NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, January 21, 2015

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

MEETING NO. 2
REGULAR BUSINESS MEETING

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

Enclosed is the Agenda for Meeting No. 2, 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 the end of Closed Session. The Board will meet in Creveling Lounge, Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.
AGENDA

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

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

II. CLOSED SESSION

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

Government Code §54956.9(a) Conference with General Counsel regarding Pending Litigation (Californians Aware v. PACCD, LASC Case No. BS151112)

Government Code §54956.9(b) Conference with General Counsel regarding Anticipated Litigation (one matter)

Government Code §54957 Public Employee Appointment: Instructor, School of Health Sciences, Dental Laboratory Technology; Coordinator, Upward Bound Programs, Student Affairs

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. 1, Regular Business Meeting, December 10, 2014

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


G. PRESIDENTIAL SEARCH UPDATE
   a. Charge of the Screening Committee
   b. Screening Committee Member Participation Agreement
   c. EEO Training
   d. Ground Rules for Operation of Screening Committee
   e. Screening Committee Membership

H. BOARD POLICY REVISIONS RECOMMENDED BY BOARD POLICY REVIEW COMMITTEE
   • BB 2730: Board Member Health Benefits

I. ADDITIONS AND DELETIONS TO THE NONCREDIT CURRICULUM

J. BOARD OF TRUSTEES APPOINTMENTS AND COMMITTEES

INFORMATION ITEMS

K. PROPOSED RESOLUTION FOR 100th ANNIVERSARY OF THE ARMENIAN GENOCIDE, APRIL 2015: ARMENIAN NATIONAL COMMITTEE OF AMERICA (ANCA) – WESTERN REGION and ALEX KELEDJIAN

L. ENROLLMENT MANAGEMENT REPORT: SPRING 2015 SEMESTER

M. PASADENA ACADEMIC CAREER TRUST (PACT) UPDATE

N. ASSOCIATE DEGREE TRANSFER (ADT) REPORT

O. ACCREDITATION UPDATE

P. AB86 GRANT SUBMISSION REPORT

Q. PCC FOUNDATION FEASIBILITY STUDY

R. SUPERINTENDENT-PRESIDENT'S REPORT

ANNOUNCEMENTS

S. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

T. PROPOSED FUTURE BOARD BUSINESS MEETING DATES

Wednesday, February 4, 2015
6:00 P.M. Regular Business Meeting

Wednesday, February 18, 2015
6:00 P.M. Regular Business Meeting

Saturday, February 21, 2015
8:30 A.M. Spring Retreat

Wednesday, March 4, 2015
6:00 P.M. Regular Business Meeting
U. 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

11-S Approval of Student Travel: Cosmetology 114C and D, 117A and B, Theory and Laboratory

105-B Approve/Ratify Contracts
106-B Approve Piggybackable Contracts
107-B Approve Purchasing Transactions
108-B Approve Information Technology Purchasing Transactions
109-B Approve Professional Conference Attendance
110-B Approve Contract to Hewlett Packard for Print Management Services
111-B Authorization to Dispose of Surplus Equipment
112-B Approve Change Orders, R-Building Restrooms Upgrade
113-B Authorize Award: Bid 912, Classroom Abatement and Upgrade
114-B Accept Notice of Completion C-3100-7, Elevator Upgrades and Modernization
115-B Accept Notice of Completion C140101, Emergency Repairs of Elevator – R Building
116-B Authorization to Bid: Audio Visual Classroom Upgrades
117-B Authorization to Solicit Bid: Janitorial Supplies
118-B Authorization to Solicit Bid: Radio Antenna Equipment
119-B Approve Budget Augmentation
120-B Reporting and Approval of Self-Insurance Fund Reimbursement, Worker’s Compensation
121-B Reporting and Approval of Revolving Fund Reimbursement
122-B Increase Mileage Reimbursement Rate
123-B Approve 2015-2016 Non-Resident Tuition Fee, Education Code Section 76140 and 76141
124-B Ratify Grant Application and Authorization to Accept, California Career Pathways Trust (CCPT) Grant

51-P Approve/Ratify Compensation for Academic Personnel
52-P Employment of Hourly Faculty, 2014-2015
53-P Employment of Hourly Unclassified Employees, College Assistants and Volunteers for 2014-2015
54-P Employment of Hourly Unclassified Employees, Student Workers for 2014-2015
55-P Salary Compensation Factors – Large Group Instruction
56-P Approve/Ratify Employment, Change of Status and Separation of Academic Employees
57-P Employment, Change of Status and Separation of Classified Employees
58-P Approve/Ratify Compensation for Classified Personnel
59-P Appointment of Academic Employees (CLOSED SESSION)
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 1 on Wednesday, December 10, 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 6:01 p.m. by Dr. Fellow, President.

ROLL CALL

Trustees Present
Dr. Anthony Fellow, President
Ms. Berinda Brown, Vice President
Ms. Linda Wah, Clerk
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-President
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 Ms. Kris Pilon.
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.

Dr. Fellow adjourned the Board to Closed Session at 6:02 p.m.
II. CLOSED SESSION

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

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

Government Code §54957
Public Employee Appointments: Space Planning Manager of Facilities Design & Construction; Director, Rosemead Site

III. OPEN SESSION

A. CONVENE ANNUAL ORGANIZATIONAL MEETING
The Annual Organizational Meeting was convened at 7:04 p.m.

B. PLEDGE OF ALLEGIANCE
Dr. Ross Selvidge led the Pledge of Allegiance.

C. INTRODUCTIONS AND RECOGNITIONS
• 2015 Tournament of Roses Royal Court

A brief reception followed.

Dr. Fellow adjourned the Board to Closed Session at 7:19 p.m.

IV. 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 Appointments: Space Planning Manager of Facilities Design & Construction; Director, Rosemead Site

V. OPEN SESSION
Dr. Fellow reconvened Open Session at 8:09 p.m. There was no action taken in Closed Session.

D. ELECTION OF BOARD OFFICERS

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 elect Berlind Brown as Board President for 2015. Advisory Vote: Aye

MOTION: ON MOTION OF Dr. Mann and seconded by Ms. Brown, the Board voted, by seven affirmative votes [Brown, Fellow, Mann,
MOTION: ON MOTION OF Mr. Thomson and seconded by Ms. Wah, the Board voted, by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah], to elect Jeanette Mann as Board Clerk for 2015.

Advisory Vote: Aye

MOTION: ON MOTION OF Dr. Mann and seconded by Mr. Thomson, the Board voted, by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah], to elect Robert B. Miller as Board Secretary for 2015 per the Board of Trustees Bylaws.

Advisory Vote: Aye

E. CERTIFICATION OF SIGNATURES

MOTION: ON MOTION OF Dr. Fellow and seconded by Dr. Mann, the Board voted, by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah], to certify the signatures of the 2015 Board of Trustees and administrative staff authorized to sign notices of employment, contracts and orders drawn on the funds of the District.

Advisory Vote: Aye

F. SETTING DAY AND TIME OF REGULAR MEETINGS FOR 2015, AND RETREATS

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 hold the 2015 Regular Business Meetings of the Board of Trustees on the first and third Wednesdays of each month convening at 7:00 p.m., and retreats on January 17 and September 12, and that the second meeting not be designated as a study session.

Advisory Vote: Aye

MOTION: ON MOTION OF Dr. Mann and seconded by Mr. Martin, the Board voted, by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah], to meet on January 7, 2015, the first Wednesday of January 2015.

Advisory Vote: Aye

MOTION: ON MOTION OF Mr. Martin and seconded by Dr. Mann, the Board voted, by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah], to cancel the retreat proposed for Saturday, January 17, 2015.

Advisory Vote: Aye

G. ADJOURN ANNUAL ORGANIZATIONAL MEETING

The Annual Organizational Meeting was adjourned at 8:28 p.m.

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 adjourn the Annual Organizational Meeting.

Advisory Vote: Aye
H. CONVENE REGULAR BUSINESS MEETING No. 1
The regular business meeting was convened at 8:29 p.m.

I. PUBLIC COMMENT ON NON-AGENDA ITEMS
There was public comment from Robert Gellibolian.

J. APPROVAL OF MINUTES
Meeting No. 25, Regular Business Meeting, November 17, 2014
MOTION: ON MOTION OF Ms. Wah and seconded by Dr. Fellow, the Board voted by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah], to approve the Minutes of Meeting No. 25, Regular Business Meeting, held on November 17, 2014.
Advisory Vote: Aye

K. APPROVAL OF CONSENT ITEMS
MOTION: ON MOTION OF Ms. Wah and seconded by Dr. Fellow, the Board voted by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah] to approve Consent Item 8-S through 10-S, 12-I through 15-I, 93-B through 104-B, and 42-P through 50-P.
Advisory Vote: Aye

L. AUTHORIZATION TO ENTER INTO AGREEMENT WITH VENDOR FOR THE CENTENNIAL FACILITIES MASTER PLAN
MOTION: ON MOTION OF Dr. Fellow and seconded by Dr. Mann, the Board voted by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah] to authorize to Enter into Agreement with HGA for the Centennial Facilities Master Plan.
Advisory Vote: Aye

M. ADOPTION OF RESOLUTION No. 527 AUTHORIZATION TO ENTER INTO TEMPORARY INTERFUND CASH FUND BORROWING
Dr. Mann made a motion, seconded by Dr. Fellow, to adopt Resolution No. 527, Authorization to Enter into Temporary Interfund Cash Fund Borrowing.

Mr. Martin made a motion to amend:

MOTION TO AMEND:
ON MOTION OF Mr. Martin and seconded by Mr. Thomson, the Board voted by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah] to amend the previous motion with the following amendment to add three sentences to the end of Resolution No. 527: "...an aggregate cash balance in any District fund if the need arises up to $10 million. That the administration will be responsible to report to the Board each transfer at its next regular board business meeting and when the loan will be repaid. This resolution will expire December 31, 2015."
Advisory Vote: Aye

MOTION: ON MOTION OF Dr. Mann and seconded by Dr. Fellow, the Board voted, by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah], to adopt Resolution No. 527,
Authorization to Enter Into Temporary Interfund Cash Fund Borrowing, as amended.
Advisory Vote: Aye

N. ADDITIONS, DELETIONS AND CHANGES TO THE CREDIT AND NONCREDIT CURRICULUM

MOTION: ON MOTION OF Dr. Fellow and seconded by Ms. Wah, the Board voted by seven affirmative votes [Brown, Fellow, Mann, Martin, Selvidge, Thomson, Wah] to approve the Additions, Deletions and Changes to the Credit and Noncredit Curriculum.
Advisory Vote: Aye

Dr. Fellow left the meeting at 9:15 p.m.

