NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, August 20, 2014

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

MEETING NO. 17
REGULAR BUSINESS MEETING

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

Enclosed is the Agenda for Meeting No. 17, a Regular Business Meeting. The Open Session will begin at 6:00 p.m. with the Call To Order, Roll Call and Public Comment on Closed Session Agenda items. Closed Session will follow. Open Session will resume at 7:00 p.m. The Board will meet in Creveling Lounge, Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.
AGENDA (Revised)

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

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

II. CLOSED SESSION

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

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

- Government Code §54957
  - Public Employee Appointment:
    - Appointment of Academic Management: Acting Superintendent/President; Dean, Student Life

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 CONSENT ITEMS (see page 3, attached)

ACTION ITEMS RECOMMENDED FOR APPROVAL

E. BOARD SELF-ASSESSMENT

F. BOARD POLICY REVISIONS RECOMMENDED BY BOARD POLICY REVIEW COMMITTEE
   - 2430: DELEGATION OF AUTHORITY TO THE SUPERINTENDENT-PRESIDENT
   - 2740: BOARD EDUCATION
   - 2745: BOARD SELF-EVALUATION
   - 2760: RESOLUTIONS BY THE BOARD/BOARD ACTION ON LEGISLATIVE ISSUES
   - 2770: COMMUNITY RELATIONS
G. MODIFICATION IN REPORTING RELATIONSHIP FOR THE OFFICE OF GENERAL COUNSEL

H. SUPERINTENDENT-PRESIDENT'S REPORT

ANNOUNCEMENTS

I. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

J. PROPOSED FUTURE BOARD BUSINESS MEETING DATES

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

- **Saturday, September 13, 2014**
  6:00 P.M. Fall Retreat

- **Wednesday, October 1, 2014**
  6:00 P.M. Regular Business Meeting

K. PROPOSED FUTURE AGENDA ITEMS

IV. ADJOURNMENT
CONSENT ITEMS

4-I  Approve Instructional Activities
33-B  Approve/Ratify Contracts
18-P  Appointment of Academic Management (2) – CLOSED SESSION
BP 2430 DELEGATION OF AUTHORITY TO THE SUPERINTENDENT-PRESIDENT

References:
Education Code Sections 70902(d) and 72400;
Accreditation Standard IV.B.1.j and IV.B.2

From current PCC Bylaw 1430 titled Authority Only as a Board

Legal Authority: Education Code, Sections 72121-72330

1. The Board shall not be bound in any way by any statement or action of any individual Board member except when such statement or action is pursuant to specific instructions from the Board in official session or is permitted by a specific provision of these Bylaws.

2. The Superintendent-President or any other employee of the Board shall not be subject to the direction or action of any individual Board member except when such direction/action is pursuant to specific instruction from the Board or is permitted by a specific provision of these Bylaws.

NOTE: The above code sections authorize the Board of Trustees to delegate authority; the accreditation standard contains an expectation that the Board will do so. The following language in red ink is required by accreditation to fulfill the intent.

3. The Board of Trustees delegates to the Superintendent-President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Superintendent-President may delegate any powers and duties entrusted to him/her by the Board [including the administration of colleges and centers], but will be specifically responsible to the Board for the execution of such delegated powers and duties.
The Superintendent-President is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Superintendent-President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent-President to inform the Board of such action and to recommend written Board policy if one is required.

The Superintendent-President is expected to perform the duties contained in the Superintendent-President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Superintendent-President.

The Superintendent-President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Superintendent-President shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Superintendent-President, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be [available/provided] to all trustees.

The Superintendent-President shall act as the professional advisor to the Board in policy formation.

**From current PCC Bylaw 1620 titled Authority of the Board Delegated to the Superintendent/President**

Legal Authority: Education Code, Section 70902; 72400
Accreditation Standard IV.B.1, jjIV.B.2

1. Delegation of Authority to the Superintendent/President

The adopted policies constitute the basic method by which the Board exercises its leadership. Having adopted these policies, the Board delegates to the Superintendent/President, who is to function in the dual capacity of Superintendent of the District and President of the College, the authority to carry out the policies and to specify administrative rules and regulations essential to implementation of said policies.

