempt from disclosure may be referred to legal counsel.
7. If the information requested is available in an electronic format and the requestor desires it in that format, the file(s) can be e-mailed free of charge.

8. If the information requested is not available in an electronic format or the requestor desires that the information be in a format other than e-mail, a fee will be charged.

9. The fee is managed by the Vice President, Administrative Services, who will annually review the fees against the market rate charged by duplication companies in the community. A rate schedule will be established that does not exceed 75% of the rates charged by the companies for similar services.

10. The Vice President, Administrative Services may reduce or waive this fee if, in his/er her judgment, significant financial hardship has been demonstrated by the requestor.

Date Revised: September 15, 2010
(Replaces current PCC Procedure 2400.10 and Blue Book Regulations 7045 and 7046 PCC Procedure 2400.10 titled Public Records approved on January 21, 2009.)
BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

Legal Authority References:
Education Code Sections 70901(b), 70902(b), and 78016;
Title 5 Sections 51000, 51022, 55002, 55060-55072, 55100, 55130, and 55150;
U.S. Department of Education regulations on the Integrity of Federal Student
Financial Aid Programs under Title IV of the Higher Education Act of 1965, as
amended.
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8

NOTE: This policy is legally required. The following language in red ink indicates that
the Board retains authority to approve new programs and courses, and delete programs,
and delegates the authority for all other actions to the Superintendent-President. It is the
option that is legally advised, but options that delegate all authority to the Superintendent-President or that require Board approval for new courses and deleted courses are legal.
The portion of this policy regarding credit hour definition is legally required in an effort
to show good faith compliance with the applicable federal regulations.

The programs and curricula of the District shall be of high quality, relevant to community
and student needs, and evaluated regularly to ensure quality and currency. To that end,
the Superintendent-President shall establish procedures for the development and review
of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:
• appropriate involvement of the faculty and Academic Senate in all processes;
• regular review and justification of programs and course descriptions;
• opportunities for training for persons involved in aspects of curriculum
development.
• Consideration of job market and other related information for career and technical
education programs.
All new programs, courses and degrees, all modifications of programs, courses and
degrees, and all deletions of programs, courses and degrees shall be approved by the
Board of Trustees.

All new programs and program modifications shall be submitted to the State Chancellor's
Office for approval as required after approval by the Board of Trustees.

Individual degree-applicable credit courses offered as part of a permitted educational
program shall be approved by the Board of Trustees. Non-degree-applicable credit and
degree-applicable courses that are not part of an existing approved program must satisfy
the conditions authorized by Title 5 regulations and shall be approved by the Board.

❖ From current PCC Policy 3200 titled Curriculum Development, Adoption, and
Review

Curriculum and Instruction Committee (C&I)

It is the policy of the Pasadena Area Community College District that the Curriculum and
Instruction Committee shall facilitate, coordinate, and maintain quality control for the
process of curriculum review and development as defined in Title 5 and other State
administrative codes and as directed by the Board of Trustees. Actions taken by the
Curriculum and Instruction Committee shall be submitted for approval to the Vice
President for Instruction Chief Instructional Officer and to the Board of Trustees. The
expertise for curriculum development and innovation resides, though not exclusively, with
the faculty within educational units each division.

The final responsibility and authority for educational programs in general and curriculum
in particular rest with the Board of Trustees of the Pasadena Area Community College
District.

The Board of Trustees approves the composition of the College Curriculum and
Instruction Committee as established by mutual agreement of the College administration
and the Academic Senate.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District
shall assess and designate each of its programs as either a "credit hour" program or a
"clock hour" program.

The Superintendent-President shall establish procedures:
- which prescribe the definition of "credit hour" consistent with applicable federal
  regulations, as they apply to community college districts,
- to assure that curriculum at the District complies with the definition of "credit hour"
  or "clock hour," where applicable,
- for using a clock-to-credit hour conversion formula to determine whether a credit
  hour program is eligible for federal financial aid. The conversion formula is used
to determine whether such a credit hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

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 3200 titled Curriculum Development, Adoption, and Review approved by the Board of Trustees on April 9, 1987 and revised on May 16, 1989; October 1, 1990; November 17, 1994; April 3, 1996; September 17, 2008; and December 8, 2010. The language in blue ink is included for consideration.

Date Adopted:
(Replaces current PCC Policy 3200)
AP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

References:
Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;
WASC/ACCJC Accreditation Standard II.A

1. Name
The name, "Curriculum and Instruction Committee" (hereinafter cited as the "C & I Committee") shall apply to the college-wide group charged with the dispensation of curriculum proposals at Pasadena City College.

2. Charge of the Committee
The specific charges of the C & I Committee shall be as follows:
   a. To review, evaluate, and approve curriculum proposals and educational programs in accordance with the criteria established in Title 5, California Code of Regulations and the current Curriculum Standards Handbook:
      (1) Sections 55002(a) 55060-55064, 55130 - degree applicable credit courses;
      (2) Section 55002(b) 55160, 55170 - non-degree applicable credit courses;
      (3) Section 55002(c) 55064, 55150- 55155 - noncredit courses.

   b. To review the requirements for the Associate in Arts Degree, the Associate in Science Degree, General Education Certification, Majors, Areas of Emphasis, Certificates of Achievement, Occupational Skills Certificates, and Certificates of Completion. In accord with this review process, division faculty and program managers will review courses required for competency requirements and general education categories of the Associates degree and courses required for a major or "area of emphasis" on a periodic basis, and make modifications to existing courses and/or recommend the removal of courses and/or the addition of new courses, as appropriate. Newly developed courses must be evaluated for possible inclusion in a competency requirement and/or general education category of the Associates degree. Changes to the required degree course list are submitted to the C & I Committee for review and approval.

   c. To change catalog course descriptions and/or inactivate courses based on the recommendation of faculty.

   d. To forward recommendations on curriculum proposals to the Vice President for Instruction.

   e. To establish schedules as follows:
      (1) To complete the C & I curriculum review process in sufficient time for the approval of the C & I actions by the Chief Instructional Officer Vice President for Instruction and the Pasadena College Board of Trustees in accordance with printing deadlines for the College catalog.
To review PCC's curriculum periodically as per regulations.

f. To encourage the research and development of curriculum at Pasadena City College, especially:
   (1) To promote a college-wide review and study of the literature on curriculum development and to evaluate innovative proposals generated from any college with the objective of making recommendations to the administration or divisions schools for curriculum development.
   (2) To organize and/or participate in workshops designed to maintain a vital, relevant and innovative curriculum.

g. To establish an appeals procedure for the curriculum review process.

3. Composition of the Committee
   a. A tenured fulltime faculty member shall serve as chairperson of the C & I Committee, or two tenured fulltime faculty shall serve as co-chairpersons of the C & I Committee, and shall receive either reassigned time equivalent to 50%-80% of contract load or an equivalent overload stipend for each semester.
      If there is only one chairperson, then a tenured fulltime faculty member shall serve as vice-chairperson and be prepared to serve in the absence of the chairperson if necessary.
      The vice-chairperson must be someone currently serving on the C & I Committee.
   c. The C & I Committee shall be made up of four components: Faculty representatives, Members Ex-Officio, Student representatives, and Resource Experts.
      (1) Faculty representatives: 17 tenured or tenure-track full-time faculty representatives, including at least one from each of the educational units of Distance Education, Library, Allied Health, Counseling, and Noncredit, with the remaining 12 representatives to be equitably apportioned among the academic and technical disciplines, to be determined by the Academic Senate. In addition, there should be six alternates chosen from the faculty.
      (2) Members Ex-Officio: The deans/chairs (or designee) from each of the major academic disciplines, Allied Health, Career and Technical Education, Counseling, and the Articulation Officer of the school.
      (3) Student representation: The current Associated Student Vice President for Academic Affairs or designee.

4. Selection of Members
   a. Members, whose terms are effective July 1, shall be selected during the Spring semester as follows: The faculty chairperson(s) of the C & I Committee shall be selected for a two-year term by the Executive Committee of the Academic Senate from the tenured fulltime faculty who have served at least two years (one being immediately prior) on the C & I Committee and shall be confirmed by a majority vote of the Academic Senate Board.
   b. The vice-chair, if there is only one chairperson, will be appointed by the chairperson with approval of the C & I Committee for a two-year term.
   c. The faculty members and alternates shall be selected by members of their respective schools or instructional units.
      (1) The minimum term for faculty members and alternates shall be two (2) years.
      (2) The chairperson(s) of the C & I Committee shall provide a mandatory orientation for all members and alternates each year.
   d. The Vice President of Academic Affairs of the Associated Students shall be selected according to the voting procedures of the Associated Students.

5. Procedural Guidelines
b. The committee chairperson(s) shall develop C & I Committee meeting schedules based on expected workload, catalog publishing dates, and other deadlines that require a timely completion of the C & I Committee business.

c. A written notice of each meeting—along with all relevant documentation—shall be provided at least one week in advance of the meeting.

d. A recording secretary shall provide in a timely manner a written record of C & I Committee meetings.

e. The faculty representatives on the C & I committee shall be responsible for:
   (1) Assisting faculty with the curriculum development process.
   (2) Informing faculty of C & I committee actions and activities.
   (3) Reviewing proposed curriculum changes in preparation for discussion at C & I Committee meetings.

f. The Chairperson(s) of the C & I Committee may intervene at any point to facilitate the curriculum development process.

6. Voting Procedures

a. Each member of the C & I Committee shall have one vote. If a voting member is absent, an alternate member may vote.

b. The committee chairperson(s) may exercise the right to vote only in the event of a tie.

c. Voice votes shall ordinarily be the method of recording decisions. However, special circumstances may demand that individual votes of members be counted either by show of hands or by roll call, or by any other synchronous communication.

d. A quorum shall exist when over half of the C & I Committee membership is in attendance. A committee chairperson or the vice chairperson must be in attendance.

7. Standing and Ad Hoc subcommittees of the C & I Committee may be charged with specific duties and responsibilities as defined by the C & I Committee.

a. Standing Subcommittee on Curriculum proposal review
   A standing subcommittee for curriculum shall be formed to examine each course or program proposal. In particular, this subcommittee shall examine each proposal to ensure that it is written in correct catalog style, meets State requirements, and has the correct prerequisite(s), units, and class or lab hours. This subcommittee shall be comprised of:
   (1) The chairperson(s) of the C & I Committee or designee, who shall act as convener of the subcommittee;
   (2) An administrative representative of Instructional Support, Career and Technical Education, and Counseling;
   (3) The Articulation Officer;
   (4) Representative faculty members deemed appropriate by the chairperson(s) of the C & I Committee;
   (5) Any other person(s) deemed appropriate by the chairperson(s) of the C & I Committee

b. Standing Subcommittee on In-Service Education
   A standing subcommittee for in-service education shall be formed to coordinate in-service education for Instructional Units. This subcommittee shall be comprised of:
   (1) The chairperson(s) of the C & I Committee or designee, who shall act as convener of the subcommittee;
   (2) The Associate Dean of Instructional Support;
   (3) The person(s) deemed appropriate by the chairperson(s) of the C & I Committee

c. Subcommittees on Program Development
   Subcommittees on program development shall be formed to explore and bring forward proposals for new majors or areas of emphasis for the Associate degree or transfer degree. These subcommittees may also recommend modifications to existing majors or areas of emphasis. These subcommittees may also make recommendations for courses to be added or removed from the general education requirements for the Associate in Arts and Associate in Science degrees. These subcommittees shall be comprised of:
(1) The chairperson(s) of the C & I Committee or designee, who shall act as convener of the subcommittee;
(2) The faculty members deemed appropriate by the chairperson(s) of the C & I Committee.