O. RATIFY SPECIAL COMMENDATION FOR GEOFFREY L. BAUM

MOTION: ON MOTION OF Ms. Wah and seconded by Mr. Thomson, the Board voted by six affirmative votes [Brown, Mann, Martin, Selvidge, Thomson, Wah] to ratify the Special Commendation for Geoffrey L. Baum. Absent: Fellow.
Advisory Vote: Aye

P. APPROVAL OF CERTIFICATION AND SUBMITTAL OF ACCREDITATION SELF-EVALUATION

Dr. Mann made a motion, seconded by Ms. Wah, to approve the Certification and Submittal of the Accreditation Self-Evaluation. Mr. Thomson put forward an amendment to the motion to send the Accreditation Self-Evaluation document no later than December 29 or whatever the deadline is for submitting it. Dr. Miller suggested January 2.

MOTION: ON MOTION OF Dr. Mann and seconded by Ms. Wah, the Board voted by six affirmative votes [Brown, Mann, Martin, Selvidge, Thomson, Wah] to approve the Certification and Submittal of the Accreditation Self-Evaluation and to send the document no later than January 2, 2015. Absent: Fellow.
Advisory Vote: Aye

Q. BOARD POLICY REVISIONS RECOMMENDED BY BOARD POLICY REVIEW COMMITTEE
   • BB 2730: Board Member Health Benefits
This item has been pulled for a later date. Dr. Mann said that four bylaws have been moved to board policies as suggested by the Board.

R. AGREEMENT TO RECRUIT AND HIRE FACULTY FOR NEXT FISCAL YEAR
Agreement to bring on 36 new faculty positions effective September 2015; majority are in high enrollment classes.

S. PRESIDENTIAL SEARCH UPDATE
   a. Report on Recruitment
   b. Individual Invitation Letter
   c. Nomination Letter

T. CLERY REPORT
Dr. Miller acknowledged the great work of Acting Chief Matchan and his team.

U. STUDENT EQUITY PLAN PREPARATION UPDATE
Dr. Olivo presented information on preparation for student equity plan.
V. SUPERINTENDENT-PRESIDENT'S REPORT
Thanked Bobbi Abram and Foundation for successful scholarship award reception. Represented PCC at White House College Commitment day. Met with lobbyist and reviewed board goals and legislative plan. Went up on the Hill to lobby. Spoke at Registered Nurse pinning ceremony last night. Attended Student Launch and Start up Marketing and Advertising Work-based Learning presentations. Thanked Management Association for wonderful campus holiday celebration. Reminded Board there is a holiday celebration this coming Monday at the Athenaeum from 4-6pm. Happy Holidays to all and thank you for all you do.

W. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

a. SHARED GOVERNANCE REPRESENTATIVES

Mr. Marshall Lewis, on behalf of Mr. Jordyn Orozco, Associated Students
- Relaxation week this week for finals - breakfasts, coffee in Quad and Galloway Plaza. Giving away testing supplies to help with finals.

Ms. Graciela Caringella, Classified Senate
- Held successful classified outreach events for staff the last week of November at Community Education Center, Child Development Center, Facilities and Rosemead site. In process of scheduling classified town hall meetings. Have selected two candidates to participate in Presidential Search committee. Classified Senate is concerned about role of shared governance groups in this process.

Dr. David Douglass, Management Association
- Thanked the trustees for coming to the holiday party yesterday. Great cover page in the Courier on STEM cell program and article about event put on by computer science people.

b. BOARD OF TRUSTEES

Ms. Linda Wah, Trustee
- Asian Pacific Islander advisory to the President is holding API Pathways on January 24. Congratulated SBDC on the students' presentations.

Mr. William Thomson, Trustee
- On January 21st will be having firm doing search process at the board meeting and has asked to have his appointment considered at that time as well as the possibility of having a representative from Pasadena Chamber of Commerce. The PTSA and the Management Association gathering yesterday was a fabulous event. Student Scholarship awards presentations, so well put together by the Foundation, a pleasure to be there. Attended Foundation's scholarship event and three students who stood up and spoke up at the end were very moving and very deserving - thanked Bobbi Abram for the impressive event.

Dr. Ross Selvidge, Trustee
- Attended Foundation's scholarship event. Invited Gina Harris to step out; she was one of the recipients.

Mr. Marshall Lewis, Student Trustee
- Congratulated President Brown.
Trustee Brown announced that tomorrow Dr. Bell has arranged to have one of the historic black colleges, Morehouse, here on campus to recruit students.

X. FUTURE BOARD MEETING DATES

**Wednesday, January 21, 2015**
6:00 P.M. Regular Business Meeting

**Wednesday, February 4, 2015**
6:00 P.M. Regular Business Meeting

**Wednesday, February 18, 2015**
6:00 P.M. Regular Business Meeting

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

VI. ADJOURNMENT
Ms. Brown adjourned Meeting No. 1 at 10:41 p.m.
MOTIONS CARRIED AT MEETING NO. 1 – December 10, 2014

1. Approval to elect Berlinda Brown as Board President for 2015.
2. Approval to elect Linda Wah as Board Vice President for 2015.
3. Approval to elect Jeanette Mann as Board Clerk for 2015.
4. Approval to elect Robert B. Miller as Board Secretary for 2015.
5. Approval to certify the signatures of the 2015 Board of Trustees and administrative staff authorized to sign notices of employment, contracts and orders drawn on the funds of the District.
6. Approval to hold the 2015 Regular Business Meetings of the Board of Trustees on the first and third Wednesdays of each month convening at 7:00 p.m., and retreats on January 17 and September 12, and that the second meeting not be designated as a study session.
7. Approval to not meet on January 7, 2015, the first Wednesday of January 2015.
8. Approval to cancel the retreat proposed for Saturday, January 17, 2015.
9. Approval to adjourn the Annual Organizational Meeting.
10. Approval of the Minutes of Meeting No. 25, Regular Business Meeting, held on November 17, 2014.
11. Approval of Consent Item 8-S through 10-S, 12-I through 15-I, 93-B through 104-B, and 42-P through 50-P.
12. Approval to authorize to Enter into Agreement with HGA for the Centennial Facilities Master Plan.
13. Approval to amend the previous motion with the following amendment to add three sentences to the end of Resolution No. 527: "...an aggregate cash balance in any District fund if the need arises up to $10 million. That the administration will be responsible to report to the Board each transfer at its next regular board business meeting and when the loan will be repaid. This resolution will expire December 31, 2015."
14. Approval to adopt Resolution No. 527, Authorization to Enter Into Temporary Interfund Cash Fund Borrowing, as amended.
15. Approval of the Additions, Deletions and Changes to the Credit and Noncredit Curriculum.
16. Approval to ratify the Special Commendation for Geoffrey L. Baum.
17. Approval of the Certification and Submittal of the Accreditation Self-Evaluation and to send the document no later than January 2, 2015.
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 (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 Appointments: Space Planning Manager of Facilities Design & Construction; Director, Rosemead Site

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

A. CONVENE ANNUAL ORGANIZATIONAL MEETING

B. PLEDGE OF ALLEGIANCE

C. INTRODUCTIONS AND RECOGNITIONS
   • 2015 Tournament of Roses Royal Court

   A brief reception will follow

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

E. CERTIFICATION OF SIGNATURES
F. SETTING DAY AND TIME OF REGULAR MEETINGS FOR 2015, AND RETREATS

G. ADJOURN ANNUAL ORGANIZATIONAL MEETING

H. CONVENE REGULAR BUSINESS MEETING No. 1

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

J. APPROVAL OF MINUTES
   Meeting No. 25, Regular Business Meeting, November 17, 2014

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

ACTION ITEMS RECOMMENDED FOR APPROVAL

L. AUTHORIZATION TO ENTER INTO AGREEMENT WITH VENDOR FOR THE CENTENNIAL FACILITIES MASTER PLAN

M. ADOPTION OF RESOLUTION No. 527 AUTHORIZATION TO ENTER INTO TEMPORARY INTERFUND CASH FUND BORROWING

N. ADDITIONS, DELETIONS AND CHANGES TO THE CREDIT AND NONCREDIT CURRICULUM

O. RATIFY SPECIAL COMMENDATION FOR GEOFFREY L. BAUM

P. APPROVAL OF CERTIFICATION AND SUBMITTAL OF ACCREDITATION SELF-EVALUATION

Q. BOARD POLICY REVISIONS RECOMMENDED BY BOARD POLICY REVIEW COMMITTEE
   • BB 2730: Board Member Health Benefits

INFORMATION ITEMS

R. AGREEMENT TO RECRUIT AND HIRE FACULTY FOR NEXT FISCAL YEAR

S. PRESIDENTIAL SEARCH UPDATE (For Information Only)
   a. Report on Recruitment
   b. Individual Invitation Letter
   c. Nomination Letter

T. CLERY REPORT

U. STUDENT EQUITY PLAN PREPARATION UPDATE

V. SUPERINTENDENT-PRESIDENT'S REPORT

ANNOUNCEMENTS

W. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

X. PROPOSED FUTURE BOARD BUSINESS MEETING DATES

   Wednesday, January 21, 2015
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6:00 P.M. Regular Business Meeting

Y. PROPOSED FUTURE AGENDA ITEMS

IV. ADJOURNMENT
CONSENT ITEMS

8-S Approval of Student Travel – Ujima Program, College Campus Tours
9-S Approval of Student Travel – PCC Veterans Club
10-S Approval of Student Travel – Cross Cultural Center

12-I Approve Extension Independent Contractors/Instructors
13-I Approve/Ratify Instructional Activities and Staff Development Activities for Distance Education
14-I Approve CA Career Pathways Trust Program Retreat – Career and Technical Education
15-I Ratify CA Career Pathways Trust Program for Conferences, Workshops and Activities – Career and Technical Education (CTE)

93-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation
94-B Reporting and Approval of Revolving Fund Reimbursement
95-B Approve/Ratify Contracts
96-B Approve Piggybackable Contracts
97-B Approve Purchasing Transactions
98-B Approve Information Technology Purchasing Transactions
99-B Approve Professional Conference Attendance
100-B Amend Consent Item No. 181-B: Adoption of Resolution No. 522, Approve Agreement, Child Care and Development Services
101-B Amend Consent Item No. 5-B: Adoption of Resolution No. 523, Ratify Agreement, Child Care and Development Services
102-B Authorization to Dispose of Surplus Equipment
103-B Award: Bid 907, Replace District Boilers
104-B Approve Change Orders, R-Building Restrooms Upgrade

42-P Approve/Ratify Compensation for Academic Personnel
43-P Employment of Hourly Faculty, 2014-15
44-P Employment of Hourly Unclassified Employees, College Assistants and Volunteers for 2014-2015
45-P Employment of Hourly Unclassified Employees, Student Workers for 2014-2015
46-P Authorization to Reimburse Applicant
47-P Employment, Change of Status and Separations of Classified Employees
48-P Approve/Ratify Compensation for Classified Personnel
49-P Appointment of Classified Administrators (1) – CLOSED SESSION
50-P Appointment of Academic Management – CLOSED SESSION
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Board Agenda Item F: Receipt of Fiscal Year 2013 – 2014 District Financial Audit and PCC Foundation

Board Meeting: January 21, 2015

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, receive the 2013-2014 District Financial Audit.