The Board delegates to the Superintendent/President all of the authorities provided for in the Education Code subject to delegation, except for those authorities specifically retained by the Board in other policies or bylaws, or in-e as stated below. Included within this delegation of authority is the following:

(1) The Superintendent/President may reasonably interpret Board bylaws and in situations where there is no bylaw direction has the power to act, but such decisions shall be subject to review by the Board.

(2) The Superintendent/President will ensure all relevant laws and regulations are complied with, and that required reports are submitted in a timely fashion.

The Board retains the following authority(ies):

(1) The authority to approve any administration-recommended reclassification of a management position that will change that position from an academic to a classified position or from a classified to an academic position.
NOTE: The language in the “Absence of Superintendent/President” section of current PCC Bylaw 1620 (below) was moved to new BP 2432 titled Superintendent-President Succession.

2. Absence of Superintendent/President
The Superintendent/President shall appoint for the period of his/her own absence from campus an administrator in charge who shall have the authority referred to in Paragraph 1. 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 referred to in Paragraph 1:
   a. Vice President—Administrative Services
   b. Vice President—Instruction
   c. Vice President—Student and Learning Services
   d. Dean—Human Resources
   e. Dean—External Relations
   f. 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.

* From current PCC Bylaw 1440 titled Staff Reports

Legal Authority: Board Minutes

1. Requests for research or administrative studies desired by non-Board members, groups, organizations, or community associations shall be submitted to the Superintendent/President of the College, who will take appropriate action, according to prescribed procedures, including referral to the Board for direction when the Superintendent/President of the College deems it appropriate.

2. Board members may direct questions to the Superintendent/President of the College where research or administrative studies are not required.

3. Where questions require, for their answers, some outlay of time for substantial research or substantial study, such questions should be submitted through the President of the Board, who shall either direct the Superintendent/President to proceed or to place the question on an agenda for decision by the Board.

4. Where substantial time would be involved in answering questions such as through research and/or administrative studies, Board approval shall be required before the Superintendent/President of the College proceeds.

Date Adopted:
(Replaces PCC Bylaws 1430, 1440, and 1620)
BP 2740  BOARD EDUCATION

Reference:
Accreditation Standard IV.B.1.f

The Board of Trustees is committed to its ongoing development as a Board and to a trustee education program that includes new trustee orientation. To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

**From current PCC Bylaw 1040 titled Orientation of New Board Members**

Legal Authority—Board Minutes 8/17/97; 12/20/94

1. Immediately upon election to the Board of Trustees, each new Trustee shall be apprised of the policy on new board member orientation by the Board President.

2. The new Trustee, including the Student Trustee, shall be offered a mentor from the Board of Trustees. The mentor shall be appointed by the Board President and confirmed by the Board. This mentor shall be available, during a period of 90 days after the election, to meet and confer with the newly elected Trustee and shall participate in the orientation sessions. As a general rule, the Trustee appointed as mentor shall act as mentor only to one new Trustee and in no event shall act as mentor for more than two of the elected new Trustees.

3. The Superintendent/President should conduct an orientation for each new Trustee, including the Student Trustee, within two months of election to the Board. This orientation should include a tour of the Colorado campus and of the Foothill Community Education Center and shall include sessions with the Superintendent/President and with...
representatives of the Board, the Academic Senate, the Classified Senate, the Management Association, and Associated Students.