8. Amendments to these policies and procedures shall be governed by the following guidelines:
   a. Proposed amendments shall accompany written announcements of meetings or they shall be brought to the attention of the C & I Committee members at a regular meeting under new business.
   b. Proposed amendments shall be written specifically and accurately. They must be signed by at least two C & I Committee members. Copies shall be made available to all C & I Committee members.
   c. Proposed amendments must be approved by a majority vote of the C & I Committee members.
   d. Even though the approved amendments shall be effective immediately, they shall be subject to the approval of the Academic Senate Board, and review of the Chief Instructional Officer Vice President for Instruction, the Superintendent-President of the College, and the Board of Trustees of Pasadena City College.
Board Agenda Item K: Veterans' Village Project
Board Meeting: November 5, 2014

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District (PACCD) of Los Angeles County, California, enter into a Memorandum of Understanding with the Veterans Administration of Greater Los Angeles Healthcare System (VAGLAHS) to host The Veterans Health Clinic of the Foothills adjacent to the Veterans Resource Center (VRC) to establish the "Veterans Village" for the period of five years. PACCD will provide the location and the VAGLAHS will absorb staffing and operational costs totaling approximately $3 million dollars throughout the duration of the agreement.

Fiscal Implications: $318,000 for the expansion of the Veterans Resource Center.

Background: PACCD is home to nearly 800 student veterans and provides comprehensive services in the VRC. This center has been recognized by "Military Times" magazine as second in the nation. The center has also been cited by the California Community College Chancellor's Office as the best in the state according to an independent researcher recently contracted to review service centers across the 112 colleges. The VRC is at capacity and Student Veterans will benefit from a larger center to be located in a modular unit situated in Parking Lot 3. In order to maximize this expansion opportunity, community organizations have partnered to raise funds to support the purchase of an additional modular unit to house the VAGLAHS sponsored Veterans Health Clinic of the Foothills.

Approved for Submission to the Board of Trustees by:

Interim Superintendent-President
• In Fall 2012, the Veterans Resource Center (VRC) asked the administration to expand the space because the current 825 sq. ft area was too small. The request was to use a storage room adjacent to the existing site in the “W” building which required removing a wall and other construction. Facilities identified an alternative solution to move the VRC to a modular because the overall campus facilities master plan would probably require a renovation of the entire “W” building.

• In response to a presentation by Faculty member, Patricia D’Orange-Martin about the VRC at a local Rotary Club Meeting, the Veterans Administration of Greater Los Angeles Healthcare System (VAGLAHS) proposed that a Health Clinic open adjacent to the VRC in order to address health needs of Veterans. The idea was that partnering with a center that already has good working relationships with Veterans would increase the likelihood that Veterans will feel comfortable accessing services.

Background Information
• Expand Veteran's Resource Center
  • With 800 student Veterans attending PCC the VRC is at capacity

• Establish Veterans Health Center on Campus
  • VA Community Outpatient Clinic on Community College Campus (First in the Nation)
  • Provide comprehensive health and wellness services to student Veterans and eligible Veterans
  • Develop strong relationship with the VAGLAHS

Project Goals & Objectives
<table>
<thead>
<tr>
<th>Services that exist in the Veterans Resource Center</th>
<th>Proposed Services offered by Veteran's Health Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>• VA Vocational Rehabilitation Counselor visits regularly</td>
<td>• Primary Healthcare Services</td>
</tr>
<tr>
<td>• Veteran Student Club</td>
<td>• Women’s Healthcare Services</td>
</tr>
<tr>
<td>• Veteran Learning Community</td>
<td>• Mental Health Services</td>
</tr>
<tr>
<td>• Tutoring</td>
<td>• Wellness Services</td>
</tr>
<tr>
<td>• Academic Coaching</td>
<td></td>
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<tr>
<td>• Educational Counseling</td>
<td></td>
</tr>
<tr>
<td>• Professional Development for faculty and staff</td>
<td></td>
</tr>
<tr>
<td>• Veterans Benefits Service Officer visits</td>
<td></td>
</tr>
<tr>
<td>• Named #2 in the nation by Military Times Magazine</td>
<td></td>
</tr>
<tr>
<td>• Named #1 in California based on auditor report for Chancellor’s Office</td>
<td></td>
</tr>
</tbody>
</table>

**Services in Veteran’s Village**
PCC Student Voices

• I’m a single mom, a Veteran and a student. I served in a couple tours in the war. I’m trying to adjust to being a civilian and being a student. It’s hard to do that and take time out of my busy life to drive to West LA to receive services, so I don’t get services. If we had a clinic here, it would mean I could get the help I need to continue my studies.

• It takes all day to drive to West LA, wait for appointment, see a doctor and get a referral to another doctor. Having a clinic here would be helpful, so that I don’t have to miss class to do it.

• I’m PTSD level 3 and have been enrolled at PCC for years. I need services, but I don’t have time to get them. Placing a clinic right here on campus will make it easier to get assistance, so I can focus on my school goals.

• As a Veteran, I have 5 years from my tour(s) in Iraq/Afghanistan to get medical treatment, and then I’m on my own for medical issues based on my own insurance.

Why add a Health Clinic to the VRC?
- Veteran’s Resource Center Expansion
  - $318,000 (District Funded)
- Veteran’s Health Center
  - $250,000 (Fundraised)

**Initial Cost**
• Staffing: $600,000-$800,000 annually (3 million dollars over five years)
  • VAGLAHS will absorb staffing costs of the Primary Care Team including:
    • Site Manager
    • Primary Care Provider
    • RN/LVN
    • Mental Health Provider
    • Medical Assistant
  • Medical Supplies & Other Services:
    • Tele-health program specialist
    • Internet and computers
    • Custodial Services
    • Hazardous waste disposal
    • Furniture: exam tables, chairs, etc.

Ongoing Operational Costs
• **Staffing**
  - VAGLAHS is committed to providing staffing based on the VA budgeting model.

• **5 Year Agreement**
  - PCC and VAGLAHS would benefit from entering into a partnership for a 5 year period.

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**Sustainability**
• **Location:** Parking Lot 3
• **Type of Structure:** Modular Units
• **Square Footage:**
  • Veterans Resource Center: 1,920 sq. ft.
  • Veterans Health Center: 1,440 sq. ft.
    • 2 to 3 Exam Rooms and 1 Restroom
• **Health Center Parking**
  • 30 spaces: 25 Visitors and 5 VAGLAHS employees
• **Project Completion**
  • 18 months from the date the modular is purchased

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**Location & Logistics**
• Operational Hours of Veterans Health Center
  • Monday through Friday 8:00am to 4:30pm
  • Hours may be expanded as needed

• Number of Patients
  • Approximately 10-20 appointments per day
  • 1,200 Veterans (student and non-student) anticipated in the first year.

• Security
  • VAGLAHS Chief of Police will work with PCC Security and Pasadena Police to develop protocols

Health Center Daily Operations
• Approximately 70 students per year can conduct rotations at Veterans Health Center
• 8 Hour shifts
• Programs include Registered Nursing, Licensed Vocational Nursing, Medical Assisting, and Dental Assisting
• VAGLAHS has 11 other sites of care that PCC will be able to use for student rotations

PCC Allied Health Student Rotations
• Stars of Hope: $25k
• American Legion Post 13: $10k
• Veterans of Foreign Wars Post 3208: $10k
• Rotary Club of San Marino: $10k
• Private Donors: $1k
• Grant Application: $100k
• Larger donors are committed pending final board approval of the project

Committed Funders
Tuesday, November 11, 2014
10:30 a.m.

Military Flyover at 11:11 a.m.

Pasadena City Hall
Centennial Square
100 North Garfield Avenue
Pasadena, California

Please join the City of Pasadena, Pasadena Senior Center, Pasadena Naval League, Vietnam Veterans of America (Ch. 446), Tuskegee Airmen, and the American Legion in honoring Veterans in this great City.

Special Guest Speaker
Colonel Peter B. Baumgarten, U.S.M.C.

Guests include Pasadena Area Veterans, Mayor Bill Bogaard, Pasadena City College Veteran Students, Pasadena Police & Fire Departments, and the 2nd Battalion, 23rd Marines.

Refreshments will be provided at the conclusion of the event.
Veterans Health Center of the Foothills

Frequently Asked Questions

1. **We are here to provide an education to students. Isn’t providing a Health Clinic overstepping our mission?**

No. In order to help student Veterans succeed, we must address underlying health issues so these students can focus on their studies. This is the rationale used to support the existing general student Health Center. Students are often faced with issues outside of the classroom that interfere with success. This specific population of students is in need of additional support.

At Pasadena City College (PCC), we have already seen many cases of Post-Traumatic Stress Disorder (PTSD) and Traumatic Brain Injury (TBI). We have also already seen the positive impact the Veterans Resource Center (VRC) has made in the lives of Veterans. We feel that positioning a Veterans Administration (VA) Health Clinic next to the VRC will build upon the trust the Student Veterans have with the center and will help Veterans access these much needed medical services.

2. **Will hosting a Health Center on campus attract safety hazards for students?**

According to the VA, the former Pasadena Veterans Clinic did not have any incidents that posed a security risk for the clinic nor the surrounding community during the 10+ years it operated.

3. **Is there a Veteran Medical Clinic in Temple City that can be used instead?**

No. There was a site on Las Tunas Avenue in San Gabriel that closed 5 years ago.

4. **Will we outgrow the site in a short amount of time due to all the Veterans in the local area?**

No. Veterans who have served in Iraq and Afghanistan are anticipated to be the primary enrollees for this clinic because they have five years from the time they were discharged in order to qualify for medical services. After this five year period, they are no longer eligible for medical services.

5. **Can the VA help us provide additional security if needed?**

Yes. The VA can provide a security guard at the door if needed.

6. **Will this really help our PCC students enrolled in other academic programs such as Allied Health complete internships and rotations?**

Yes. Applied experience is required for completion of our Allied Health programs. Approximately 70 students will be able to conduct rotations in this Health Center.

7. **Can the City of Pasadena open a site?**

Possibly. The idea is to support this innovative idea first, to partner VA Health Clinic with PCC, an entity that has existing, trusting relationships with students as a means to increase the likelihood that Veterans will use the services. The VA is open to future opportunities for growth.
and expansion as needed. Perhaps a clinic in Pasadena that specializes in Ambulatory Care, Traumatic Brain Injury or Women’s Veteran health needs can be explored in the future.