Fiscal Implications: None

Background: The Fiscal Year 2013-2014 District Financial Audit has been prepared by the firm of Vincenti, Lloyd & Stutzman (VLS), LLP, business consultants and CPA's. The audit has been reviewed by staff, and responses have been prepared wherever recommendations were made. Copies of the audit have been sent to the Office of the Chancellor, California Community Colleges, as required, prior to December 31, 2014.

Recommended for Approval:____________________________
Executive Director of Business Services

Approved for Submission to the Board of Trustees by:____________________________
Interim Superintendent/President
Ralph Andersen & Associates

Pasadena Area Community College District
Pasadena City College

Board Agenda Item

Superintendent/President Search Process – Ralph Anderson & Associates – Action Item to (a) approve the Superintendent/President Screening Committee Binder components as outlined and (b) set reimbursement amount limits for travel expenses for semi-finalists and finalists.

Board Meeting

January 21, 2015

Recommendation

It is recommended that the Board of Trustees review, edit as needed, and approve the following sections of the Superintendent/President Screening Committee Binder:

1. **Charge of the Screening Committee:** Approve the overall charge to the committee; set the minimum number of candidates that shall be forwarded to the Board (in unranked alphabetical order) to be invited for an interview; appoint the Chair of the Screening Committee.

2. **Pasadena City College Screening Committee Member Participation Agreement:** Require all committee members to sign the agreement.

3. **EEO Training:** Assign a College staff member to conduct the District’s EEO training of the Screening Committee members at the first committee meeting.

4. **Ground Rules:** Approve ground rules for the operation of the screening committee.

5. **Screening Committee Membership:** Accept and confirm the nominations for the Superintendent/Presidential Screening Committee.

Fiscal Implications

Not applicable

Background

The Board of Trustees, at its November 5, 2014 meeting, hired Ralph Andersen & Associates (Mr. Stan Arterberry and Dr. Nicki Harrington, Senior Consultants) to conduct the Superintendent/President Search Process. The search consultants immediately began the search process, including recruitment efforts. At its November 17, 2014 meeting, the Board approved...
the contract for Ralph Andersen & Associates, the search timeline, and the Superintendent/President Profile (Recruitment Brochure). The Board also received the Superintendent/President Screening Committee Binder, containing all sections, at its November 17, 2014 meeting, and briefly discussed the merits of reimbursing candidates for travel expenses to participate in the semifinal interviews and the finalist’s two-day site visit on campus. This agenda item is provided to seek approval for the aforementioned sections of the Superintendent/President Screening Committee Binder. Additionally, it is recommended that the Board take action at this time to set reimbursement amount limits for travel expenses for semifinalists and finalists.

Submitted by: Ralph Andersen & Associates (Stan Arterberry and Nicki Harrington, Senior Consultants)

Attachments:

1. Charge to the Screening Committee
2. PCC Screening Committee Member Participation Agreement
3. EEO Training
4. Ground Rules
5. Screening Committee Membership
The Board of Trustees charges the Superintendent/President’s Screening Committee to achieve the following objectives:

1. The process for application screening for the Superintendent/President will be collaborative, rigorous, open, non-discriminatory, inclusive, and transparent.

2. The Screening Committee will try to reach consensus on all Committee decisions. If the Screening Committee is unable to reach consensus after discussion of an issue, then the majority view of the Committee shall prevail.

3. Committee members must be willing to give Screening Committee responsibilities their highest priority. To assure equity in the process, attendance at all Committee meetings is required.

4. The Screening Consultant shall submit the applicant files in two groups to the Superintendent/President Screening Committee: Group 1 – those candidates that meet minimum qualification and recommended for interview; Group 2 – those candidates that meet minimum qualifications and not recommended for an interview, those candidates that do not meet minimum qualifications, and those candidates with incomplete files.

5. To assist the Board of Trustees in the conduct of an open and active national search following Equal Employment Opportunity guidelines and considerations as well as the laws and regulations of the State of California.

6. The chair of the Screening Committee shall be __________________________ (Appointed by the Board of Trustees).

7. In carrying out the charge, the Screening Committee should work with the designated Search Consultant. Dr. Vicki Nicholson shall be the Screening Committee’s representative to the Search Consultant and she shall report to the Board of Trustee President in
those matters within the purview of the Screening Committee relating to the Superintendent/President, Pasadena City College application search process.

8. The Search Consultant and Dr. Vicki Nicholson will make periodic reports to the Board of Trustees on matters related to the search process that are outside the purview of the Screening Committee.

9. To observe strict confidentiality with regard to candidates, applicants, and nominees for the position (see Confidentiality Statement).

10. To recommend a minimum of ______ candidates, in unranked alphabetical order, to the Board of Trustees for interviews. All names forwarded should be acceptable candidates, with the understanding that if fewer than ___ candidates are forwarded, the Board of Trustees may take action as it deems appropriate. (Number of applicants to be interviewed shall be determined by the Board of Trustees)

11. In order to protect the integrity of the process and the collegiality of the Committee, any concerns regarding the conduct of a committee member should be reported to Dr. Vicki Nicholson, who will deal with those concerns as directed by the Board of Trustee President.

12. Everyone has equal time and everyone is equal: There is no “rank” in the room.

13. Focus on the future and on the successes of the College/District.

**Board of Trustee**

1. The Board of Trustee shall select the Superintendent/President.

2. The Board of Trustee will establish the calendar and approve the structure of the Superintendent/President hiring process.

3. The Board of Trustee will communicate to all those participating in the selection process to conduct themselves in the highest ethical standards throughout the entire selection process. All participants shall agree to the Statement of Confidentiality regarding their participation both during and after the interview process.

4. The Board of Trustee determines the number of representatives from each constituent group. All College constituent groups will select their own committee members. The Board shall appoint the Community Representatives. The Search Consultant and Dr. Vicki Nicholson will serve as non-voting members of the Committee. Please see Screening Committee Profile for committee membership.

5. The Board of Trustees requires minimum________ candidates in unranked order.
6. The Board of Trustees will interview applicants for the Superintendent/President's position. These interviews will be conducted in closed session and will follow a standardized format. Prior to these interviews, the Board of Trustees will be given copies of each applicant’s file for review and study.

7. The Board of Trustees may require that a Superintendent/President Forum be held for the finalists and other activities as defined by the Board of Trustees, in conjunction with campus site visits for the Superintendent/President candidates.

8. The Board of Trustees determines the efficacy of a site visit(s) to the home campus of the finalist and, if necessary, determines the participants for the visiting team. The Board of Trustees also determines the structure and schedule for the site visit(s).

9. The Board of Trustees may establish any other evaluation methods, as it deems appropriate.

10. After all interviews are completed, the Board of Trustees will choose the most qualified candidate for the position or, if the Board of Trustees does not feel that any candidate interviewed is qualified for the position, the Board of Trustees may choose to continue the search process or take other action as it deems appropriate.

11. All reference checks shall be conducted by the Search Consultant and the reference report shall be given to the Board of Trustees.
SCREENING COMMITTEE MEMBER PARTICIPATION AGREEMENT

Superintendent/President

(Position/Title) (Job No.) (Date)

You have been appointed to participate on the screening committee that will recommend candidates to the Board of Trustee to interview for the above named vacant position. Your signature on this agreement indicates your willingness to comply with all of the requirements and responsibilities articulated below.

All screening committee member actions associated with this screening process are subject to the laws and regulations relating to State and federal equal opportunity and fair employment practices.

ALL INFORMATION regarding the screening process is CONFIDENTIAL. You may not, under any circumstances, discuss any aspect of this screening process with a non-authorized person or outside of the screening committee meeting sessions. Any member of the screening committee who fails to comply with this requirement shall be removed from the process.

Your signature on this agreement certifies that:

1. None of the applicants for this position is your spouse, nor your or your spouse’s immediate family: son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, grandparent, grandchild, son-in-law, daughter-in-law, or any relative living in your immediate household.

2. You have no other relationship to any applicant that would interfere with your ability to participate in this screening process in an unbiased manner.

3. You have completed the required EEO training and will attend all committee meetings, and actively participated in all stages of the screening processes.

4. You have not written a letter of recommendation or served as a reference for any of the candidates.

5. You can assess the applicants’ qualifications in an unbiased manner.

6. You will not disclose any information gained through this confidential process to any unauthorized person, either now or in the future.

7. You are aware of, understand and agree to the proposed timeline for completion of your responsibilities as a screening committee member for this recruitment.

Your absolute adherence with this agreement is a professional responsibility that you consent to respect by accepting an appointment on this screening committee. If you cannot comply with these requirements, you should respectfully decline participation, as failure to honor this agreement constitutes a breach and will result in dismissal of the member(s) from the committee, preclusion from future participation on screening committees and may result in the entire screening process being deemed null and void.
If you are approached and asked questions about, or compelled to discuss, any aspect of the screening process, please refrain from discussing and instead direct the individual(s) to Dr. Vicki Nicholson, HR Consultant to the Board of Trustees or the Search Consultants from Ralph Andersen & Associates

We appreciate your willingness to adhere to these ethical standards. Such conduct helps to ensure the integrity of the screening process. By your signature below you acknowledge receipt of this notice and hereby agree to abide by its provisions.

**COMMITTEE MEMBER SIGNATURES:**

I agree to comply with the Equal Employment Opportunity guidelines set forth in this screening process. I understand that the Equal Employment Opportunity (EEO) Representative may stop the screening process at any time based on alleged misconduct, discriminatory behavior against one or more candidates, or if deviation from District fair employment procedures has occurred. The screening process will not resume until the District’s Equal Employment Opportunity Officer has reviewed the allegations and recommended appropriate remedial action (Title 5, California Code of Regulations, Section 53024(b)).