4. Prior to the orientation session the following materials should be provided to the newly elected Trustee:

a. Map of campus  
b. Catalogue, schedule of courses and brochures listing all other classes offered, such as fee courses  
c. All planning documents, such as the Educational Master Plan and Facilities Master Plan  
d. Description of Foundation and other auxiliary organizations  
e. Demographic summaries of students and staff  
f. Organizational charts  
g. Most recent accreditation report(s)  
h. Most recent approved budget and appropriate quarterly updates  
i. Most recent audits  
j. Contracts with all bargaining agents  
k. Contracts with President and other administrators  
l. Minutes of the last three months of Board meetings  
m. Bylaws of the Board of Trustees  
n. Copy of the Brown Act  
o. College Procedures Manual  

5. During the orientation sessions the following topics should be addressed:

a. Trustee roles and responsibilities  
b. Policy making/administration  
c. CEO, Board, and staff relations  
d. Communication procedures  
e. Resources for trustee education  
f. Personnel and collective bargaining  
g. Legal and fiscal responsibilities  
h. Open meeting laws  
i. Board structure and organization  
j. Trustee benefits, pay, and expenses  
k. Board protocol, norms and ethics and standards of conduct.

※ From current PCC Bylaw 1820 titled Miscellaneous: Conference Attendance

Legal Authority: Board Minutes

Conference Attendance
Members of the Board are encouraged to attend, at District expense, meetings, conferences, and conventions of any society, association, or organization pertaining to community colleges and to Board of Trustees business, provided that the expected benefit of attendance is commensurate
with the expense and that there is approval of the Board. At the discretion of the Board, the student trustee may attend such meetings as designated.

Also see BP 2735 titled Board Member Travel

NOTE: The red ink signifies language that is legally required to comply with accreditation 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 1040 titled Orientation of New Board Members approved by the Board of Trustees on August 17, 1994 and revised on December 20, 1994 and April 2, 2008 and current PCC Bylaw 1820 titled Miscellaneous: Conference Attendance approved by the Board of Trustees on August 17, 1994 and revised on March 19, 2008. The language in blue ink is included for consideration.

Date Adopted:
(Replaces PCC Bylaws 1040 and 1820)
NOTE: The red ink signifies language that is legally required to comply with accreditation 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 Bylaw 1490 titled Board Self-Assessment approved by the Board of Trustees (original version as Resolution No. 227) on December 20, 1994 and revised on September 20, 2000; June 4, 2008; and August 15, 2012. The language in blue ink is included for consideration.

BP 2745 BOARD SELF-EVALUATION

References:
Education Code Section 70902;
ACCJC Accreditation Standard IV.B.1.e & g

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board has established the following processes:

» From current PCC Bylaw 1490 titled Board Self-Assessment

Legal Authority: California Education Code Section 70902;
WASC/ACCJC 2002 Standard IV.B1e and g

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

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

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

4. A committee of the Board shall be appointed in June to determine the instrument or process to be used in Board self-evaluation. Any evaluation instrument shall incorporate criteria contained
in these Board policies regarding board operations, as well as criteria defining board effectiveness promulgated by recognized practitioners in the field.

5. The process for evaluation shall be recommended to and approved by the Board.

6. If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to the Board president.

7. A summary of the evaluations will be presented and discussed at a Board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

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

9. In addition to the foregoing process, all Board members are subject to ultimate evaluation by the voters of their respective areas.

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

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

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

Date Adopted:
(Replaces current PCC Bylaw 1490)
BP 2760

RESOLUTIONS BY THE BOARD/BOARD ACTION ON LEGISLATIVE ISSUES

References:
Education Code Section 7054

将从现行PCC章程1420条正题的理事会/理事会行动在立法问题上的决议引入，由理事会于1994年8月17日批准，后于2008年8月6日修订。蓝色墨水中的语言被包括以供考虑。

BP 2760

RESOLUTIONS BY THE BOARD/BOARD ACTION ON LEGISLATIVE ISSUES

References:
Education Code Section 7054

1. Resolution Consideration
   a. The Board will consider for adoption resolutions which meet any one of the following criteria:
      1) It is required because of the federal or state law or regulation.
      2) It is required to meet the provisions of a tax, election, appointment, financial, or legal requirement imposed by a government agency.
      3) It is desirable for the Board to take an official position and record on any matter which is considered to be necessary to promote and/or protect the best interest of the College.
      4) It is desirable for the Board to honor any person or entity who has made a significant contribution to the College.