8. Shouldn’t we expand the VRC in the existing “W” building?
The VRC is now housed in 825 sq. ft. of space. To expand in the room adjacent to the existing VRC would only provide 639 more sq. ft. of space. The modular would provide an additional 1,095 sq. ft. of space for the VRC. To expand in the W building it would cost $307k. To expand to the modular it would cost $318k. The current Centennial Master Planning process will most likely have implications for the existing W building to undergo major renovation/reconstruction. Investing over three hundred thousand in the W building at this point, may not be the best choice.

9. Do our Veterans really need this Health Center?
Yes. At PCC many Veterans are faced with challenging circumstances. Our current Health Center cannot provide the depth and breadth of services that many Veterans need. Many Veterans are first in their family to go to college, and many are from low socioeconomic backgrounds. It is important to note that 74% of our Veterans are from historically underrepresented groups: 43% are Chicano/Latino and 31% are African-American. Providing support services specifically for this student population will ensure we can help more Student Veterans succeed in realizing their educational and life goals.
Our Community Benefits

With the help of community members through direct donations, this new clinic will provide Veterans with access to VA healthcare services, information and resources otherwise not available in our local community. In addition, this new partnership paves the way for medical academic affiliations between Pasadena City College and the VA Greater Los Angeles Healthcare System. As a result, our community will see an increase in awareness, education and vocational training for Veterans, citizens and students in areas related to Veterans' healthcare.

Won't you join us in serving those who have served us all?

THANK YOU VETERANS

Support our Veterans!
Donate now at
unitedforvets.org
Leave no Veteran Behind

Veterans in the San Gabriel Valley lack local access to vital healthcare services and have to travel to Los Angeles, Long Beach or Loma Linda in order to receive the care they have earned and deserve. To solve this problem, Pasadena City College (PCC) and VA Greater Los Angeles Healthcare System (VAGLAHS) have joined forces with numerous community partners to establish a new, state-of-the-art clinic for all San Gabriel Valley Veterans – the Veterans Health Center of the Foothills.

Why we do this

Through this innovative partnership, a new VA clinic will be built on the PCC campus to provide services to the more than 800 PCC student Veterans and central access to the thousands of Veterans residing throughout the area. PCC is providing the physical space and VAGLAHS will provide the medical staffing for the new center. This clinic will be the first in the nation to be located at an academic institution, and will reflect our community's commitment to putting Veterans first.

The Veterans Health Center of the Foothills will provide all area Veterans with local access to:

- Primary Healthcare Services
- Women's Healthcare Services
- Mental Health Services
- Integrative Health and Healing Therapies

How can I help?

Join together with PCC, VAGLAHS, and our community partners to show your support for our Veterans. To learn more, visit our webpage: unitedforvets.org

Our Partners:

Congresswoman Judy Chu:

"On the battlefield our military pledges to leave no service member behind. We must promise that when they return home we leave no veteran behind. Today we are faced with new challenges in providing much needed services to our Veterans. For that reason I strongly support the collaboration between the VA Greater Los Angeles Healthcare System and Pasadena City College to establish a Veteran's health center in the San Gabriel Valley. This center would be the first of its kind in the nation and will offer Veterans the quality healthcare they deserve and the education benefits they have earned."
CONSENT ITEM TITLE:
Approval of Student Travel - ASPCC Lobby Committee

Board Meeting Date: November 5, 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 following student travel: EMP A1, A2, 12

FISCAL IMPLICATIONS: Funds for this purpose are provided by the 2014-2015 Associated Students Lobby Fee Fund. Cost categories and amounts include: Airfare, ground transportation, lodging, meals, duplicating, stipends, registration fees, miscellaneous, and materials.

GROUP: Associated Students of Pasadena City College (ASPCC) Lobby Committee

NUMBER: 14 (12 Students and 2 Advisors)

DATE(S): November 20-23, 2014

TIME(S): Various

DESTINATION(S): Westin Mission Hills Rancho Mirage, CA 92270

EVENT: Community College League of California Annual Conference

TRANSPORTATION: Air, shuttles, taxi

ADVISOR(S): Student Affairs Staff

NOT TO EXCEED: $10,901.00

BACKGROUND: This activity involves travel to an annual leadership statewide conference focusing on leadership development. This conference will host various workshops on leadership and student success.

Recommended for Approval:

Associate Vice President, Student Affairs

Approved by:

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

Executive Director, Business Services

Interim Superintendent/President

(Required three signatures)
CONSENT ITEM TITLE: Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: November 5, 2014

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, accept the reporting and approval of Revolving Fund Reimbursement for the Pasadena Area Community College District Revolving Cash Fund in the amount of $2,354.77. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are expended in the 2014-2015 Adopted District Budget in the Revolving Cash Fund.

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>10/08/14</td>
<td>21649710</td>
<td>$ 769.81</td>
</tr>
<tr>
<td>10/16/14</td>
<td>21674640</td>
<td>$ 590.43</td>
</tr>
<tr>
<td>10/20/14</td>
<td>21679887</td>
<td>$ 994.53</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$2,354.77</td>
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</tbody>
</table>

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

Recommended for Approval:

[Signature]
Director, Fiscal Services

Approved by:

[Signature]
Executive Director, Business Services

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

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

[Signature]
Interim Superintendent/President

(Requires three signatures)
### REVOLVING FUND REIMBURSEMENT
#### OCTOBER EXPENSE SUMMARY

<table>
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<tr>
<th>DATE</th>
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<td>Parking</td>
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<td>Library</td>
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<td>10/16/2014</td>
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<td>Student Travel</td>
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<td>Postage</td>
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<td>Supplies</td>
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<td>Student Travel</td>
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<td>Other Payments to Students</td>
<td>$87.50</td>
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<td>Other Services</td>
<td>$141.26</td>
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<tr>
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<td>$994.53</td>
</tr>
</tbody>
</table>
CONSENT ITEM TITLE:
Approve/Ratify Contracts

Board Meeting Date: November 5, 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 contracts listed on the attached pages.

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

BACKGROUND: The contracts have been requested by the area organizational code managers and reviewed for compliance with legal requirements and with District policies.

Recommended for Approval:

[Signature]
Executive Director, Business Services

Approved by:

[Signature]
Executive Director, Business Services

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

(Approved for submission to the Board of Trustees)

Interim Superintendent/ President

(Requires three signatures)
## 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>B150170</td>
<td>The Regents of the University of California (UC), division of Agriculture and Natural Resources, Cooperative Extension (UCCE) California Naturalist Program</td>
<td>No Cost</td>
<td>District will perform duties to collaborate in the delivery of the University of California Naturalist Program, a UCCE-approved educational program designed to promote stewardship of California's natural resources through education and service. EMP: I</td>
<td>11/6/14 thru 11/5/17</td>
<td>Natural Sciences</td>
<td>N/A</td>
</tr>
<tr>
<td>B150168</td>
<td>University of Southern California on behalf of its Keck Hospital of USC and Kenneth Norris Jr. Cancer Hospital</td>
<td>No Cost</td>
<td>Affiliation agreement for clinical training experience. EMP: K3, B1.2</td>
<td>11/6/14 thru 11/6/16</td>
<td>Health Services - Nursing</td>
<td>N/A</td>
</tr>
<tr>
<td>B150169</td>
<td>California Governor's Office of Business and Economic Development (GO-Biz)</td>
<td>No-Cost</td>
<td>District to receive a grant, not-to-exceed a total of $45,000.00, to help fund business consulting services. EMP: I</td>
<td>10/1/14 thru 9/30/15</td>
<td>Small Business Development Center</td>
<td>N/A</td>
</tr>
<tr>
<td>B150178</td>
<td>Anne Dullaghan</td>
<td>$30,000.00</td>
<td>Create a web writing style guide and a quick-reference manual specifically for Pasadena City College. Complete all necessary writing updates for the March 2015 accreditation visit. Create content and writing templates for all high-level web-pages and other tasks as needed for a not-to-exceed total of $30,000.00. EMP: D2</td>
<td>10/15/14 thru 4/15/15</td>
<td>Public Relations</td>
<td>100000-440100-512000-6790</td>
</tr>
</tbody>
</table>
### REVIEW OF CONTRACTS

<table>
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</thead>
<tbody>
<tr>
<td>B-98408-4</td>
<td>Keenan &amp; Associates</td>
<td>$4,800.00</td>
<td>Amendment No. 1. To increase contract value from $34,375.00 to a not-to-exceed total of $39,175.00, an increase of $4,800.00. All other terms and conditions remain the same. EMP: J1, K3, D4.2</td>
<td>7/18/13 thru 6/30/14</td>
<td>Business Services</td>
<td>100000-310000-582000-6720</td>
</tr>
<tr>
<td>B150183</td>
<td>Strata Information Group (SIG)</td>
<td>$93,800.00</td>
<td>To provide Banner Financial Aid systems training and support. Functional and technical consulting. EMP: E3</td>
<td>1/1/15 thru 6/30/15</td>
<td>Financial Aid</td>
<td>100000-310000-512000-6720</td>
</tr>
<tr>
<td>B150171</td>
<td>Brando Skyhorse</td>
<td>$4,000.00</td>
<td>Guest speaker for One Book One College for a not-to-exceed total of $4,000.00. EMP: A3.1</td>
<td>11/13/14 thru 11/13/14</td>
<td>Academic Support</td>
<td>103101-421900-514000-6490</td>
</tr>
<tr>
<td>B150172</td>
<td>Diane Hollems</td>
<td>$3,000.00</td>
<td>Provide expert information regarding regulations pertaining to Dual Enrollment to help the Pasadena Academic and Career pilot program. Board Members, Executives, Nonprofit leaders, educators and conselors will be present to learn critical information to provide a quality education to students. EMP: A3.1</td>
<td>11/5/14 thru 11/6/14</td>
<td>Career and Technical Education</td>
<td>235267-526700-512000-6490</td>
</tr>
<tr>
<td>B150167</td>
<td>Dr. Diane J. Goodman</td>
<td>$5,000.00</td>
<td>Guest Speaker at the Student Equity Meeting to explore the topic, &quot;What is Student Equity?&quot; for a not-to-exceed total of $5,000.00. EMP: A3.1</td>
<td>10/19/14 thru 10/20/14</td>
<td>Student Affairs</td>
<td>225317-533700-512000-6320</td>
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<tr>
<td>Contract No.</td>
<td>Contractor</td>
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<tr>
<td>P150175</td>
<td>Kleinfelder</td>
<td>$9,658.50</td>
<td>To provide materials testing and inspection services for the Restroom Upgrade Project in the R-Building for a not-to-exceed total of $9,658.00. EMP: L</td>
<td>10/9/14 thru 6/30/15</td>
<td>Measure P - Project Center</td>
<td>420000-741200-821300-7100</td>
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<tr>
<td>P150175</td>
<td>SAA Associates</td>
<td>$26,000.00</td>
<td>To review and assist with a response to issues raised in a claim submitted by Liberty Mutual for a not-to-exceed total of $26,000.00. EMP: L</td>
<td>10/8/14 thru 6/30/15</td>
<td>Measure P - Project Center</td>
<td>420000-740400-821800-7100</td>
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</table>
CONSENT ITEM TITLE:
Approve Piggybackable Contracts

Board Meeting Date: October 15, 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 purchase of supplies, materials, and equipment, or lease of equipment, using the following piggybackable contracts. California Public Contract Code Sections 20118 and 20652 allow bids and/or contracts that are of the same nature to be used by other school Districts when it utilizes piggybackable agreements.