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(This form is retained as part of the application file in Human Resources.)
Hiring:
Diversity & Equal Opportunity Training

District staff will provide appropriate EEO training.
Ground Rules for
Screening Committee
Meetings and Discussions

The following ground rules and consensus building process are based on the philosophy that group effort in support of the Superintendent/President screening process is better than individual effort.

1. Issues and concerns discussed in the Screening Committee meetings are confidential: Screening Committee discussions of applicants and qualifications of individual applicants and candidates are absolutely confidential. (See Draft Screening Committee’s Statement of Confidentiality.)

2. Everyone is an ally.

3. Everyone participates.

4. Everyone has equal time and everyone is equal: There is no “rank” in the room.

5. The focus is on Pasadena City College and communities served by the District.

6. Focus on the future and on the successes of the College and District.

7. Focus on the broad needs of the whole College and District and not on the narrow issues of one group.

8. Focus on the describable characteristic, desirable personal, professional characteristics and essential duties and responsibilities for the new Superintendent/President.

9. Respect for the integrity of the screening process.

10. All members of the Screening Committee are required to attend all scheduled meetings.

11. Have fun.
## Screening Committee Profile
### Superintendent/President
#### Pasadena Area Community College District

<table>
<thead>
<tr>
<th>Constituency</th>
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<tr>
<td>Acad Senate</td>
<td>Eduardo A. Cairo</td>
<td><a href="mailto:eacairo@pasadena.edu">eacairo@pasadena.edu</a></td>
</tr>
<tr>
<td>Acad Senate</td>
<td>Julie Kiotas</td>
<td><a href="mailto:ajkiotas@pasadena.edu">ajkiotas@pasadena.edu</a></td>
</tr>
<tr>
<td>Classified Senate Pres.</td>
<td>Carrie Afuso</td>
<td><a href="mailto:cmafuso@pasadena.edu">cmafuso@pasadena.edu</a></td>
</tr>
<tr>
<td></td>
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<td>Rm CC105, Phone 585.7972</td>
</tr>
<tr>
<td>Classified Senate Pres.</td>
<td>Jeannie Sullivan</td>
<td><a href="mailto:jmsullivan@pasadena.edu">jmsullivan@pasadena.edu</a></td>
</tr>
<tr>
<td></td>
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<td>Rm L113, Phone 585.7046</td>
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<tr>
<td>Management Association President</td>
<td>Paul Jarrell</td>
<td><a href="mailto:pejarrell@pasadena.edu">pejarrell@pasadena.edu</a></td>
</tr>
<tr>
<td>Executive Committee Representative</td>
<td>Robert Bell</td>
<td><a href="mailto:rhbell@pasadena.edu">rhbell@pasadena.edu</a></td>
</tr>
<tr>
<td>Student Trustee</td>
<td>Marshall Lewis</td>
<td><a href="mailto:mlewis@pasadena.edu">mlewis@pasadena.edu</a></td>
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<tr>
<td>Associated Students President</td>
<td>Jordyn Orozco</td>
<td><a href="mailto:jorozco4@pasadena.edu">jorozco4@pasadena.edu</a></td>
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<tr>
<td>Area 1</td>
<td>Prof. Paul Jennings of Caltech</td>
<td>640 South Grand Ave. Pasadena, CA 91105</td>
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<td></td>
<td>(626) 395-2083</td>
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<tr>
<td>Area 2</td>
<td>Ralph Hurtado</td>
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<tr>
<td>Area 3</td>
<td>Ms. Juanita West Tillman</td>
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<tr>
<td>Area 4</td>
<td>Lawrence Pretty</td>
<td>1475 Hillcrest Avenue Pasadena CA 91106</td>
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<td>(626) 304-9890</td>
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<tr>
<td>Area 5</td>
<td>Dr. Suzie Abajian</td>
<td><a href="mailto:sabajian@oxy.edu">sabajian@oxy.edu</a></td>
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<tr>
<td>Area 6</td>
<td>Dr. Marsha Johnson</td>
<td><a href="mailto:mlkeeler@hotmail.com">mlkeeler@hotmail.com</a></td>
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<tr>
<td>Area 7</td>
<td>Dr. Richard Garcia</td>
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<td>RJA Mangement Services</td>
<td>626-437-2917 Mobile</td>
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<td></td>
<td>President</td>
<td><a href="mailto:rgarcia@rjamanagement.com">rgarcia@rjamanagement.com</a></td>
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_A Tradition of Excellence Since 1972_

5800 Stanford Ranch Road, Suite 410, Rocklin, California 95765 Phone: 916/630-4900 Fax: 916/630-4911 Website: www.ralphandersen.com
Board Agenda Item H: Approval of Board Bylaws

Board Meeting: January 21, 2015

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 2730: Board Member Health Benefits

Fiscal Impact: None

Background: The bylaws were compared to model bylaws 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 are shown in bold text, deletions show as strike throughs.

Approved for Submission to the Board of Trustees by:
Interim Superintendent-President
BB 2730 BOARD MEMBER HEALTH BENEFITS

References:
Government Code Sections 53201 and 53208.5

Benefits

Members of the Board are eligible to receive health insurance and other such benefits generally available to employed personnel according to the current provisions of the Government Code, Sections 53201 and 53208.5, in effect at the time of receipt.

1. Former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Board after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years. Elected members who were first elected prior to January 1, 1995, retire after March 17, 1993, and who have served a minimum of twelve 12 years after the date when first selected as members on the Pasadena Area Community College District Board of Trustees at the time of the termination of their service, may elect to receive the benefits referred to in paragraph a above, as such benefits are from time to time modified as to employed personnel, until reaching the age of sixty-five (65).

2. Elected members who were first elected on or after January 1, 1995, and who have served a minimum of twelve 12 years after the date when first elected, may elect to receive benefits referred to in paragraph b, immediately above, only if the full cost of coverage is paid by the former elected member. Such coverage shall in all events end upon the elected member reaching age sixty-five (65).

3. Each former elected member who receives continued benefits under section 2 or 3 meets the twelve 12 year requirement may elect coverage for his/her eligible spouse or domestic partner and/or dependents during the same term and under the same plan of coverage as the former elected member on the terms generally applicable under the plan from time to time in effect as to spouses and dependents, provided that the former elected member is
receiving continued benefits and pays shall contribute the full cost of the premiums for such coverage.

Date Revised:
(Replaces PCC Bylaw 1810: PCC Bylaw 1810 titled Miscellaneous: Compensation approved by the Board of Trustees on August 17, 1994 and revised on January 17, 1995 and March 19, 2008.)
Board Agenda Item I: Approval of Additions and Deletions to the Noncredit Curriculum

Board Meeting: January 21, 2015

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

Fiscal Implications: None.

Background: The noncredit course and program additions and deletions have been approved by the Curriculum and Instruction Committee and have been recommended to the Associate Vice President for Academic Affairs for review.

Recommended for Approval:

Associate Vice President, Academic Affairs

Approved by:

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

(Requires three signatures)
NONCREDIT CURRICULUM COURSES

ADDITIONS – Effective Summer 2015

NONCREDIT DIVISION

BLDN 2300 INTRODUCTION TO OCCUPATIONAL SAFETY AND HEALTH FOR THE BUILDING TRADES
Basic construction safety on an apprenticeship level. Training for workers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces and provides information regarding workers’ rights, employer responsibilities, and how to file a complaint. Total of 28 hours lecture.

BLDN 2301 INTRODUCTION TO THE BUILDING TRADES AND CONSTRUCTION INDUSTRY
Introduction to the building trades and construction industry, different unions representing crafts, and the wide spectrum of careers. Course integrates academic and technical preparation with an emphasis on career awareness, exploration and skill preparation. Total of 48 hours lecture.

BLDN 2302 BASIC CONSTRUCTION MATH FOR THE BUILDING TRADES AND CONSTRUCTION INDUSTRY
Introduction to basic mathematical skills required in a variety of construction trades. Emphasis on the basic arithmetic and geometry required to accurately perform routine tasks, estimate simple quantities, and read a standard metric ruler and scale. Total of 48 hours lecture.

BLDN 2303 INTRODUCTION TO PRINT READING FOR THE BUILDING TRADES AND CONSTRUCTION INDUSTRY
Introduction to the various types of print used in the building trades and construction industry. Emphasis on interpreting different types of symbols, abbreviations, and keynotes found on construction drawings. Total of 48 hours lecture.

BLDN 2304 BASIC MATERIAL HANDLING AND RIGGING
Preparation for practice in basic material handling and rigging in the building trades and construction industry. Total of 28 hours lecture.

BUSN 2611A COMPUTER KEYBOARDING A - BILINGUAL
General overview of keyboarding techniques using the touch method for bilingual students. Emphasis on keyboard mastery and preparation of basic documents. Total of 10 hours lecture and 26 hours laboratory.

BUSN 2611B COMPUTER KEYBOARDING B - BILINGUAL
General overview of keyboarding techniques for bilingual students. Emphasis on the development of speed and accuracy, and correct formatting of business documents to produce documents that meet business standards. For students with prior keyboarding experience. Recommended keyboarding speed of 25 words per minute. Total of 10 hours lecture and 44 hours laboratory.

BUSN 4001 HOW TO START YOUR OWN SMALL BUSINESS
Overview of knowledge, skills, and requirements for starting a new small business. Emphasis on attitudes, resources, technology, and networks involved in pursuing new business ventures. Total of 20 hours lecture.

BUSN 4002 MANAGING A SMALL BUSINESS
Introduction to managing a small business. Topics include handling workplace conflict, human relations, problem-solving, workplace diversity, marketing, and the role of the manager as leader for small business ownership. Total of 20 hours lecture.
BUSN 4003 FINANCING A SMALL BUSINESS
Introduction to financial aspects of operating a small business. Topics include starting and operating a business, financing a small business, banking, and cash flow management. Total of 20 hours lecture.

BUSN 4004 DEVELOPING A BUSINESS PLAN
Introduction to essential components of a small business plan. Topics include vision statement, product description, market analysis, management team, marketing, company analysis, cash flow statements, and revenue projections. Total of 20 hours lecture.

BUSN 4401 HOW TO START YOUR OWN SMALL BUSINESS-BILINGUAL
Overview of knowledge, skills, and requirements for starting a new small business for bilingual students. Emphasis on attitudes, resources, technology, and networks involved in pursuing new business ventures in a bilingual environment. Total of 20 hours lecture.

BUSN 4402 MANAGING A SMALL BUSINESS-BILINGUAL
Introduction to managing a small business for bilingual students. Topics include handling workplace conflict, human relations, problem-solving, workplace diversity, marketing, and the role of the manager as leader for small business ownership in a bilingual environment. Total of 20 hours lecture.