2. Board Action on Legislative Issues
   a. The Board will take positions only on issues directly affecting the Pasadena Area Community College District (Education Code, Section 72632). (EC 72632 no longer exists)

3. Resolution Records
   a. All legal resolutions, (Items (1), (2) and (3) above) when acted upon by the Board shall be recorded so as to show how each Board member voted. Action on other resolutions shall be recorded by the respective totals of ayes, noes and abstentions except that any member may request that the record show how each Board member voted.
Date Adopted:

(Replaces PCC Bylaw 1420)
NOTE: The language in black ink is from current PCC Bylaw 1460 titled Community Relations approved by the Board of Trustees on August 17, 1994 and revised on June 4, 2008. The language in blue ink is included for consideration.

BP 2770 COMMUNITY RELATIONS

References:
Board Minutes

❖ From current PCC Bylaw 1460 titled Community Relations

1. Community Relations
   a. The Board shall provide for the dissemination of information concerning the College and shall assist in the interpretation of the educational program throughout the District.
   b. The Board shall, to the extent it seems feasible, utilize the advice and assistance of those represented by the trustees, as well as other interested individuals and groups in the analysis of its educational and financial issues and concerns although the Board alone shall determine the final action.

Date Adopted:
(Replaces PCC Bylaw 1460)
NOTE: This policy is unique to PCC. The language in black ink is from the current PCC Policy 2450 titled Radio Station KPCC-FM Mission approved by the Board of Trustees on October 16, 1996 and revised on November 6, 1996. The language in blue ink is included for consideration.

BP 4700    KPCC RADIO STATION

Legal Authority Reference:
California Education Code Section 70902

❖ From current PCC Policy 2450 titled Radio Station KPCC-FM Mission

It is the policy of the Pasadena Area Community College District that KPCC-FM, a full-time public radio station owned and operated by under the supervision of the Pasadena Area Community College District under a Federal Communications Commission license issued to the Board of Trustees of the District, shall:

1. Provide support to the Pasadena City College instructional program by:
   a. serving as a professional broadcast laboratory for the students in the telecommunications program, and by
   b. exchanging human and technological resources, when appropriate, with the other instructional divisions of the college;

2. Provide high quality cultural, educational, and public affairs programming which supports the informed discussion of issues affecting the diverse communities within the college and KPCC-FM service areas;

3. Operate as a fiscally self-supporting part of the College;

4. Provide promotional support for Pasadena City College programs and activities.

Date Adopted:
(Replaces current PCC Policy 2450)
Pasadena Area Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs

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 Bylaw 1600 titled Powers and Duties, Authorized Signatures approved by the Board of Trustees on August 17, 1994 and revised on August 5, 1998; August 6, 2006; and July 16, 2008. The language in blue ink is included for consideration.

BP 6100  DELEGATION OF AUTHORITY

References:
Education Code Sections 70902(d), 81655, and 81656

The Board of Trustees delegates to the Superintendent-President the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (See BP 6340 titled Bids and Contracts).

The Superintendent-President shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

❖ From current PCC Bylaw 1600 titled Powers and Duties, Authorized Signatures

1. Preface
In order to be valid and enforceable against the District, all transactions require Board approval or ratification except the following:
   a. Any purchase which does not exceed $500.
   b. Any amendment to an expenditure, previously approved by the Board, which does not exceed $500.
   c. Field contracts for facilities modifications or maintenance under $15,000.
   d. Contracts that involve no cost to the District.
   e. Contracts for equipment, supplies, materials, and leases under $5,000.
   f. Personal service agreements not to exceed one year in length and total contract amounts under $3,000.
g. Authorizations to proceed to bid that are for $5,000 or less.
h. Contract change orders which do not exceed 10% of the contract or $5,000 per contract.