California Multiple Award Schedule (CMAS)


FISCAL IMPLICATIONS: No fiscal obligation is created by the authorization to utilize the piggybackable contract.

BACKGROUND: Pursuant to Public Contract Code Sections 20118 and 20652, authorization of the Board of Trustees is required to piggyback on the listed contract. This contract will allow the District to purchase equipment, software, supplies and materials, for the 2014-2015 Fiscal Year without conducting a formal bid, thereby taking advantage of the same terms and conditions of the contract and its competitive pricing structure within the contract referenced above.

Recommended for Approval:

[Signature]
Executive Director, Business Services

Approved by:

[Signature]
Executive Director, Business Services

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

[Signature]
Interim Superintendent/President

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES.

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

CONSENT ITEM TITLE:
Approve Contract Number C150003 to Impact Construction and authorize Piggyback Contract to Loomis School District

Board Meeting Date: November 5, 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 Contract Number C150003 for Two Hundred Thirteen Thousand Six Hundred Twenty-Four Dollars ($213,624.00) to Impact Construction Services for Modular Classrooms. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2014-2015 Adopted District Budget under the following cost center shown:

410000-713800-625000-7100 (Classroom Expansion)

BACKGROUND: 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 throughout California. Loomis Union School District awarded Bid 08-984 for Modular Classrooms to Impact Construction Incorporated, approved on its board meeting of July 31, 2013, and identifies that the contract expires on July 31, 2015. Impact Construction Services has agreed to honor the same prices and terms as outlined by the Loomis Union School District bid documents. This piggyback authorization will allow the District to purchase Modular Classrooms with all incidental costs through the 2014-2015 Fiscal Year.

As required by the State of California, Loomis Union School District advertised twice and Impact Construction Services was found to be the lowest responsive, responsible bidder meeting all requirements and qualifications.

Pasadena Area Community College District stands to recognize a significant savings in cost and time by using the "piggyback" option. It is recommended that the District approve Contract Number C150003 to Impact Construction Services for Modular Classrooms and authorize the piggyback option on the Loomis Union School District contract for the 2014-2015 Fiscal Year.

Recommended for Approval:

[Signature]
Executive Director, Facilities Services

Approved by:

[Signature]
Executive Director, Business Services

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

(Requires three signatures)
CONSENT ITEM TITLE:
Approve Purchasing Transactions

Board Meeting Date: November 5, 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 P1501130 through P1501232. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2014-2015 Adopted 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:

Executive Director, Business Services

Approved by:

Executive Director, Business Services

Senior Vice President/Assistant Superintendent Academic and Student Affairs

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES

Interim Superintendent/ President

(Requires three signatures)
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>PO Amount</th>
<th>Total YTD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1501166</td>
<td>Johnstone Supply</td>
<td>Supplies and Materials</td>
<td>Building Services</td>
<td>1,212.18</td>
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<td>P1501173</td>
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<td>Supplies and Materials</td>
<td>Building Services</td>
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<tr>
<td>P1501182</td>
<td>Abco Electric Motors</td>
<td>Repair and Maintenance of Equipment</td>
<td>Building Services</td>
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<td>7,387.92</td>
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<td>P1501185</td>
<td>Pacwest Air Filter LLC</td>
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<td>Building Services</td>
<td>7,690.62</td>
<td>7,690.62</td>
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<td>P1501153</td>
<td>Staples</td>
<td>Supplies and Materials</td>
<td>Campus Use Office</td>
<td>534.17</td>
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<td>P1501171</td>
<td>Clean Source</td>
<td>Supplies and Materials</td>
<td>Facilities Custodial Services</td>
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<td>8,314.08</td>
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<tr>
<td>P1501232</td>
<td>UniSan Products</td>
<td>Supplies and Materials</td>
<td>Facilities Custodial Services</td>
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<td>Repair and Maintenance of Equipment</td>
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<td>P1501176</td>
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<td>Facilities Trades</td>
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<td>11,794.52</td>
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<td>P1501179</td>
<td>Nexgen</td>
<td>Supplies and Materials</td>
<td>Facilities Trades</td>
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<td>P1501216</td>
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<td>Repair/Upkeep Bldgs and Grounds</td>
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<td>P1501217</td>
<td>Red Star Fire Protection</td>
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<td>Facilities Trades</td>
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<td>P1501139</td>
<td>Robert Half Legal</td>
<td>Other Services</td>
<td>Fiscal</td>
<td>2,130.80</td>
<td>26,167.36</td>
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<tr>
<td>P1501141</td>
<td>Robert Half Legal</td>
<td>Services rendered in Fiscal Services</td>
<td>Fiscal</td>
<td>560.56</td>
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<td>P1501142</td>
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<td>Fiscal</td>
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<td>P1501158</td>
<td>Patterson Dental Co</td>
<td>Supplies and Materials</td>
<td>HS: Dental Assisting</td>
<td>2,092.80</td>
<td>7,304.02</td>
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<td>P1501155</td>
<td>Demco INC</td>
<td>Supplies and Materials</td>
<td>LIB: Shaford Library</td>
<td>1,579.46</td>
<td>1,579.46</td>
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<td>P1501157</td>
<td>Kapco Library Products</td>
<td>Supplies and Materials</td>
<td>LIB: Shaford Library</td>
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<td>804.84</td>
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<td>P1501154</td>
<td>Thermo Fisher Scientific</td>
<td>Supplies and Materials</td>
<td>NS: Physical Sciences</td>
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<td>50,560.39</td>
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<td>P1501193</td>
<td>D &amp; J Piano Movers</td>
<td>Other Services</td>
<td>PCA: Music and Dance</td>
<td>750.00</td>
<td>870.00</td>
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<td>P1501160</td>
<td>Pasadena Weekly</td>
<td>Advertising</td>
<td>Public Relations</td>
<td>525.00</td>
<td>525.00</td>
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<td>P1501227</td>
<td>Staples</td>
<td>Supplies and Materials</td>
<td>Small Business Dev Ctr-SBDC</td>
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<td>P1501195</td>
<td>PCC Bookstore</td>
<td>Supplies and Materials</td>
<td>Student Business Services Office</td>
<td>1,678.00</td>
<td>35,880.93</td>
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<tr>
<td>P1501136</td>
<td>Aardvark Clay</td>
<td>Supplies and Materials</td>
<td>VAMS: Art</td>
<td>2,092.04</td>
<td>2,092.04</td>
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<tr>
<td>P1501143</td>
<td>Hoover and Strong</td>
<td>Supplies and Materials</td>
<td>VAMS: Art</td>
<td>583.11</td>
<td>583.11</td>
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<td>P1501223</td>
<td>SIMS Welding Supply</td>
<td>Supplies and Materials</td>
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<td>4,407.73</td>
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<td>P1501164</td>
<td>National Student Clearinghouse</td>
<td>Other Services</td>
<td>Admissions and Records</td>
<td>1,263.40</td>
<td>1,263.40</td>
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<td>P1501151</td>
<td>Staples</td>
<td>Supplies and Materials</td>
<td>ROSEMEAD: Division Office</td>
<td>2,000.00</td>
<td>67,650.63</td>
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</table>

**Total General Fund**

| Amount | 43,571.15 |

**RESTRICTED GENERAL FUND (INCLUDING GRANTS)**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>PO Amount</th>
<th>Total YTD Amount</th>
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</thead>
<tbody>
<tr>
<td>P1501131</td>
<td>Lion Dental Supply</td>
<td>Supplies and Materials</td>
<td>CTEA: Across All CTE Programs</td>
<td>647.86</td>
<td>647.86</td>
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<td>P1501167</td>
<td>B and H Photo-Video Pro Audio</td>
<td>Supplies and Materials</td>
<td>CTEA: Across All CTE Programs</td>
<td>2,999.68</td>
<td>20,986.17</td>
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<td>P1501186</td>
<td>GuitarCenter.com</td>
<td>Supplies and Materials</td>
<td>Title V, Excel for Life (XL)</td>
<td>2,786.92</td>
<td>3,057.80</td>
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<td>P1501134</td>
<td>Amazon.com</td>
<td>Supplies and Materials</td>
<td>Title V - Design Tech Pathway</td>
<td>1,609.82</td>
<td>11,071.26</td>
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<td>P1501135</td>
<td>Rethink Robotics Inc</td>
<td>Supplies and Materials</td>
<td>Title V - Design Tech Pathway</td>
<td>39,840.00</td>
<td>39,840.00</td>
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<td>P1501147</td>
<td>Newark Electronics</td>
<td>Supplies and Materials</td>
<td>Title V - Design Tech Pathway</td>
<td>1,347.32</td>
<td>2,059.74</td>
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<td>P1501148</td>
<td>Staples</td>
<td>Supplies and Materials</td>
<td>Title V - Design Tech Pathway</td>
<td>746.60</td>
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<td>P1501168</td>
<td>Desert Business Interiors</td>
<td>New Equipment between $500-4999</td>
<td>Title V - Design Tech Pathway</td>
<td>28,946.13</td>
<td>28,946.13</td>
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<tr>
<td>P1501199</td>
<td>I-8 Food Services</td>
<td>Supplies and Materials</td>
<td>Upward Bound</td>
<td>19,167.60</td>
<td>43,590.86</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Summer meals for the Math and Science Upward Bound students</td>
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</tbody>
</table>

* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>PO Number</th>
<th>Vendor Name</th>
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<td>P1501192</td>
<td>Staples</td>
<td>Supplies and Materials</td>
<td>E&amp;T: Engineering &amp; Technology</td>
<td>842.36</td>
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<td>P1501189</td>
<td>Battery System</td>
<td>Supplies and Materials</td>
<td>E&amp;T: Public Services</td>
<td>1,000.00</td>
<td>12,000.00</td>
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<td>P1501191</td>
<td>Matco Tools</td>
<td>Supplies and Materials</td>
<td>E&amp;T: Public Services</td>
<td>2,956.00</td>
<td>2,956.00</td>
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<td>P1501162</td>
<td>McKesson General Medical</td>
<td>Supplies and Materials</td>
<td>HS: Radiologic Technology</td>
<td>1,503.44</td>
<td>5,879.01</td>
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<td>P1501198</td>
<td>Bio Corporation</td>
<td>Supplies and Materials</td>
<td>NS: Biological Sciences</td>
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<td>P1501210</td>
<td>Foncrist Environmental Inc</td>
<td>Supplies and Materials</td>
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<td>P1501212</td>
<td>BIO-RAD Laboratories</td>
<td>Supplies and Materials</td>
<td>NS: Biological Sciences</td>
<td>2,498.68</td>
<td>4,054.39</td>
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<tr>
<td>P1501133</td>
<td>Peacocks Marching World</td>
<td>Supplies and Materials</td>
<td>Public Services</td>
<td>1,097.09</td>
<td>2,365.91</td>
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<td>P1501194</td>
<td>Steve Weiss Music</td>
<td>Supplies and Materials</td>
<td>PCA: Music and Dance</td>
<td>538.68</td>
<td>538.68</td>
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<td>P1501138</td>
<td>Laguna Clay Company</td>
<td>Supplies and Materials</td>
<td>VAMS: Art</td>
<td>3,186.53</td>
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<td>P1501130</td>
<td>Amazon.com</td>
<td>Books, Magazines and Periodicals</td>
<td>Bridges to Stem Cell Research</td>
<td>1,944.57</td>
<td>11,071.26</td>
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<td>P1501214</td>
<td>PCC Bookstore</td>
<td>Other Payments to Students Books</td>
<td>CARE Program</td>
<td>2,086.74</td>
<td>35,880.93</td>
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<td>P1501165</td>
<td>Panera Bread</td>
<td>Supplies and Materials</td>
<td>Matriculation</td>
<td>2,000.00</td>
<td>4,163.50</td>
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</table>