BUSN 4403 FINANCING A SMALL BUSINESS-BILINGUAL
Introduction to financial aspects of operating a small business. Topics include starting and operating a business, financing a small business, banking, and cash flow management. Total of 20 hours lecture.

BUSN 4404 DEVELOPING A BUSINESS PLAN-BILINGUAL
Introduction to essential components of a small business plan. Topics include vision statement, product description, market analysis, management team, marketing, company analysis, cash flow statements, and revenue projections. Total of 20 hours lecture.

BUSN 7310 COMPUTER MICROSOFT WINDOWS APPLICATIONS-BILINGUAL
Introduction to the Microsoft Windows operating system for bilingual students. Topics include Windows desktop, help, file and folder management, accessing applications and communicating, and customizing a computer using the control panel. Recommended keyboarding speed of 25 words per minute. Total of 36 hours lecture and 18 hours laboratory.

CHON 1100 INTRODUCTION TO TEACHING YOUNG CHILDREN
Introduction to teaching in a professional early-childhood setting or program serving children under the age of six. Emphasis on writing a lesson plan and creating developmentally and culturally appropriate curriculum. Total of 24 hours of lecture.

CHON 1101 INTRODUCTION TO HOME, SCHOOL AND COMMUNITY RELATIONS
Introduction to effective communication and best practices for child care providers for optimal home, school and community relations. Basic concepts of developing strong communication skills when working in a professional child care setting and critical techniques for communicating with diverse parents and co-workers. Total of 24 hours of lecture.

CHON 1102 BASIC SKILLS FOR CHILD CARE PROVIDER
Introduction to basic theories of child growth and development, health and safety, and nutrition guidelines for infants, toddlers and preschool age children. Emphasis on CPR/First training for child care providers. Total of 24 hours of lecture.

CHON 4000 FAMILY HOME CHILD CARE PROVIDER: INTRODUCTION TO CHILD DEVELOPMENT
Introduction to stages of child development, best practices in supporting healthy growth and development of children birth to six years of age, and family and community resources. Emphasis on ages and stages of development, and effective communication and guidance for working in a diverse family home care setting. Total of 24 hours lecture.
CHDN 4100 FAMILY HOME CHILD CARE PROVIDER: INTRODUCTION TO CHILD DEVELOPMENT-BILINGUAL
Introduction to stages of child development, best practices in supporting healthy growth and development of children birth to six years of age, and family and community resources for the bilingual student. Emphasis on ages and stages of development, and effective communication and guidance for working in a linguistically diverse family home care setting. Total of 24 hours lecture.

CHDN 4001 FAMILY HOME CHILD CARE PROVIDER: CULTURALLY RELEVANT CURRICULUM
Introduction to developmentally appropriate and culturally relevant curriculum. Emphasis on developing age appropriate activities and creating effective learning environments for children in a diverse family home day care setting. Total of 24 hours lecture.

CHDN 4101 FAMILY HOME CHILD CARE PROVIDER: CULTURALLY RELEVANT CURRICULUM-BILINGUAL
Introduction to developmentally appropriate and culturally relevant curriculum for the bilingual student. Emphasis on developing age appropriate activities and creating effective learning environments for children in a linguistically diverse family home day care setting. Total of 24 hours lecture.

CHDN 4002 FAMILY HOME CHILD CARE PROVIDER: LICENSING AND WORKFORCE READINESS
Introduction to requirements for obtaining a license as a family home care provider. Review of the National Association for Education of Young Children (NAEYC) code of ethical conduct and California's licensing procedures. Emphasis on professionalism, health and safety, and licensing regulations. Total of 24 hours lecture.

CHDN 4102 FAMILY HOME CHILD CARE PROVIDER: LICENSING AND WORKFORCE READINESS-BILINGUAL
Introduction to requirements for obtaining a license as a family home care provider for the bilingual student. Review of the National Association for Education of Young Children (NAEYC) code of ethical conduct and California's licensing procedures. Emphasis on professionalism, health and safety, and licensing regulations. Total of 24 hours lecture.

DSPS 1000 SUCCESS IN COLLEGE FOR ADULTS WITH DISABILITIES
Successful strategies for adults with disabilities developing and pursuing goals for transitioning to credit academic and CTE programs. Students learn the importance of acquiring self-advocacy skills, self-esteem and self-discipline needed for personal and college success. Total of 36 hours lecture.

DSPS 2201 FINDING THE JOB THAT’S RIGHT FOR YOU
Fundamental course designed for adults with developmental disabilities who have an interest in finding realistic and meaningful employment. Emphasis on looking for different job opportunities that support the adult learner’s interests, values, and skills. Recommended working knowledge of basic reading, writing, and math skills. Total of 16 hours lecture.

DSPS 2202 GETTING THE JOB YOU WANT
Fundamental course designed for adults with developmental disabilities who have an interest in finding realistic and meaningful employment. Emphasis on filling out job applications, creating resumes and cover letters, and learning interviewing techniques. Recommended working knowledge of basic reading, writing, and math skills. Total of 16 hours lecture.

DSPS 2203 BASIC SOCIAL SKILLS: GETTING ALONG WITH OTHERS IN THE WORKPLACE
Fundamental course designed for adults with developmental disabilities with an interest in maintaining realistic and meaningful employment. Emphasis on learning the skills needed to create good working habits, workplace diversity, communicate needs, and interact appropriately with co-workers and supervisors. Recommended working knowledge of basic reading, writing, and math skills. Total of 16 hours lecture.
DSPS 2204 INTRODUCTION TO YOUR RIGHTS AND RESPONSIBILITIES IN THE WORKPLACE
Fundamental course designed for adults with developmental disabilities with an interest in maintaining realistic and meaningful employment. Focus on learning the skills needed to make good decisions and understand rights in the workplace. Recommended working knowledge of basic reading, writing, and math skills. Total of 16 hours lecture.

DSPS 2205 WORKPLACE READINESS FOR STUDENTS WITH DISABILITIES
Introduction to skills and strategies needed for adults with disabilities to develop pathways to college, career technical training, or enter the workforce. Topics include the job application process, employee rights, interviewing skills, time management, importance of teamwork, diversity in the workplace, and basic workplace expectations. Total of 30 hours lecture.

ESLN 2050 ESL FAMILY LITERACY MODULE, A
Development of speaking, reading, and writing skills of limited English speaking parents with children in local elementary, middle and high schools. Family literacy emphasis covering reading with children, parental involvement, kinder readiness, school attendance, and assisting children of all ages with homework. Total of 36 hours lecture.

ESLN 2051 ESL FAMILY LITERACY MODULE, B
Development of speaking, reading, and writing skills of limited English speaking parents with children in local elementary, middle and high schools. Family literacy emphasis on academic skills, school attendance, assisting children with homework, basic college readiness, and financial aid information. Total of 36 hours lecture.

ESLN 2052 ESL FOR HEALTH SCIENCES
Introduction to the health care field for non-native speakers of English aimed at the development of language skills for careers in healthcare. Consists of communication skills and medical terminology. Total of 50 hours lecture.

ESLV 1012 VESL: GREEN CONSTRUCTION, MODULE A
Development of reading, speaking, listening and writing skills of beginning-high to intermediate-low ESL students for careers in green construction. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with clients or future employers. Topics include basic tools and equipment, units of measurement, basic construction materials and workplace readiness. Total of 50 hours lecture and 10 hours laboratory.

ESLV 1013 VESL: GREEN CONSTRUCTION, MODULE B
Development of reading, speaking, listening, and writing skills of beginning-high to intermediate-low ESL students for careers in green construction. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with clients or future employers. Topics include communication with supervisors and coworkers, basic safety, protection clothing and gear, and basic safety signs. Total of 50 hours lecture and 10 hours laboratory.

ESLV 1014 VESL: GREEN HOUSEKEEPING, MODULE A
Development of reading, speaking, listening and writing skills of beginning-low to intermediate-high ESL students for careers in green housekeeping. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with clients or future employers. Topics include communication with supervisors and co-workers, basic safety, safety signs. Total of 50 hours lecture and 10 hours laboratory.

ESLV 1015 VESL: GREEN HOUSEKEEPING, MODULE B
Development of reading, speaking, listening and reading skills of beginning-low to intermediate-high ESL students for careers in green housekeeping. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with clients or future employers. Topics include communication with supervisors and co-workers, social and personal relations, safety, and worker rights. Total of 50 hours lecture and 10 hours laboratory.
ESLV 2030  VESL: GREEN LANDSCAPING AND GARDENING, MODULE A
Development of reading speaking, listening, and writing skills of beginning-high to intermediate-low ESL students for careers in green gardening and landscaping. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with clients or future employers. Topics include plant identification, selection and care, irrigation, safe use of hand and power tools, and workplace readiness. Total of 50 hours lecture and 10 hours laboratory.

ESLV 2031  VESL: GREEN LANDSCAPING AND GARDENING, MODULE B
Development of reading speaking, listening, and writing skills of beginning-high to intermediate-low ESL students for careers in green gardening and landscaping. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with clients or future employers. Topics include best plant placement, safe fertilizer and pesticide usage, and yard maintenance. Total of 50 hours lecture and 10 hours laboratory.

ESLV 3000  VESL: CHILD CARE PROVIDER, MODULE A
Development of reading, speaking, listening, and writing skills of beginning-high to intermediate-low ESL students for careers in child care. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with parents or future employers. Topics include basic child development theories, social emotional development, family constructs, common terms used in child care facilities, and workplace readiness. Total hours of 50 hours lecture and 10 hours laboratory.

ESLV 3001  VESL: CHILD CARE PROVIDER, MODULE B
Development of reading, speaking, listening and writing skills of beginning-high to intermediate-low ESL students for careers in child care. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with parents or future employers. Topics include infant, toddler and preschooler development, duties of child care providers, and college child development programs. Total of 50 hours lecture and 10 hours of laboratory.

ESLV 4000  VESL: HEALTH CARE, MODULE A
Development of listening, speaking, reading, and writing skills of beginning-high to intermediate-low ESL students for careers in health care. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with patients or future employers. Topics include health careers, patient needs, basic duties, hospital settings, nutrition, communication, office skills, and measurements, and workplace readiness. Total of 50 hours lecture and 10 hours laboratory.

ESLV 4001  VESL: HEALTH CARE, MODULE B
Development of listening, speaking, reading, and writing skills of beginning-high to intermediate-low ESL students for careers in health. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with patients or future employers. Topics include communication, safety, medical emergencies, and CPR/First Aid. Total of 50 hours lecture and 10 hours laboratory.

GRFN 3001  BASIC GRAPHIC DESIGN
Introduction to the basic principles of graphic design and design production. Emphasis placed on basic layouts, fundamentals of typography, and scanning software for the pre-press production environment. Total of 36 hours lecture and 14 hours of laboratory.