2. Authorized Signatures of Board Officers
   The Board authorizes the Board President, Vice President, Clerk, and Secretary to sign contracts, warrants, and documents.

   ✷ The following language from current PCC Bylaw 1600 is addressed in new BP/AP 6150 titled Designation of Authorized Signatures, BP 6340 titled Contracts, and BP 7110 titled Delegation of Authority (Human Resources)

3. Deputation of Authorized Signatures
   a. The Board delegates to the Superintendent/President, or to such person as the Superintendent/President may designate, the power to make the transactions listed in the preface of this article as not requiring Board approval or ratification. If the Superintendent/President delegates any powers and duties entrusted to him or her by the Board, the Superintendent/President will be responsible to the Board for the execution of such delegated powers and duties.

   b. The Board delegates to the Superintendent/President and Vice President for Administrative Services and/or the Dean of Human Resources, (in the place of the Vice President for Administrative Services) authority to sign orders for salary payments (warrants) and notices of employment, subject to the approval or ratification of the Board in order for the transaction to be valid and enforceable against the District. The Superintendent/President or designee will withhold approval of District warrants when:
      1) Disbursement of funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
      2) Established procedures have not been followed to permit verification of authenticity of the expenditure.

   c. In all other cases, the Superintendent/President or the Vice President for Administrative Services are delegated to sign on behalf of the Board, subject to the approval or ratification of the Board in order for the transaction to be valid and enforceable against the District.

4. The Superintendent/President or designee shall make appropriate reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

5. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

California Education Code, Sections 81655-81656 (Revised)
California Public Contract Code, Section 20651

Also see BP 6150 titled Designation of Authorized Signatures, BP 6340 titled Contracts, and BP 7110 titled Delegation of Authority (Human Resources)

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 Bylaw
1600 titled Powers and Duties, Authorized Signatures approved by the Board of Trustees on August 17, 1994 and revised on August 5, 1998; August 6, 2006; and July 16, 2008. The language in blue ink is included for consideration.

Date Adopted:
(Replaces current PCC Bylaw 1600)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item G: Modification in Reporting Relationship for the Office of General Counsel

Board Meeting: August 20, 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 modification of the administrative organizational structure in order that the Office of General Counsel would report directly to the Board.

Fiscal Implications: There is no fiscal implications to the proposed recommendation. Funds were allocated within the 2014-15 Tentative District Budget, as approved by the Board of Trustees.

Background: Pursuant to the State Bar of California's Rule 3-600, Rules of Professional Conduct, when representing an organization, a member of the bar is required to conform his or her representation to the concept that the client is the organization itself, acting through its highest authorized officer, employee, body, or constituent overseeing the particular engagement. In recent years, General Counsel has reported directly to the Superintendent/President. The proposed recommendation would modify the previous reporting relationship in order that the General Counsel might report directly to the Board of Trustees. A revised organizational chart and job description are attached for your consideration.

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES

Administrator-In-Charge
GENERAL COUNSEL

DEFINITION
Reporting directly to the Board of Trustees, this position functions as the Chief Legal Officer, overseeing and managing the provision of all legal services to the college. The General Counsel provides legal counsel and guidance to the trustees, officers of the college and senior managers on all legal matters relevant to the college including governance, employment law, policies and procedures, rules and regulations, laws pertaining to students, real estate transactions, contracts, tax matters, liability and insurance matters, and other laws. The General Counsel anticipates and identifies legal issues and counsels officers of the college and other senior managers in the development of legal and business strategies and solutions.