**Total Restricted General Fund (Including Grants)** | 119,479.63

**CHILD DEVELOPMENT FUND**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
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</thead>
<tbody>
<tr>
<td>P1501228</td>
<td>B and B Service</td>
<td>Other Services</td>
<td>CDC: Gen Child Care Dev Prg</td>
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<tr>
<td>P1501159</td>
<td>I-8 Food Services</td>
<td>Other Services</td>
<td>CDC: Nutrition</td>
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**Total Child Development Fund** | 20,864.00

**BUILDING FUND**

<table>
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<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
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<tr>
<td>P1501184</td>
<td>Custom Craft Flooring Contractors</td>
<td>Construction/Modifications $100,000</td>
<td>M/P Classroom Conversions</td>
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</table>

**Total Building Fund** | 4,900.00

**SCHEDULED MAINTENANCE FUND**

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<th>PO Number</th>
<th>Vendor Name</th>
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<tbody>
<tr>
<td>P1501180</td>
<td>Ferguson Enterprises Inc #1350</td>
<td>Repair/Upkeep Bldgs and Grounds</td>
<td>S/M Sewer Main Repair</td>
</tr>
<tr>
<td></td>
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<td>Emergency repair of a pump in the R-Building to empty all water out of the basement</td>
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<tr>
<td>P1501183</td>
<td>Link-Nilsen</td>
<td>Repair/Upkeep Bldgs and Grounds</td>
<td>S/M Sewer Main Repair</td>
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<tr>
<td>P1501229</td>
<td>Ferguson Enterprises Inc #1350</td>
<td>Repair/Upkeep Bldgs and Grounds</td>
<td>S/M Sewer Main Repair</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintline sewer stoppage repair in C-Building.</td>
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</tr>
<tr>
<td>P1501169</td>
<td>Red Star Fire Protection</td>
<td>Site Improvements &lt;$100,000</td>
<td>S/M AQMD Compliance Project</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fire sprinklers certification, testing, and reports</td>
<td></td>
</tr>
</tbody>
</table>

**Total Scheduled Maintenance Fund** | 16,906.30
**Total** | $205,721.08

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

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

Board Meeting Date: November 5, 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 P1501130 through P1501232. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2014-2015 Adopted 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:

Executive Director, Business Services

Approved by:

Executive Director, Business Services

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

(Requires three signatures)
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>PO Amount</th>
<th>Total YTD Amount</th>
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<tr>
<td>P1501209</td>
<td>CDW Government Inc</td>
<td>Computer Equipment between $500-499</td>
<td>CIO Virtualization/Lab Upgrade</td>
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<td>151,165.83</td>
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<td></td>
<td>Six Lenovo Laptops</td>
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<td>Total Capital Outlay Fund</td>
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<td>Total</td>
<td></td>
<td>9,380.47</td>
<td>$9,380.47</td>
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</tbody>
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Consent Item No. 77-B

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approve Professional Conference Attendance

Board Meeting Date: November 5, 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 professional conferences attendance outside the United States and/or with anticipated costs in excess of $1,500.00.

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

UNRESTRICTED GENERAL FUND:

APPROVE:

ATTENDEE: Hector Sandoval
LOCATION: Annual Biomedical Research Conference for Minority Students, San Antonio, Texas
DATES: November 12-15, 2014
PURPOSE: Presenting research via a Poster Session and networking
CHARGES: $2,053.00
ACCOUNT NOS.: 100000-100000-5120-6600
RECOMMENDED BY: Robert Bell
EMP: E1:B1

Recommended for Approval:

Approved by:

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES

(Requires three signatures)
RESTRICTED FUND:

APPROVE:

ATTENDEES: Dave Douglass, Lynn Wright
DATES: November 6-8, 2014
PURPOSE: Professional development conference with a focus on innovative student learning projects that we will consider as a part of our STEM grant work.
CHARGES: $1,621.00 each
ACCOUNT NOS.: 215262-526200-521000-6490
RECOMMENDED BY: Robert Bell
EMP: E1:B1

ATTENDEE: Arineh Arzoumanian
LOCATION: Developing and Managing Competency Based Education, San Diego, California
DATES: November 19-21, 2014
PURPOSE: Competency based education has been receiving a lot of attention across higher education because of its ability to get students to degree completion faster, cheaper, and on a flexible learning schedule.
CHARGES: $2,601.80
ACCOUNT NOS.: 235267-526700-5210-6490
RECOMMENDED BY: Robert Bell
EMP: B2.1

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 trips have been recommended by the College President.
CONSENT ITEM TITLE:
Approve Change Orders, Restroom Upgrade, Buildings C and V

Board Meeting Date: November 5, 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 Orders Number Nine (9) and Ten (10) 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 #9: Add to provide supports for water supply and drain line piping in the second floor women's restroom of the C-Building. Also, to frame in and finish an abandoned door opening to make the wall flat all the way across. The total cost of this change order is Two Thousand One Hundred Ninety-Six Dollars ($2,196.00).

Change Order #10: Add to install new pipe nipples between the new toilet and sink valves and the existing main water supply piping. During demolition it was discovered that these existing pipe nipples were heavily corroded. The total cost of this change order is One Thousand Two Hundred Four Dollars ($1,204.00).

FISCAL IMPLICATIONS: The total amount of this change order is Three Thousand Four Hundred Dollars ($3,400.00). Funds for this purpose are budgeted in the 2014-2015 Adopted District Budget in the account number shown.

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

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.

Recommended for Approval:

Executive Director, Facilities Services

Approved by:

Executive Director, Business Services

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

(Requires three signatures)
## C & V Restroom Upgrade Project
### Change Order Record

**First California Construction Co., Inc.**

**Original Contract Award:** $443,440

**Original Project Contingency (maximum of 10%)**

<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</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</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</td>
</tr>
<tr>
<td>4</td>
<td>06/02/14</td>
<td>Add to the contract for labor and materials to install pendant 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 Back-up&quot; light fixtures for all restrooms in this bid.</td>
<td>$14,142</td>
</tr>
<tr>
<td>5</td>
<td>06/02/14</td>
<td>Deduct from the contract for labor and materials for the installation of 6 flush mounted light fixtures in the Men's Restroom (3 in each), of the V-building.</td>
<td>$(1,616)</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</td>
</tr>
<tr>
<td>7</td>
<td>07/17/14</td>
<td>Add to the Contract for labor and materials to provide structural backing in the walls for the new restroom partitions. This request was from the District to provide backing for the toilet partitions in areas where there was none previously (for all four C-building restrooms being remodeled).</td>
<td>$3,991</td>
</tr>
<tr>
<td>8</td>
<td>07/28/14</td>
<td>Add to the Contract for labor and materials to install 28 exhaust vents in the walls at the base of each toilet and at each urinal in the men's restroom of the third floor and at the women's restroom, second floor, building C. (Change Order #2 was for the men's second floor and women's third floor restrooms).</td>
<td>$988</td>
</tr>
<tr>
<td>9</td>
<td>09/17/14</td>
<td>Add to the Contract for labor and materials to provide supports for water supply and drain line piping in the second floor Women's Restroom of the C-building and also to frame in and finish an abandoned door opening to make the wall flat all the way across.</td>
<td>$2,196</td>
</tr>
<tr>
<td>10</td>
<td>09/24/14</td>
<td>Add to the Contract for labor and materials to install new pipe nipples between the new toilet valves and sink valves and the existing main water supply piping. During demolition it was discovered that the existing nipples were heavily corroded.</td>
<td>$1,204</td>
</tr>
</tbody>
</table>

### Value of Executed Change Orders: $40,556

### Contract Amount with Executed Change Orders: $483,996

### Remaining Project Contingency: $3,788

### Percentage of Impact by Change Orders to Overall Contract (of 10%): 8.38%

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Set-up: 11/12/03
Updated: 9/26/2014
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Pasadena City College

**CONSENT ITEM TITLE:**  
Accept Notice of Completion, C-140102, Audio Recording Studio

**Board Meeting Date:**  November 5, 2014

**RECOMMENDATION:** It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, accept as complete work on Contract C-140102, to Pro Sound and Video for building an audio recording studio, and installation of furniture and equipment in the Center for the Arts Building. EMP: K

**FISCAL IMPLICATIONS:** No financial obligation is created by this action.

**BACKGROUND:** At its meeting of November 6, 2013, Consent Item No. 60-B, the Board of Trustees authorized the issuance of Contract Number C140102 to Pro Sound and Video per the terms and specification of Bid 896. The Facilities Services Department now identifies this project as complete.

Recommended for Approval:

[Signature]
Executive Director, Facilities Services

Approved by:

[Signature]
Executive Director, Business Services

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

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES

[Signature]
Interim Superintendent/ President

(Requires three signatures)
CONSENT ITEM TITLE:
Accept Notice of Completion, C-140105, Waterproofing District Buildings

Board Meeting Date: November 5, 2014

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, accept as complete work on Contract C-140105, to Painting and Décor, Inc. for waterproofing District buildings. EMP: L

FISCAL IMPLICATIONS: No financial obligation is created by this action.

BACKGROUND: At its meeting of November 6, 2013, Consent Item No. 63-B, the Board of Trustees authorized the issuance of Contract Number C140105 to Painting and Decor, Inc., per the terms and specification of Bid 901. The Facilities Services Department now identifies this project as complete.

Recommended for Approval:

Executive Director, Facilities Services

Approved by:

Executive Director, Business Services

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

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

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

CONSENT ITEM TITLE:
Accept Notice of Completion, C-140118, Modular Classrooms and Labs

Board Meeting Date: November 5, 2014

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, accept as complete work on Contract C-140118, to Impact Construction Services, Inc., for Modular Classrooms and Labs. EMP: L

FISCAL IMPLICATIONS: No financial obligation is created by this action.