GRFN 3002  FUNDAMENTALS OF GRAPHICS AND PRODUCTION
Designing graphics, introduction to document creation for print, effective use of graphics and type in web design. Emphasis in exploring strategies for developing personal design portfolios, and careers in graphic design. Total of 36 hours lecture and 14 hours laboratory.

IMME 3000  CITIZENSHIP PREPARATION
Preparation for United States citizenship by navigating through the Naturalization process including preparation for taking the four tests for citizenship, the Oath of Allegiance, and by having the language skills and knowledge to live as productive citizens. Total of 40 hours of lecture.
IMME 3001 DEVELOPMENT OF LITERACY SKILLS FOR NATIVE SPANISH SPEAKERS
Development of Spanish literacy skills for native speakers. Includes reading, writing, and survival skills necessary for success in workplace, academic and social settings. Designed for native Spanish speakers. Total of 50 hours lecture and 10 hours laboratory.

IMME 3002 ENGLISH FOR WRITTEN DRIVER’S TEST
Preparation for the written driving test in English while acquiring the essential vocabulary needed to understand the questions and answers. Procedures for taking the test at the Department of Motor Vehicles (DMV) as well as the rules when driving in California. Total of 25 hours lecture.

MAN 1001 INTRODUCTION: MEDICAL INTERPRETATION & TRANSLATION, MODULE A
Introduction to basic skills for translation and interpretation during medical visits and procedures. Topics include medical terminology, discussions of cultural sensitivity and ethics related to the medical interpreter and translator, academic programs, and job opportunities in interpretation and translation in a medical setting. Total of 20 hours lecture and 40 hours laboratory.

MAN 1002 INTRODUCTION: MEDICAL INTERPRETATION & TRANSLATION, MODULE B
Introduction to techniques for written translations, and simultaneous, consecutive and summary interpreting and sight translation for assisting patients, nurses, doctors, and administrators in a medical setting. Topics include translation techniques, and requirements for state and federal medical interpretation certification. Total of 20 hours lecture and 40 hours laboratory.

MAN 5000 MEDICAL FRONT OFFICE CLERK: OFFICE PROCEDURES
Introduction to medical front office procedures in preparation for entry-level positions in a medical office setting. Includes medical terminology, medical transcription, medical billing and coding, patient confidentiality, and workforce preparation skills. Keyboarding experience advised. Total of 80 hours lecture and 10 hours laboratory.

MAN 5001 SOFTWARE APPLICATIONS FOR MEDICAL OFFICE SETTINGS
Introduction to software applications for individuals entering the medical front office setting. Provides a basic introduction to spreadsheets, accounts receivable, insurance entry, patient demographic entry, and scheduling systems as they apply to the medical front office. Keyboarding experience advised. Total of 36 hours lecture and 108 hours laboratory.

PCAN 3000 PERSONAL CARE ATTENDANT I: BASIC CARE
Introduction to entry-level Personal Care Attendant skills, including non-medically directed personal care and home management activities. Emphasis on understanding and working with older patients, care giver ethics and skills, home safety, physical movement, communication, nutrition, medical guidelines, elder and dependent adult abuse, and caring for caregiver. Total of 70 hours lecture.

PCAN 3001 PERSONAL CARE ATTENDANT II: DEMENTIA AND END OF LIFE CARE
Introduction to care giving needs for patients with dementia, including Alzheimer’s disease, associated with end of life care. Emphasis on types of causes of dementia, principles of end-of-life-care, advance planning, emotional issues related to death and dying, cultural diversity, and community resources to support families and caregivers. Total of 36 hours lecture.

PLGN 1001 INTRODUCTION: LEGAL INTERPRETATION & TRANSLATION, MODULE A
Introduction to basic skills and techniques for interpretation and translation in the legal field. Topics include legal terminology, discussions of cultural sensitivity and ethics related to the legal interpreter and translator, academic programs, and job opportunities in interpretation and translation in a legal setting. Total of 20 hours lecture and 40 hours laboratory.
PLGN 1002 INTRODUCTION: LEGAL INTERPRETATION & TRANSLATION, MODULE B
Introduction to techniques for written translations, and simultaneous, consecutive and summary interpreting and sight translations for assisting judges, attorneys, law enforcement, and individuals in court proceedings. Topics include translation techniques, and requirements for state and federal judicial certification. Total of 20 hours lecture and 40 hours laboratory.

WRKP 2101 WORKPLACE READINESS: BASIC ENGLISH
Designed for students who are entering or re-entering the workforce with an interest in maintaining meaningful employment. Emphasis on skills needed to develop fundamental oral and written English skills for the workplace. Total of 20 hours lecture.

WRKP 2102 WORKPLACE READINESS: BASIC MATH
Designed for students entering or re-entering the workforce with an interest in maintaining meaningful employment. Emphasis on learning mathematical and computational skills for developing fundamental workplace skills. Total of 20 hours lecture.

WRKP 2103 WORKPLACE READINESS: BASIC JOB SKILLS
Designed for students entering or re-entering the workforce with an interest in maintaining meaningful employment. Emphasis on workplace diversity, and essential skills for searching and finding a new job to succeed in the workplace. Total of 18 hours lecture and 10 hours laboratory.

RATIONALE: This curriculum is being developed through the AB 86 Planning Grant as an opportunity for the Noncredit Division to rethink and redesign an educational system that better serves the needs of California's adult learners.
CERTIFICATES

ADDITIONS – Effective Summer 2015

ADULT BASIC EDUCATION– Certificate of Competency
The Adult Basic Education program prepares students with the essential skills for academic advancement to the adult high school diploma (AHSD) or General Educational Development (GED) programs. Students gain knowledge in language arts and mathematics. Students may advance to develop skills for the workplace and to prepare for future educational opportunities.

A Certificate of Competency is awarded upon completion of all required courses.

Required Courses
ABE 3001
ABE 3002

BASIC GRAPHIC DESIGN – Certificate of Completion
The Basic Graphic Design program provides students with the essential skills and workforce preparation needed for careers in graph design. The curriculum also prepares students for a pathway to credit graphic design programs. Students gain knowledge in fundamentals of typography, design principles, website creation, project management, digital techniques, workplace diversity, and portfolio development.

A Certificate of Completion is awarded upon completion of all required courses.

Required Courses
GRFN 3001
GRFN 3002

BASIC WORKFORCE READINESS FOR DEVELOPMENTALLY DISABLED ADULTS – Certificate of Completion
The Basic Workforce Readiness for Developmentally Disabled Adults program prepares students for job search opportunities and transition to other noncredit functional skills courses or credit certificate programs. Students gain knowledge in the job application process, employee rights, interviewing techniques, time management, importance of teamwork, workplace diversity, fundamental social skills, maintaining good workplace habits and basic workplace expectations. It is recommended but not required to have a working knowledge of basic reading, writing, and math skills.

A Certificate of Completion is awarded upon completion of all required courses.

Required Courses
DSPS 2201
DSPS 2202
DSPS 2203
DSPS 2204
CHILD CARE PROVIDER – Certificate of Completion
The Child Care Provider Program provides introductory training and education in child development for students interested in a career in early childhood education, and working with children ages birth through five. The curriculum also prepares students for a pathway to credit child development programs. Students gain knowledge in developmentally appropriate practices, creating lesson plans, optimal learning environments, health and safety guidelines, culturally relevant curriculum development, and CPR/First Aid training.

A Certificate of Completion is awarded upon completion of all required courses.

Required Courses
CHDN 1100
CHDN 1101
CHDN 1102

COMPUTER KEYBOARDING-BILINGUAL – Certificate of Completion
The Computer Keyboarding-Bilingual program provides students with the essential skills and workforce preparation needed for careers in office administration. The curriculum also prepares students for a pathway to credit business programs. Students gain knowledge in learning correct fingering, speed, accuracy, editing, proofreading and formatting skills.

A Certificate of Completion is awarded upon completion of all required courses.

Required Courses
BUSN 2611A
BUSN 2611B
BUSN 7310

COMPUTER KEYBOARDING – Certificate of Completion
The Computer Keyboarding program provides students with the essential skills and workforce preparation needed for careers in office administration. The curriculum also prepares students for a pathway to credit business programs. Students gain knowledge in learning correct fingering, speed, accuracy, editing, proofreading and formatting skills.

A Certificate of Completion is awarded upon completion of all required courses.

Required Courses
BUS 2601A
BUS 2601B
BUS 7301

COMPUTER SKILLS – Certificate of Completion
The Computer Skills program provides students with the essential skills and workforce preparation needed for careers in office administration. The curriculum also prepares students for a pathway to credit business programs. Students gain knowledge in learning MS Office applications, such as WORD, Excel and Keyboarding.

A Certificate of Completion is awarded upon completion of all required courses.

Required Courses
BUS 7301
BUS 7302
BUS 7303
BUS 2601A
ESL FAMILY LITERACY – Certificate of Competency
The ESL Family Literacy program prepares beginning-high to intermediate-low ESL students to participate more effectively in their children’s education. Topics include reading with children, parental involvement in local schools, importance of school attendance, kinder readiness, helping children with homework, and basic college readiness and financial aid information.

A Certificate of Competency is awarded upon completion of all required courses.

Required Courses
ESLN 2050
ESLN 2051

FAMILY HOME CHILD CARE PROVIDER – Certificate of Completion
The Family Home Child Care Provider program provides students with the essential skills and workforce preparation needed for careers in child care. The curriculum also prepares students for a pathway to credit child development programs. Students gain knowledge in procedures for developing and licensing diverse family child homes, culturally relevant curriculum, child development theories and, CPR/First Aid training.

A Certificate of Completion is awarded upon completion of all required courses.

Required Courses
CHDN 4000
CHDN 4001
CHDN 4002

FAMILY HOME CHILD CARE PROVIDER - BILINGUAL – Certificate of Completion
The Family Home Child Care Provider-Bilingual program provides students with the essential skills and workforce preparation needed for careers in child care. The curriculum also prepares students for a pathway to credit child development programs. Students gain knowledge in procedures for developing and licensing diverse family child homes, culturally relevant curriculum, child development theories, and CPR/First Aid training.

A Certificate of Completion is awarded upon completion of all required courses.

Required Courses
CHDN 4100
CHDN 4101
CHDN 4102

GENERAL EDUCATION DEVELOPMENT - BILINGUAL – Certificate of Competency
The General Education Development-Bilingual program prepares students for the General Education Development (GED) Spanish exam. The curriculum also serves as a pathway to other noncredit and credit programs. Students gain knowledge in college and career readiness, including career exploration and study skills. Services include test-taking strategies, hands-on computer practice testing, academic counseling, individual follow-up, and easy access to local GED testing center.