REPRESENTATIVE DUTIES: (Illustrative Only)
- Liaison to outside District Counsel.
- Labor contract administration, including the handling of grievances.
- Supervise and conduct labor negotiations.
- Establish and maintain effective relationships with all collective bargaining units.
- Supervise and maintain a confidential process for the handling of complaints by faculty, staff and students; investigate alleged violations of law or policy.
- Direct all college, federal and state compliance functions, including those of the EEOC, ADA, intercollegiate athletics, grants, and financial aid.
- Ensure college compliance with the findings of regular external audits.
- Coordinate regular internal audits of administrative operations and business procedures.
- Ensure compliance with state of California Brown Act.
- Train and supervise compliance officers for hiring search and screen committees; advance the goals of hiring a diverse faculty and staff.
- Supervise the award of contracts.
- Represent and oversee the representation of the college and senior managers in judicial and administrative proceedings, and negotiations with other state and federal agencies.
- Serve as the Risk Manager and is responsible for developing appropriate protocols and procedures to minimize financial and reputational risk to the college.
- Work as a team member of the Executive Committee to advance the college mission and implement the Educational Master Plan.
- Represents the college, on occasion, with various audiences that may include alumni, the business community, and government officials.
- Other duties as assigned by the Superintendent-President.

KNOWLEDGE OF:
- Current and developing legal issues and trends in higher education.
- Written and oral communication skills appropriate to the executive level.
- Issues and trends facing the California Community College.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy
ABILITY TO:
- Ability to supervise and coordinate the work of contracted legal professionals, paraprofessionals and consultants.
- Ability to work constructively with college administrators, faculty and staff.
- Effectively use personal computer and a variety of job-related software applications.
- Maintain strict confidentiality of privileged information.
- Supervise the administration of the Department budget.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work.
- Understand and be sensitive to the diverse academic, socioeconomic, cultural and ethnic backgrounds of students, including those with disabilities.

EDUCATION AND EXPERIENCE:
- Law degree from an accredited law school.
- Member of the California Bar, in good standing.
- Minimum of five (5) years of professional law practice.

DESIRABLE QUALIFICATIONS
- Successful experience in community college, college or university legal practice.
- Successful experience in a public agency collective bargaining environment.

PHYSICAL DEMANDS
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS
Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EXEMPT POSITION
This is an exempt position and is not subject to overtime.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Instructional Activities

Board Meeting Date: August 20, 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 Instructional Activities listed below: EMP A2; A3; B1

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

September 1 - May 20, 2015: Academic and Student Affairs Office with College and Diversity Initiative will organize for students, staff, faculty, and community members, round table dialogues, noon lectures, performances by professional artists, scholar-in-residence seminars, Jackie Robinson Arts and Humanities lecture series and field trips. All are to take place during the duration of the year through Black History Month. Anticipated expenses not-to-exceed $45,000.00 for facilities, technicians, presenters, facilitators, audio/visual supplies, and duplicating, printing, approved travel related expenses, and refreshments.

100000-100000-521000-6600 (Academic and Student Affairs)
100000-400500-514000-6020 (College Diversity)

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

Recommended for Approval:

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

Approved by:

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

Senior Vice President/Assistant Superintendent
Business and College Services

(REQUIRES THREE SIGNATURES)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES

[Signature]
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve/Ratify Contracts

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

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

BACKGROUND: These contracts are requested by the Organizational Code Managers and reviewed for compliance and legal requirements within District policies.

Recommended for Approval:

Executive Director, Business Services

Approved by:

Senior Vice President/Assistant Superintendent
Business and College Services

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

(Requires three signatures)

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES.