BACKGROUND: At its meeting of June 25, 2014, Consent Item No. 180-B, the Board of Trustees authorized the issuance of Contract Number C140118 to Impact Construction Services, Inc., per the piggybackable terms and specification of Bid 08-984 awarded by Loomis Union School District. The Facilities Services Department now identifies this project as complete.

Recommended for Approval:

Executive Director, Facilities Services

Approved by:

Executive Director, Business 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 Ratify and Accept Non-Cash Gifts

Board Meeting Date: November 5, 2014

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, ratify and accept the non-cash gifts which date from July 1, 2014 to Oct. 21, 2014 and are attached to this consent item. EMP: L1

FISCAL IMPLICATIONS: No fiscal obligation is created by the authorization to ratify and accept non-cash gifts. However, based on the donor’s valuation, the fair market value of the gifts is approximately Thirty-One Thousand Thirty-Three Dollars Twenty-Five Cents ($31,033.25).

BACKGROUND: Board of Trustees Bylaw No. 1640, Education Section 72205, Tendering and Accepting Gifts for the District states: The Board may accept on behalf of, and in the name of, the District such gifts, donation, bequests, and devises as are made to the District for community college purposes or to or for the benefit of any community college program and/or facility. Such gifts, donations, bequests, and devises may be made subject to such conditions or restrictions as the governing board may prescribe. In no event shall the approval of any state agency be a prerequisite to acceptance of such a gift, donation, bequest, or devise. No real or personal property, including money, accepted by the Board pursuant to this section shall be considered in determining the eligibility of the District for an apportionment from the State School Fund nor in determining the amount thereof.

The PCC Foundation procedure for acceptance of non-cash gifts is such that a donor contacts an interested division or department. The division dean or area director makes the decision whether the donation is useable and acceptable. If the division/department wants to accept the item, an Authorization to Accept a Non-Cash Gift form is then completed with the division dean or department director signature, the donor contact information, the description of gifts and a valuation made by the donor. The form is then forwarded to the PCC Foundation Office where it is authorized and dated by the Foundation Executive Director. The gift is logged and entered into the fundraising software. An acknowledgement letter is generated and mailed to the donor. Arrangements to receive the item(s) are made by the division/department.

Recommended for Approval:

Executive Director, Business Services

Approved by:

Executive Director, Business Services

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

(Requires three signatures)

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES

Interim Superintendent/President
<table>
<thead>
<tr>
<th>DATE OF GIFT</th>
<th>FIRST NAME</th>
<th>LAST NAME/ORGANIZATION</th>
<th>DESCRIPTION</th>
<th>DIVISION/DEPARTMENT</th>
<th>FAIR MARKET VALUE</th>
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<tr>
<td>8/7/2014</td>
<td>Bruce</td>
<td>Carter</td>
<td>Apatite on matrix - Durango, Mexico Barratum Bone.</td>
<td>School of Science &amp; Math</td>
<td>$70.00</td>
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<tr>
<td>8/26/2014</td>
<td>Melissa</td>
<td>Michelson</td>
<td>One (1) black and white printer with toner. Laserjet 1012 Serial #CNFB077890</td>
<td>School of Humanities and Social Science (Languages Dept., ESL)</td>
<td>$50.00</td>
</tr>
<tr>
<td>8/28/2014</td>
<td></td>
<td>PCC Foundation</td>
<td>One (1) Sawstop, Professional Cabinet Saw, 3HP, 230 v; One (1) Sawstop, T-Glide Fence System 52&quot; and Extension Table; One (1) Sawstop, Overarm Dust Collection Attachment; Three (3) Sawstop, Standard 10&quot; Brake Cartridge.</td>
<td>School of Visual and Media Studies</td>
<td>$3,983.25</td>
</tr>
<tr>
<td>8/30/2014</td>
<td></td>
<td>Esthetic Professional Dental Laboratory</td>
<td>A variety of porcelain powders and pastes opaques, fibrekor, stains and glazes</td>
<td>School of Allied Health</td>
<td>$20,730.00</td>
</tr>
<tr>
<td>9/22/2014</td>
<td>Ken</td>
<td>Cheney</td>
<td>Canon Powershot S3IS.6.0 Megapixels Digital Camera</td>
<td>School of Science &amp; Math</td>
<td>$200.00</td>
</tr>
<tr>
<td>10/21/2014</td>
<td>Microsoft</td>
<td></td>
<td>(2) Surface Pro 3, Core i5; (2) Microsoft Surface Pro 3 Model No: 1631; (4) Surface Pro Type Cover; (4) 1 yr Subscriptions Office 365</td>
<td>Public Relations</td>
<td>$6,000.00</td>
</tr>
</tbody>
</table>

**Fair Market Value**

July 1, 2014 - Oct. 21, 2014

$31,033.25
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve/Ratify Compensation for Academic Personnel

Board Meeting Date: November 5, 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 year 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 2014-2015 Adopted District Budget.

BACKGROUND: The assignment shall be determined by College need.

Recommended for Approval:

Approved by:

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES

(Requires three signatures)
### FUND 01

<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>SPECIAL PROJECT</th>
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<tbody>
<tr>
<td>Angerhofer, Tricia</td>
<td>1,000.00</td>
<td>APL—professional learning workshop facilitator for advanced Canvas pedagogy course, 10-02-14 to 12-07-14, EMP: B1, B2, C2.1</td>
</tr>
<tr>
<td>Aragon, James</td>
<td>400.00</td>
<td>Instruction—serve on hiring committee for AVP Student Affairs, 05-22-14, EMP: A3.1, B1</td>
</tr>
<tr>
<td>Bobich, Anita</td>
<td>1,675.00</td>
<td>Instruction—additional summer administrative hours for Dental Laboratory Technology, 07-10-14 to 08-20-14, EMP: A2</td>
</tr>
<tr>
<td>DiFiori, Russell</td>
<td>1,000.00</td>
<td>APL—professional learning workshop facilitator for advanced Canvas pedagogy course, 10-02-14 to 12-07-14, EMP: B1, B2, C2.1</td>
</tr>
<tr>
<td>Dodge, Mark</td>
<td>100.00</td>
<td>Instruction—academic faculty serving on the Academic Senate, 06-23-14 to 06-30-14, EMP: F3</td>
</tr>
<tr>
<td>Dodge, Mark</td>
<td>1,700.00</td>
<td>Instruction—academic faculty serving on the Academic Senate, 07-01-14 to 06-30-15, EMP: F3</td>
</tr>
<tr>
<td>Knott-Silva, Tammy</td>
<td>1,000.00</td>
<td>APL—professional learning workshop facilitator for advanced Canvas pedagogy course, 10-02-14 to 12-07-14, EMP: B1, B2, C2.1</td>
</tr>
<tr>
<td>Kuroki, Mikage</td>
<td>1,000.00</td>
<td>APL—professional learning workshop facilitator for advanced Canvas pedagogy course, 10-02-14 to 12-07-14, EMP: B1, B2, C2.1</td>
</tr>
<tr>
<td>Mitchell-Wagner, Janet</td>
<td>1,000.00</td>
<td>APL—professional learning workshop facilitator for advanced Canvas pedagogy course, 10-02-14 to 12-07-14, EMP: B1, B2, C2.1</td>
</tr>
<tr>
<td>Moore, Alexis</td>
<td>1,000.00</td>
<td>Instruction—academic faculty serving on the Academic Senate, 09-08-14 to 06-30-15, EMP: F3</td>
</tr>
<tr>
<td>Potter, Charlene</td>
<td>400.00</td>
<td>Instruction—serve on hiring committee for AVP Student Affairs, 05-22-14, EMP: A3.1, B1</td>
</tr>
<tr>
<td>Rodriguez, Katie</td>
<td>1,000.00</td>
<td>APL—professional learning workshop facilitator for advanced Canvas pedagogy course, 10-02-14 to 12-07-14, EMP: B1, B2, C2.1</td>
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</table>