A Certificate of Competency is awarded upon completion of required courses.

Required Courses
GED 4101
GED 4102
GED 4103
GED 4104
GENERAL EDUCATION DEVELOPMENT – Certificate of Competency
The General Education Development program prepares students for the General Education Development (GED) exam. The curriculum also prepares students for a pathway to other noncredit or credit programs. Students gain knowledge in college and career readiness, including career exploration and study skills. Services include test-taking strategies, hands-on computer practice testing, academic counseling, individual follow-up, and easy access to local GED testing center.

A Certificate of Competency is awarded upon completion of all required courses.

Required Courses
GED 4001
GED 4002
GED 4003
GED 4004

GENERAL OFFICE CLERK – Certificate of Completion
The General Office Clerk program provides students with the essential skills and workforce preparation needed for careers in office administration careers. The curriculum also prepares students to transition to credit business programs. Students gain knowledge in learning MS Office applications, office records management, business English and communications, and keyboarding.

A Certificate of Completion is awarded upon completion of all required courses.

Required Courses
BUS 7301
BUS 7304
BUS 7305
BUS 2601A

INTRODUCTION TO STARTING A SMALL BUSINESS – Certificate of Completion
The Introduction to Starting a Small Business program provides students with the essential skills and workforce preparation to start and manage a small business. The curriculum also prepares students for a pathway to credit business programs. Students gain knowledge in fundamentals of starting a small business, workplace diversity, business management, financing and business plan development.

A Certificate of Completion is awarded upon completion of all required courses.

Required Courses
BUSN 4001
BUSN 4002
BUSN 4003
BUSN 4004

INTRODUCTION TO STARTING A SMALL BUSINESS - BILINGUAL – Certificate of Completion
The Introduction to Starting a Small Business-Bilingual program provides students with the essential skills and workforce preparation to start and manage a small business. The curriculum also prepares students for a pathway to credit business programs. Students gain knowledge in fundamentals of starting a small business, workplace diversity, business management, financing and business plan development.

A Certificate of Completion is awarded upon completion of all required courses.

Required Courses
BUSN 4401
BUSN 4402
BUSN 4403
BUSN 4404
INTRODUCTION: LEGAL INTERPRETATION & TRANSLATION — Certificate of Completion
The Introduction: Legal Interpretation & Translation Program provides students with the essential skills and workforce preparation needed for careers in the legal field. The curriculum also prepares students for a pathway to credit paralegal, legal or administration of justice programs. Students gain knowledge in legal translation and interpretation for court proceedings, working in a multilingual legal system, simultaneous translations, and judicial certification requirements.

A Certificate of Completion is awarded upon completion of all required courses.

Required Courses
PLGN 1001
PLGN 1002

INTRODUCTION: MEDICAL INTERPRETATION & TRANSLATION — Certificate of Completion
The Introduction: Medical Interpretation/Translation program provides students with the essential skills and workforce preparation needed for careers in medical interpretation. The curriculum also prepares students to transition to credit health programs. Students gain knowledge in medical translation and interpretation for medical visits and procedures, working in a multilingual medical system, simultaneous translations, and medical translation certification requirements.

A Certificate of Completion is awarded upon completion of all required courses.

Required Courses
MAN 1001
MAN 1002

MEDICAL FRONT OFFICE CLERK — Certificate of Completion
The Medical Front Office Clerk program provides students with the necessary preparation for entry-level positions in a medical front office setting. The curriculum also prepares students for a pathway to credit medical assisting programs. Students gain knowledge in medical terminology, medical billing and coding, software applications, administrative duties, legal requirements on reporting and patient privacy, communication, customer service, medical transcription, and workplace diversity.

A Certificate of Completion is awarded upon completion of all required courses.

Required Courses
MAN 5000
MAN 5001

PERSONAL CARE ATTENDANT — Certificate of Completion
The Personal Care Attendant program provides students with the essential skills and workforce preparation needed for careers as personal care attendants. The curriculum also prepares students for a pathway to credit health programs. Students gain knowledge in causes of dementia, principles of end-of-life care, cultural diversity, caregiver ethics and skills, medical guidelines, and utilizing key community resources.

A Certificate of Completion is awarded upon completion of all required courses.

Required Courses
PCAN 3000
PCAN 3001
PRE-APPRENTICESHIP IN BUILDING AND CONSTRUCTION TRADES — Certificate of Completion
The Pre-Apprenticeship in Building Trades and Construction Industry program provides students with the essential skills and workforce preparation needed for careers in the building trades and construction industry. The curriculum also prepares students for a pathway to credit construction programs. Students gain knowledge in plan reading, material handling equipment, interpreting trade technical calculations, and practicing safety construction techniques according to Occupational Safety and Health Administration (OSHA) standards.

A Certificate of Completion is awarded upon completion of all required courses.

Required Courses
BLDN 2300
BLDN 2301
BLDN 2302
BLDN 2303
BLDN 2304

VESL: CHILD CARE PROVIDER — Certificate of Competency
The VESL: Child Care Provider program prepares beginning-high to intermediate-low ESL students for careers in child care. The curriculum also serves as a pathway to other noncredit CTE certificates, and credit child development programs. Students gain knowledge in essential vocabulary for understanding basics of child growth and development, communicating with parents or future employers, health and safety, and duties of child care providers.

A Certificate of Competency is awarded upon completion of all required courses.

Required Courses
ESLV 3000
ESLV 3001

VESL: GREEN CONSTRUCTION — Certificate of Competency
The VESL: Green Construction program prepares beginning-high to intermediate-low ESL students for careers in green construction. The curriculum also serves as a pathway to noncredit and credit CTE programs. Students gain knowledge in essential vocabulary for communicating in a building trades and construction industry job, understanding verbal and written directions, worker rights, and safety on the job.

A Certificate of Competency is awarded upon completion of all required courses.

Required Courses
ESLV 1012
ESLV 1013

VESL: GREEN HOUSEKEEPING — Certificate of Competency
The VESL: Green Housekeeping program prepares beginning-high to intermediate-low ESL students for careers in green housekeeping. The curriculum also serves as a pathway to other noncredit programs. Students gain knowledge in essential vocabulary for communicating in a housekeeping industry job, understanding verbal and written directions, worker rights, and safety on the job.

A Certificate of Competency is awarded upon completion of all required courses.

Required Courses
ESLV 1014
ESLV 1015
VESL: GREEN LANDSCAPING AND GARDENING – Certificate of Competency
The VESL: Green Landscaping and Gardening program prepares beginning-high to intermediate-low ESL students for careers in landscaping and gardening. The curriculum also serves as a pathway to noncredit and credit CTE programs. Students gain knowledge on essential vocabulary used in communicating in the landscaping and gardening industry, understanding verbal and written directions, plant identification and placement, and safety on the job.

A Certificate of Competency is awarded upon completion of all required courses.

Required Courses
ESLV 2030
ESLV 2031

VESL: HEALTH CARE – Certificate of Competency
The VESL: Health Care program prepares beginning-high to intermediate-low ESL students for careers in healthcare. The curriculum also serves as a pathway to noncredit and credit CTE programs. Students gain knowledge on essential vocabulary used in communicating in the healthcare field, understanding verbal and written directions, medical emergencies, CPR/First Aid, safety, and basic patient needs.

A Certificate of Competency is awarded upon completion of all required courses.

Required Courses
ESLV 4000
ESLV 4001

WORKPLACE READINESS – Certificate of Completion
The Workplace Readiness program provides students with the essential tools and techniques for entering the workforce and/or improving employability skills. Student gains knowledge in effective job searches, writing resumes and cover letters, interviewing techniques, appropriate workplace behaviors, diversity in the workplace, effective communication skills, customer service, and fundamental academic skills. The curriculum also prepares students for pathways to other noncredit or credit certificate programs.

A Certificate of Completion is awarded upon completion of all required courses.

Required Courses
WRKP 2101
WRKP 2102
WRKP 2103
DELETIONS – Effective Summer 2015
FITNESS LIFESTYLE TRAINER PROGRAM
The Academic Senate has approved Program Discontinuance for this certificate. No students are enrolled and no certificates have been issued.

HEALTH PROMOTIONS PROGRAM
The Academic Senate has approved Program Discontinuance for this certificate. No students are enrolled and no certificates have been issued.

NONCREDIT DIVISION - ELECTRONIC ASSEMBLY PROGRAM
The Academic Senate has approved Program Discontinuance for this certificate. No students are enrolled and no certificates have been issued.

NONCREDIT DIVISION - FASHION RETAIL ACADEMY PROGRAM
The Academic Senate has approved Program Discontinuance for this certificate. No students are enrolled and no certificates have been issued.

NONCREDIT DIVISION - BROADCAST MEDIA PROGRAM
The Academic Senate has approved Program Discontinuance for this certificate. No students are enrolled and no certificates have been issued.
ENROLLMENT MANAGEMENT UPDATE

Dr. Kathy Scott, Academic Affairs
January 21, 2015
### 2014-15 FTES Target - Review

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>2014-15 Base (Credit &amp; Non-credit)</td>
<td>21,341</td>
</tr>
<tr>
<td>2014-15 Access Growth</td>
<td>800</td>
</tr>
<tr>
<td>2014-15 Potential Access Growth</td>
<td>440</td>
</tr>
<tr>
<td>2014-15 TARGET</td>
<td>22,581</td>
</tr>
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</table>
# 2014-15 FTES

<table>
<thead>
<tr>
<th></th>
<th>2nd Summer Session 2014 (Actual)</th>
<th>Fall 2014 (Actual)</th>
<th>Spring 2015 (Projection)</th>
<th>1st Summer Session 2015</th>
<th>Totals</th>
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</thead>
<tbody>
<tr>
<td>Credit</td>
<td>1,319</td>
<td>9,716</td>
<td>9,633</td>
<td>1,000 (Target)</td>
<td>21,668</td>
</tr>
<tr>
<td>Noncredit</td>
<td>114</td>
<td>366</td>
<td>397</td>
<td>93 (Projection)</td>
<td>970</td>
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<tr>
<td>Credit and Noncredit Combined Target</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>22,638</td>
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Credit Enrollment & Fill Rate Comparison-End of First Week

<table>
<thead>
<tr>
<th></th>
<th>Spring 2014</th>
<th>Spring 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Count</td>
<td>24,208</td>
<td>25,402 (5% increase)</td>
</tr>
<tr>
<td>Fill Rate</td>
<td>86%</td>
<td>93%</td>
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</table>
## FTES Comparison (Credit and Non Credit)

<table>
<thead>
<tr>
<th>Year</th>
<th>Total FTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-14</td>
<td>21,341</td>
</tr>
<tr>
<td>2014-15 (Projection)</td>
<td>22,668 (6% increase)</td>
</tr>
</tbody>
</table>
Salomon Davila, Deborah Bird, Lynell Wiggins, Belinda Garces, Armando Duran, Brock Klein, Cynthia Olivo
“The transition to college can be overwhelming and intimidating...Dual enrollment and dual credit programs ease the process by allowing students to begin earning college credit while still in high school. In doing so, these programs increase the rigor of high school courses while strengthening the alignment between high schools and the credit-granting institutions..”