Administrator-In-Charge
<table>
<thead>
<tr>
<th>Contract No.</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Services</th>
<th>Dates of Services</th>
<th>Department</th>
<th>Account No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-98186-3</td>
<td>California State Polytechnic University, Pomona</td>
<td>$351,897.00 plus funds remaining from Year 3 to-be-determined.</td>
<td>To provide services to meet the conditions of the Hispanic-Serving Institutions (HSI), Title V Environmental STEM Grant. EMP:A and E</td>
<td>9/01/14 thru 8/31/15</td>
<td>Title V HSI Stem</td>
<td>100000-526200- various account numbers</td>
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<tr>
<td>B150087</td>
<td>Read Communications</td>
<td>$10,000.00</td>
<td>To provide internal and external communication services and support not-to-exceed $10,000.00. EMP: F</td>
<td>8/21/14 thru 6/30/15</td>
<td>Board of Trustees</td>
<td>100000-410000-512000-6600</td>
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<tr>
<td>B150058</td>
<td>Christ the Shepherd Evangelical Lutheran Church</td>
<td>$49.54 per day for a total of 114 days.</td>
<td>To provide classroom space for parent education classes, with a not-to-exceed amount of $5,647.56. EMP: J1, K3, D4.2</td>
<td>7/01/14 thru 6/30/15</td>
<td>Parent Education Program</td>
<td>100000-115300-566000-2100</td>
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<tr>
<td>B150056</td>
<td>Kellogg West Conference Center</td>
<td>$3,900.00</td>
<td>To provide a facility and venue for the Annual Managers Retreat. Accommodations for 60 managers. EMP: F</td>
<td>8/19/14 thru 8/19/14</td>
<td>President's Office</td>
<td>100000-400000-521000-6600</td>
</tr>
<tr>
<td>B-98592-4</td>
<td>Renne Sloan Holtzman Sakai LLP</td>
<td>$5,000.00</td>
<td>Amendment No. 1. To add travel and lodging expenses to this approved contract. This is an increase of $5,000.00 with a total not-to-exceed amount of $42,000.00. EMP: E, F</td>
<td>5/15/14 thru 6/30/15</td>
<td>Human Resources</td>
<td>100000-430000-512000-6730</td>
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<tr>
<td>B150059</td>
<td>Temple City Westminster Presbyterian</td>
<td>$37.00 per day for a total of 228 days.</td>
<td>To provide classroom space for parent education classes, with a not-to-exceed amount of $8,436.00. EMP: J1, K3, D4.2</td>
<td>7/01/14 thru 6/30/15</td>
<td>Parent Education Program</td>
<td>100000-115300-566000-2100</td>
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<td>B-98387-4</td>
<td>The Titan Group, Inc.</td>
<td>$50,000.00</td>
<td>Amendment No. 1. To increase this approved contract by $50,000.00 for investigation services on an as-needed basis with a not-to-exceed amount of $75,000.00. EMP: F</td>
<td>7/01/14 thru 6/30/15</td>
<td>Human Resources</td>
<td>100000-430000-512000-6730</td>
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<tr>
<td>B150060</td>
<td>Village Presbyterian Church of Arcadia</td>
<td>$30.00 per day for a total of 190 days.</td>
<td>To provide classroom space for parent education classes, with a not-to-exceed amount of $5,700.00. EMP: J1, K3, D4 2</td>
<td>7/01/14 thru 6/30/15</td>
<td>Parent Education Program</td>
<td>100000-115300-566000-2100</td>
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<td>B150079</td>
<td>Denise Witt</td>
<td>$40.00 per hour.</td>
<td>To provide training for Foster Kinship Care Education Program (FKCE) with a not-to-exceed amount of $3,200.00. EMP: A3 1</td>
<td>8/4/14 thru 6/30/15</td>
<td>Foster Care Education Program</td>
<td>225212-521200-514000-7010</td>
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<td>B150029</td>
<td>I-8 Food Services</td>
<td>$1.51 each breakfast, $2.77 each lunch, $0.76 each snack.</td>
<td>To provide food service vending agreement for the Child and Adult Care Food Program for children enrolled at the Child Development Center with a not-to-exceed amount of $95,000.00. EMP: E1.1</td>
<td>10/01/14 thru 9/30/15</td>
<td>Child Development Center</td>
<td>335237-523700-582000-6920</td>
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**RESTRICTED FUND RATIFY**

**CHILD DEVELOPMENT CENTER FUND APPROVE**