### FUND 03

<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>SPECIAL PROJECT</th>
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<tbody>
<tr>
<td>Anderson, Melissa</td>
<td>3,000.00</td>
<td>Natural Sciences eSTEM Grant—community of practice for Chem 1A redesign plus pilot, 10-02-14 to 12-12-14, EMP: A3, B1.4</td>
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<tr>
<td>Ashcroft, Jared</td>
<td>3,000.00</td>
<td>Natural Sciences eSTEM Grant—faculty mentor for eCURe Nano Research project, 10-02-14 to 12-12-14, EMP: A3, B1.4</td>
</tr>
<tr>
<td>Blatti, Jillian</td>
<td>6,000.00</td>
<td>Natural Sciences eSTEM Grant—faculty mentor for eCURe Algae Research project Math/Science community of practice participant; STEM Center hours; Chem 1A redesign pilot, 10-02-14 to 12-12-14, EMP: B1</td>
</tr>
<tr>
<td>Name</td>
<td>Amount</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
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</tr>
<tr>
<td>Chen, Chia-Wei</td>
<td>2,500.00</td>
<td>Bridges to Stem Cell Research—develop and deliver a module on stem cells and regenerative medicine for a non-major biology course (Biology 11) and a major biology course, 11-01-14 to 06-30-15, EMP: SSA 1 &amp; 4, SG 3-6, D4</td>
</tr>
<tr>
<td>Cole, Jeff</td>
<td>2,000.00</td>
<td>Natural Sciences eSTEM Grant—CPP/PCC collaborative water quality project/bioreactors, 10-02-14 to 12-12-14, EMP: B1</td>
</tr>
<tr>
<td>DeCarvalho, Valerie</td>
<td>150.00</td>
<td>Title V—create workshop and present two times to department faculty, 10-02-14 to 05-01-15, EMP: B1, B2, B2.1, B2.2</td>
</tr>
<tr>
<td>Gould, Katherine</td>
<td>500.00</td>
<td>Natural Sciences eSTEM Grant—Bio 11 redesign community of practice participant-module development, 11-06-14 to 12-12-14, EMP: A3, B1.4</td>
</tr>
<tr>
<td>Hanson, Jennifer</td>
<td>5,000.00</td>
<td>CTEA Across All—program and course development for Business Marketing, 08-25-14 to 12-14-14, EMP: A2.1, A3.2, B1, B2, C2, C4, D2, D4, E1, G3, G5</td>
</tr>
<tr>
<td>Harman, Melissa</td>
<td>2,000.00</td>
<td>Natural Sciences eSTEM Grant—community of practice for Chem 1A redesign, 10-02-14 to 12-12-14, EMP: A3, B1.4</td>
</tr>
<tr>
<td>Houlihan, Wayne</td>
<td>1,000.00</td>
<td>CTEA Across All—research and council to address Pathways, planning and evaluation for growth of Career and Technical Educational programs, 11-06-14 to 12-14-14, EMP: A2.1, A3.2, B1, B2, C2, C4, D2, D4, E1, G3, G5</td>
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<tr>
<td>Igoe, Jessica</td>
<td>500.00</td>
<td>Natural Sciences eSTEM Grant—Bio 11 redesign COP participant-module development, 11-06-14 to 12-12-14, EMP: A3, B1.4</td>
</tr>
<tr>
<td>Ingle, Tiffany</td>
<td>2,000.00</td>
<td>Title V—conduct professional development workshops attend FIG meetings, work on curriculum development, 10-02-14 to 05-01-15, EMP: B1, B2.1, B2.2</td>
</tr>
<tr>
<td>Ingle, Tiffany</td>
<td>5,000.00</td>
<td>Title V—development and assessment of College One Model curriculum; support for College One faculty, 11-05-14 to 05-01-15, EMP: A, B</td>
</tr>
<tr>
<td>Iwanicki, Suzanne</td>
<td>2,500.00</td>
<td>Natural Sciences eSTEM Grant—Bio 11 redesign community of practice —create developmental biology model, 11-06-14 to 12-12-14, EMP: A3, B1.4</td>
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<tr>
<td>Jackson, Jamie</td>
<td>2,500.00</td>
<td>Natural Sciences eSTEM Grant—Bio 11 redesign community of practice —create developmental biology model, 11-06-14 to 12-12-14, EMP: A3, B1.4</td>
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<tr>
<td>Jaramillo, Veronica</td>
<td>5,000.00</td>
<td>Natural Sciences eSTEM Grant—faculty mentor for eCURe solar student research project; co-lead, Chem 1A redesign pilot; STEM Center hours, 03-06-14 to 05-03-14, EMP: B1</td>
</tr>
<tr>
<td>Kohpahl, Gabrielle</td>
<td>500.00</td>
<td>Natural Sciences eSTEM Grant—Bio 11 redesign community of practice participant-module development, 11-06-14 to 12-12-14, EMP: A3, B1.4</td>
</tr>
<tr>
<td>Kottaras, Kathy</td>
<td>4,000.00</td>
<td>Title V Coop Grant—curriculum development for Pathways; attend faculty meeting and professional development workshops; participate in Learning Assessments and Program Review, 11-06-14 to 06-30-15, EMP: A1, A2, A3, B1, B2, C2, D1, D2, E1</td>
</tr>
<tr>
<td>Koubek-Yao, Paulette</td>
<td>150.00</td>
<td>Title V—create and conduct professional development workshop for ESL faculty—present two times, 10-02-14 to 05-01-15, EMP: B1.1, B2.1, B2.2</td>
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<tr>
<td>Livio, Diane</td>
<td>500.00</td>
<td>Natural Sciences eSTEM Grant—Bio 11 redesign community of practice create developmental biology model, 11-06-14 to 12-12-14, EMP: A3, B1.4</td>
</tr>
<tr>
<td>Name</td>
<td>Amount</td>
<td>Description</td>
</tr>
<tr>
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<tr>
<td>McClendon, Lola</td>
<td>2,000.00</td>
<td>Natural Sciences eSTEM Grant—Math/Science community of practice participant for accelerated algebra redesign, 10-02-14 to 12-12-14, EMP: B1</td>
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<tr>
<td>McGaharn, Angela</td>
<td>2,000.00</td>
<td>Title V—conduct professional development workshops attend FIG meetings, work on curriculum development, 10-02-14 to 05-01-15, EMP: B1, B2.1, B2.2</td>
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<tr>
<td>Micallef, Joseph</td>
<td>4,000.00</td>
<td>CCCLLI Irvine Grant—curriculum development for Pathways; attend faculty meeting and professional development workshops; participate in Learning Assessments and Program Review, 11-06-14 to 06-30-15, EMP: D2.1, D2.2, D2.3, D2.4, D4.1</td>
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<tr>
<td>Nagy-Shadman, Elizabeth</td>
<td>9,992.00</td>
<td>Carlton College Contract—convene the planning groups, collaborate the material development, assist in the identification of goals, manage the 2YC activities, provide regular reports, conduct evaluations, 12-01-14 to 06-30-15, EMP: D3, B1.3</td>
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<tr>
<td>Neal, Albert</td>
<td>200.00</td>
<td>Basic Skills—co-facilitator for the Male Leadership Academy Dialogue which included freshmen from PCC, CSULA, and ELAC, 10-11-14, EMP: A3, E1</td>
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<tr>
<td>Oberle, Christopher</td>
<td>2,000.00</td>
<td>Title V Coop Grant—curriculum development for Pathways; attend faculty meeting and professional development workshops; participate in Learning Assessments and Program Review, 11-06-14 to 06-30-15, EMP: A1, A2, A3, C2, C4, D1, K2, K3</td>
</tr>
<tr>
<td>Parrilla, Juan</td>
<td>500.00</td>
<td>Basic Skills—co-facilitator for the Male Leadership Academy Dialogue which included freshmen from PCC, CSULA, and ELAC, 10-11-14, EMP: A3, E1</td>
</tr>
<tr>
<td>Pehlivanova, Maria</td>
<td>2,000.00</td>
<td>Title V—conduct professional development workshops attend FIG meetings, work on curriculum development, 10-02-14 to 05-01-15, EMP: B1, B2.1, B2.2</td>
</tr>
<tr>
<td>Pilgreen, Lindsey</td>
<td>2,000.00</td>
<td>Title V—conduct professional development workshops attend FIG meetings, work on curriculum development, 10-02-14 to 05-01-15, EMP: B1, B2.1, B2.2</td>
</tr>
<tr>
<td>Pilgreen, Lindsey</td>
<td>2,500.00</td>
<td>Title V—faculty mentor to facilitate a small collaborative team of College 1 instructors to plan curriculum, set instructional goals, contribute to College 1 webpage, facilitate course development meetings and ensures the assigned collaborative team completes all required College 1 activities, 11-06-14 to 06-30-15, EMP: B1</td>
</tr>
<tr>
<td>Pilon, Kristin</td>
<td>1,000.00</td>
<td>CTEA Across All—research and council to address Pathways; planning and evaluation for growth of Career and Technical Education programs, 11-06-14 to 12-14-14, EMP: A2.1, A3.2, B1, C2, C4, D2, D4, E1, G3, G5</td>
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<tr>
<td>Polidori, Gioia</td>
<td>500.00</td>
<td>Natural Sciences eSTEM Grant—Bio 11 redesign community of practice participant-module development, 11-06-14 to 12-12-14, EMP: A3, B1.4</td>
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<tr>
<td>Raddon, Daniel</td>
<td>1,000.00</td>
<td>CTEA Across All—research and council to Pathways; planning and evaluation for growth of Career and Technical Education programs, 11-06-14 to 12-14-14, EMP: A2.1, A3.2, B1, B2, C2, C4, D2, D4, E1, G3, G5</td>
</tr>
<tr>
<td>Rodriguez, Katie</td>
<td>4,000.00</td>
<td>Natural Sciences eSTEM Grant—Bio 11 redesign Community of Practice; Math/Science community of practice participant, 10-02-14 to 12-12-14, EMP: B1</td>
</tr>
<tr>
<td>Name</td>
<td>Amount</td>
<td>Description</td>
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<tr>
<td>Salazar-Romo, Cristina</td>
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<td>Weber, Merari</td>
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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: November 5, 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 Adopted District Budget.

BACKGROUND: The assignment shall be determined by College need.

Recommended for Approval:

Executive Director, Human Resources

Approved by:

Executive Director, Business Services

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

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

(Requires three signatures)
<table>
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<tr>
<th>NAME</th>
<th>POSITION</th>
<th>DIVISION/DEPARTMENT</th>
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<tr>
<td>Alatorre, Ana Paulina</td>
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<td>Police and Safety Services</td>
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**FUND 03**

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Consent Item No. 35-P
November 5, 2014
Page 4 of 6
Wong, Nancy
College Assistant
School of Humanities and Social Sciences
Basic Skills Instruction EMP:E5

FUND 33
Magallanes, Veronica
College Assistant
School of Humanities and Social Sciences
CDC: Preschool Program
CDC: Gen Child Care & Dev Program EMP:E1

Mendez, Gloria
College Assistant
School of Humanities and Social Sciences
CDC: Preschool Program
CDC: Gen Child Care & Dev Program EMP:E1

Fund 59
Hernandez, Bryan
College Assistant
Business Services
Community Business Center EMP:E1

Instructional Aide
Angelopoulos, Angela
Instructional Aide
Non-Credit Division
Human Services EMP:A3.1

NO FUND
Barraza, Brenda
Volunteer
Special Services
Disabled Student Programs and Services EMP:E1

Behounek, Julia
Volunteer
Special Services
Student Health Services EMP:E1.5

Bonczewski, Sara
Volunteer
Special Services
Student Health Services EMP:E1.5

Chalifoux, Matthew
Volunteer
School of Science and Mathematics
Mathematics EMP:E1

Chu, Joyce
Volunteer
Special Services
Student Health Services EMP:E1.5

Coggin, Kristin Anita
Volunteer
Special Services
Student Health Services EMP:E1.5

Fouser, Julia
Volunteer
School of Visual, Media & Performing Arts
Division Office EMP:A1

Haydon, Ryan
Volunteer
Special Services
Student Health Services EMP:E1.5

Howard, Virginia
Volunteer
Non-Credit Division
Adult Basic Education EMP:A3.1

Killingsworth, Daniel
Volunteer
Special Services
Disabled Student Programs and Services EMP:E1

Klof, John
Volunteer
School of Visual, Media & Performing Arts
Art EMP:A1

Lozano, Karen Marlen
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Special Services
Disabled Student Programs and Services EMP:E1

Mills Jr., Bryan
Volunteer
School of Science and Mathematics
Athletics EMP:E1
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CONSENT ITEM TITLE:
Employment of Hourly Unclassified Employees, Student Workers for 2014-2015

Board Meeting Date: November 5, 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, student workers for fiscal year 2014-2015.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2014-2015 Adopted District Budget.

BACKGROUND: The assignment shall be determined by College need.

Recommended for Approval:

Executive Director, Human Resources

Approved by:

Executive Director, Business Services

Senior Vice President/Assistant Superintendent Academic and Student Affairs

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES

Interim Superintendent/ President

(Requires three signatures)
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| Teguh, Derry          | Student Worker         | School of Humanities and Social Sciences  
Learning Assistance Center | EMP:E1                            |
| Tracy, Brian          | Student Worker         | Learning Assistance Center      | EMP:E5                            |
| Tsai, Binny           | Student Worker         | Learning Assistance Center      | EMP:E5                            |
| Tseng, George         | Student Worker         | School of Science and Mathematics  
Bridges to Stem Cell Research | EMP:E1                            |
| Van Ross, Bryce       | Student Worker         | Learning Assistance Center      | EMP:E5                            |
| Vivanco Moreno, Edgar | Student Worker         | Learning Assistance Center      | EMP:E5                            |
| Wallsten, Benjamin    | Student Worker         | Learning Assistance Center      | EMP:E5                            |
| Wang, Daniel          | Student Worker         | School of Humanities and Social Sciences  
Social Sciences | EMP:E2                            |
| Armendariz, Elizabeth | Student Worker         | Learning Assistance Center      | EMP:E5                            |
| Babakhani, Arman      | Student Worker         | Student Life                    | EMP:D1                            |
| Banatlao, Joseph      | Student Worker         | School of Science and Mathematics  
Bridges to Stem Cell Research | EMP:E1                            |
| Becerra, Fernando     | Student Worker         | Student Life                    | EMP:D1                            |
| Bennett, Jason        | Student Worker         | School of Career and Technical Education  
Title V - Design Tech Pathways | EMP:E5                            |
| Carmody, Angela       | Student Worker         | Learning Assistance Center      | EMP:E5                            |
| Chau, Derek           | Student Worker         | School of Humanities and Social Sciences  
Basic Skills Instruction | EMP:E5                            |
| Chavez, Claudia       | Student Worker         | School of Science and Mathematics  
Title V - HSI Stem | EMP:E1                            |
| Chavez, Desiree       | Student Worker         | School of Career and Technical Education  
Title V - Design Tech Pathways | EMP:E1                            |
| Chong, Man            | Student Worker         | School of Humanities and Social Sciences  
Basic Skills Instruction | EMP:E5                            |
| Contreras, David      | Student Worker         | School of Science and Mathematics  
Title V - HSI Stem | EMP:E1                            |
| Drewry, Ristin        | Student Worker         | School of Science and Mathematics  
Bridges to Stem Cell Research | EMP:E1                            |
<p>| Erika, Rodriguez      | Student Worker         | Student Support Services Prog    | EMP:E1;E1.1                        |</p>
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<td>Herrera, Alhena</td>
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<td>Khine, Kay</td>
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</table>

**FUND 59**

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Community Business Center EMP: E1
CONSENT ITEM TITLE: Approve/Ratify Employment, Change of Status and Separation of Academic Employees

Board Meeting Date: November 5, 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 2014-2015 Adopted District Budget.

BACKGROUND: Routine personnel transactions.

Recommended for Approval:

Executive Director, Human Resources

Approved by:

Executive Director, Business Services

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

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

(Requires three signatures)
NAME, CLASSIFICATION AND DEPARTMENT/DIVISION  |  CLASS & STEP  |  ASSIGNMENT BASIS  |  EFFECTIVE DATE  
--- | --- | --- | ---  
EMPLOYMENT  
McIntire, Nathan  
Instructor  
School of Visual, Media and Performing Arts  
Journalism  
| A-7  |  100% - 10 months  
(2nd-year contract)  |  08/25/14  
CHANGE OF STATUS  
Frank, Russell  
From: Instructor  
School of Humanities & Social Sciences  
English as a Second Language  
To: Interim Associate Dean  
International Education  
Student Affairs  
| M-1  |  100% - 12 months  |  11/06/14 – 06/30/15  
Starbird, Carrie  
From: Interim Associate Dean  
School of Career & Technical Education  
To: Interim Associate Dean  
School of Science & Mathematics  
| M-1  |  100% - 12 months  |  09/08/14 – 03/08/15
CONSENT ITEM No. 38-P

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Salary Compensation Factors—Large Group Instruction

Board Meeting Date: November 5, 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 named instructors on the attached list to be paid for teaching a large group instruction (LGI) section during the fall 2014 semester. EMP: A3.1

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2014-2015 Adopted District Budget.

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

Recommended for Approval:

Executive Director, Human Resources

Approved by:

Executive Director, Business Services

Senior Vice President/Assistant Superintendent Academic and Student Affairs

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES

Interim Superintendent/President

(Requires three signatures)
<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>DEPARTMENT/DIVISION</th>
<th>COURSE</th>
<th>SECTION</th>
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<td>Arenson, Lauren</td>
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<td>ANTH 1</td>
<td>0782</td>
<td>$4,500/semester</td>
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<td>Ireland-Galman, Michelle</td>
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<td>SOC 1</td>
<td>2882</td>
<td>$1,800/semester</td>
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<td>Noble, Jennifer</td>
<td>School of Humanities &amp; Social Sciences</td>
<td>PSYCH 24</td>
<td>2092</td>
<td>$1,800/semester</td>
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<td>HIST 7A</td>
<td>1128</td>
<td>$1,800/semester</td>
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<td>Uranga, David</td>
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<td>POLSCI 1</td>
<td>4295</td>
<td>$4,500/semester</td>
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<td>MUSC 061</td>
<td>1588</td>
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<td>ART 01A</td>
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<td>PSYCH 1</td>
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<td>HIST 7B</td>
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<td>Schander, Mary</td>
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<td>Moody, Molly</td>
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<td>ART 01A</td>
<td>4825</td>
<td>1 Hour/Week</td>
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</table>

It is further recommended that the following named instructors be paid an amount equal to the hourly summer intersession rate times the number of hours listed each week in **ADDITION** to the regular compensation for teaching hourly classes during the fall 2014 semester.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

Board Meeting Date: November 5, 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 2014-2015 Adopted District Budget.

BACKGROUND: Routine personnel transactions.

Recommended for Approval:

Executive Director, Human Resources

Approved by:

Executive Director, Business Services

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

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

(Requires three signatures)
<table>
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<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>RANGE &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
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<td>Replacing: Juan Pablo Carreon</td>
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<td>Garcia, Mark</td>
<td>61B</td>
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<td>From: Flea Market/Auxiliary Coordinator 40D</td>
<td>100%-12 mo.</td>
<td>11/01/2014 - 11/05/2014</td>
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<tr>
<td>To: Acting Student Affairs Advisor</td>
<td>50A</td>
<td>100%-12 mo.</td>
<td>11/01/2014 - 11/05/2014</td>
</tr>
<tr>
<td>Juarez, Cassandra</td>
<td></td>
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<tr>
<td>From: College Assistant VI 9-1</td>
<td>36A</td>
<td>100%-12 mo.</td>
<td>10/01/2014 - 11/30/2014</td>
</tr>
<tr>
<td>Human Resources</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>To: Substitute, Intermediate Clerk II</td>
<td>36A</td>
<td>100%-12 mo.</td>
<td>10/01/2014 - 11/30/2014</td>
</tr>
<tr>
<td>Matchan, Steven</td>
<td></td>
<td></td>
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<tr>
<td>From: Sergeant Police and Safety Services</td>
<td>M-2</td>
<td>100%-12 mo.</td>
<td>09/01/2014 - 12/31/2014</td>
</tr>
<tr>
<td>To: Acting Director, College Safety</td>
<td>36F</td>
<td>100%-12 mo.</td>
<td>07/01/2014 - 04/30/2015</td>
</tr>
<tr>
<td>Police and Safety Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mc Nellys, Gary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From: Custodian Facilities Services</td>
<td>32F</td>
<td>100%-12 mo.</td>
<td>07/01/2014 - 04/30/2015</td>
</tr>
<tr>
<td>To: Acting, Lead Custodian Facilities Services</td>
<td>36F</td>
<td>100%-12 mo.</td>
<td>07/01/2014 - 04/30/2015</td>
</tr>
</tbody>
</table>
**EMPLOYEE INITIATED RECLASSIFICATIONS**

*Per ISSU/CFT, Article 15. VIII. B.*

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barnes, Kathy</td>
<td>Administrative Assistant I 43F, Student &amp; Learning Services</td>
<td>Administrative Assistant II 45F, Student &amp; Learning Services</td>
<td>07/01/2014</td>
</tr>
<tr>
<td>Hong, Nathasha</td>
<td>Intermediate Clerk II 36D, Counseling</td>
<td>Admissions Clerk III 39D, Counseling</td>
<td>07/01/2014</td>
</tr>
<tr>
<td>Keller, Jill</td>
<td>Administrative Assistant I 43F, Performing/Communication Arts</td>
<td>Administrative Assistant II 45F, Performing/Communication Arts</td>
<td>07/01/2014</td>
</tr>
<tr>
<td>Norsworthy, Brigitte</td>
<td>Principal Accountant 52F, Fiscal Services</td>
<td>Accounting Officer 59F, Fiscal Services</td>
<td>07/01/2014</td>
</tr>
<tr>
<td>Ostrander, Anne</td>
<td>Administrative Assistant I 43F, Engineering &amp; Technology</td>
<td>Administrative Assistant II 45F, Engineering &amp; Technology</td>
<td>07/01/2014</td>
</tr>
</tbody>
</table>
Sutton, Sandra
From: Department Laboratory Technician I Health Sciences
To: Department Laboratory Technician II Health Sciences

Tokiyeda, Maria
From: Assistant Buyer Purchasing
To: Buyer Purchasing

Truong, Zennie
From: Administrative Assistant I Visual Arts & Media Studies
To: Administrative Assistant II Visual Arts & Media Studies

Valdez, Paul
From: Assistant Buyer Purchasing
To: Buyer Purchasing

Vo, Lanh
From: Financial Aid Accountant Financial Aid
To: Accountant Financial Aid

Watterson, Glenna
From: Administrative Assistant I Natural Sciences
To: Administrative Assistant II Natural Sciences

Wong, Gloria
From: Media Services Technician Staging Services
To: Performing Arts Assistant Staging Services

Wood, Elizabeth
From: Curriculum/Catalog Technician Instruction Administration
To: Curriculum/Catalog Technician Instruction Administration
Management Initiated Classifications

*Per ISSU/CFT, Article 15. VIII. F.

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
<th>Percentage</th>
<th>Duration</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arnsby, Charles</td>
<td>Electronic Instruments Technician 52F Engineering &amp; Technology</td>
<td>Digital Fabrication Technician 54F Engineering &amp; Technology</td>
<td>100%-11 mo.</td>
<td>11/6/2014</td>
<td></td>
</tr>
<tr>
<td>Lewis, Robert</td>
<td>Sports Information Specialist 45F Kinesiology Health &amp; Athletics</td>
<td>Sports Information Specialist 49F Kinesiology Health &amp; Athletics</td>
<td>100%-12 mo.</td>
<td>07/01/2014</td>
<td></td>
</tr>
<tr>
<td>Lopez Contreras, Laura</td>
<td>Dental Clinic Clerical Assistant 32C School of Health Sciences</td>
<td>Health Services Assistant 38C School of Health Sciences</td>
<td>100%-12 mo.</td>
<td>07/01/2014</td>
<td></td>
</tr>
</tbody>
</table>
CONSENT ITEM TITLE:
Approve/Ratify Compensation for Classified Personnel

Board Meeting Date: November 5, 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 year 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 2014-2015 Adopted District Budget.

BACKGROUND: The assignment shall be determined by College need.

Recommended for Approval:

Executive Director, Human Resources

Approved by:

Executive Director, Business Services

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Interim Superintendent/President

(Requires three signatures)
<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ory, Margaret</td>
<td>$10,262.00</td>
<td>This one-time payment is compensation for taking on the duties of Benefits Administration and oversight of the District's $25 million dollar benefits Budget during a two year period. The two year period extended from August 2012 through July 2014.</td>
</tr>
<tr>
<td>Rivera, Gilbert M.</td>
<td>$2,850.00</td>
<td>This payment is compensation for taking on 50% of the duties of the position of Director of Public Relations. This payment is for performing these duties from September 9, 2014 through September 30, 2014.</td>
</tr>
</tbody>
</table>