Completion by Design, 2014

Dual Enrollment
• 88 students enrolled in Career Exploration classes during first period at each PUSD high school
• Each student received an account for the “My 10 Year Plan” product and started working on their respective plan
• The semester culminated with a campus tour and each student received a PCC ID Card
• PUSD and PCC held meetings during the semester to work through operational issues, MOU and to continue planning for the future
• Conducted PUSD Board of Trustees Presentation
• Explored other models: South Texas Dual Enrollment Conference & National Concurrent Enrollment Conference
• UCLA Baseline Data revealed work needs to continue with K-12 partners to deepen the understanding of the value of PCC education

Fall 2014
• Nearly 80 students enrolled in Business Information Technology at each PUSD high school
• My 10 Year Plan will be integrated for career exploration to continue
• Meetings with PUSD to discuss Fall offerings
• Meetings with South El Monte to discuss Fall offerings
• PCC Board of Trustees Presentation
• Continue exploring: Get Focused Stay Focused Conference and Chancellor’s Office Summit on Dual Enrollment
• UCLA Second round of data gathering regarding college knowledge, value of an Associate Degree, knowledge of PCC, value of Career Technical Certificate, knowledge of career, etc.

Spring 2014
Impact of Dual Enrollment on PUSD graduates:

- Increase the number of college and career ready graduates
  - Increased graduation rates
- Increase offerings on high school campus
  - more options for students
- Earn college credits in high school
  - saving dollars for families
- More competitive transcripts
  - increase 4-year college acceptance rates
- More UC/CSU transferable courses
  - Less entry level college classes
- Increase career based CTE course completions
  - employment ready students

- Increased graduation rates
  - more options for students
  - saving dollars for families
  - increase 4-year college acceptance rates
  - Less entry level college classes
  - employment ready students
• Career Pathways Trust Grant
• SB 1070
• Title V Design Technology Pathways

• Serve as the funding sources for all dual enrollment related activities at this time
• Attended Fall 2014 Center for Community College Student Engagement Conference with Cal State LA Officials
• Discussed partnership with PCC PACT, PCC FYE
• Will continue to work on connecting K-12, CC, University to increase number of student transfers

Cal State Los Angeles
Upcoming Activities

- The “PACT” Celebration Event in Spring 2015
- Identify courses to offer at school sites
- Recruit new cohort for Fall 2015
- Webpage under construction & Public Relations branding in progress
- Finalize MOU
Associate Degree for Transfer Update

DR. CYNTHIA OLIVO
PCC is #1 in awarding of Associate Degree for Transfer

<table>
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<tr>
<th>2013-2014</th>
<th>AS-T</th>
<th>AA-T</th>
<th>AS</th>
<th>AA</th>
<th>TOTAL</th>
<th>ADT</th>
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</thead>
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Please refer to attached report for comprehensive data
Associate Degree for Transfer was legislatively driven by Assembly Bill 1440 in 2010. This required the Community Colleges (CC) to work with the California State University system (CSU) to ensure the lower division coursework met standards so that when students transfer, they have no further lower division coursework to complete at the university. This also provides more guarantees for student admission. [http://www.sb1440.org/](http://www.sb1440.org/) and [http://www.adegreewithaguarantee.com/](http://www.adegreewithaguarantee.com/)

Associate Degrees are available without the transfer component and the criteria was last updated by the state in 2008-2009 which required the math to be more rigorous (Intermediate Algebra) amongst a few other changes.

In Counseling, since we explain degree options to students on a daily basis, we hosted a retreat in Summer 2011 to learn Pre-2009 degrees, Post-2009 degrees and the Associate Degree for Transfer options so that we understood the degree patterns available for students.
Thanks to the following:

- Many PCC Faculty assisted with the statewide work groups w/ CSU faculty to give input on the design of the degree patterns.
- In 2010, the Academic Senate formed an ADT committee and appointed faculty chair Armando Duran and members: Janis Dwyer, Patty D’Orange-Martin, Stephanie Fleming, Ricardo Castillo, Julie Kiotas, Tameka Alexander. They worked with faculty in each discipline through the C&I process to adopt the new degrees.
- Ana Ogaz, Counselor/Articulation Officer worked with faculty through the C&I process to ensure courses met articulation guidelines.
- Elizabeth Wood in the Curriculum Office was integral in processing C&I paperwork, communicating with the Chancellor’s Office and ensuring all necessary information was submitted on time.
- Counseling implemented an online Graduation Initiative where students can submit grad petitions online thanks to Counselors Lan Truong and Myriam Altounji. Elizabeth Porter and Homa Nelson in A&R reviewed and approved all final grad checks.
AD-T Available Degrees

- The AA-T and AS-T degrees are awarded in the following disciplines:
  - Administration of Justice (AS-T)
  - Art History (AA-T)
  - Business Administration (AS-T)
  - Communication Studies (AA-T)
  - Early Childhood Education (AS-T)
  - English (AA-T)
  - Geology (AS-T)
  - History (AA-T)
  - Journalism (AA-T)
  - Mathematics (AS-T)
  - Physics (AS-T)
  - Political Science (AA-T)
  - Psychology (AA-T)
  - Sociology (AA-T)
  - Studio Arts (AA-T)
  - Theater Arts (AA-T)

- In Progress: Child Development; Geography; Music; Anthropology; Kinesiology; Spanish
TO: Board of Trustees
   Interim Superintendent/President Robert B. Miller
FROM: Matthew Jordan
      Accreditation Liaison Officer
      Academic Affairs
      Stephanie Fleming
      Faculty Self Evaluation Coordinator
DATE: September 15, 2015
SUBJECT: Accreditation Update

On January 15, 2015, Team Chair, College of the Redwoods President Kathy Smith, and Team Assistant, College of the Redwoods Dean Tracey Thomas, visited PCC for the customary "pre-visit." They met with the Interim Superintendent/President, current and former leaders of the shared governance groups, the Faculty Self Evaluation Coordinator and me, in addition to taking a tour of the campus. The purpose of this visit was to discuss and make arrangements for the Site Visit in March. President Smith commented on how impressed she is with PCC.

There are various activities occurring in preparation for the March Site Visit. The website is being updated to reflect current program review, planning, and assessment reports. A training is being developed for those likely to be interviewed during the Site Visit which will be followed up with mock interviews. Additionally, a publication describing what to expect during the visit and key campus processes are being developed for distribution.

The College Coordinating Council will meet on Thursday, January 22, 2015 and will discuss the Actionable Improvement Plans (AIPs). At its last meeting of the Fall 2014 semester, the Planning & Priorities Committee authorized the ALO to create a draft timeline with accountability assignments for each AIP. This draft will be presented to the Planning & Priorities Committee and College Coordinating Council shortly.
The Pasadena City College (PCC) Noncredit Division and Pasadena Unified School District (PUSD) have entered into the Pasadena Area Consortium or PAC to expand adult education programs to a greater number of adult learners. AB 86 Section 76, Article 3 provided grant funds to regional consortium to design and implement a plan to better serve adults in their respective regions with new and enhanced programs, and services addressing the following five key program areas:

1. Elementary and secondary basic skills, including classes required for high school diploma or high school equivalency certificate:
2. Classes and courses for immigrants eligible for education services in citizenship and English as a Second Language, and workforce preparation classes in basic skills:
3. Education programs for adults with disabilities;
4. Short-term career technical education (CTE) programs with high employment potential; and
5. Programs for apprentices.

The PAC received a $263,724 planning grant and both teams have been actively engaged during the past year in designing curriculum, creating articulation and collaboration plans between PCC and PUSD for student transitions to PCC noncredit and credit programs. Another key component was creating community partnerships.

The PAC’s vision is to provide academic and workforce skills training and teaching excellence for all Adult Basic Education (ABE), Adult Secondary Education (ASE), and English as Second Language (ESL) learners in a supportive community environment. The goal is to promote higher educational pathways or workforce preparation goals through noncredit, credit academic or CTE programs. The following noncredit courses and certificates were developed with AB 86 funds, and are scheduled, pending Chancellor’s approval, for fall 2015:

**PROGRAM AREA 1: ELEMENTARY AND SECONDARY BASIC SKILLS, INCLUDING CLASSES REQUIRED FOR A HIGH SCHOOL DIPLOMA OR HIGH SCHOOL EQUIVALENCY**

- Adult Basic Education (ABE) Certificate of Competency
- General Education Development (GED) Preparation Certificate of Competency
- General Education Development (GED) Preparation Certificate of Competency-Bilingual

**PROGRAM AREA 2: CLASSES AND COURSES FOR IMMIGRANTS ELIGIBLE FOR EDUCATIONAL SERVICES IN CITIZENSHIP AND ENGLISH AS A SECOND LANGUAGE, AND WORKFORCE PREPARATION COURSES**

**Vocational ESL (VESL)**

- VESL: Green Gardening and Landscaping Certificate of Competency
- VESL: Green Construction Certificate of Competency
- VESL: Green Housekeeping Certificate of Competency
- VESL: Daycare Certificate of Competency
- VESL: Healthcare Certificate of Competency

**ESL**

- ESL: Orientation to Health Sciences (course)
- ESL: Family Literacy Certificate of Competency

**Immigrant Education:**

- Citizenship (course)
- Development of Literacy Skills for Native Spanish Speakers (course)
- English for Written Driving Test (course)
Workforce Preparation
Workforce Readiness for Developmentally Disabled Adults Certificate of Completion
Workforce Readiness Certificate of Completion

PROGRAM AREA 3: EDUCATION PROGRAMS FOR ADULTS WITH DISABILITIES
Workforce Readiness for Disabled Adults (course)
College Success for Students with Disabilities (course)

PROGRAM AREA 4: SHORT-TERM CAREER TECHNICAL EDUCATION PROGRAMS WITH HIGH EMPLOYMENT POTENTIAL
Basic Graphic Design Certificate of Completion
Business Literacy Skills Certificate of Completion
Child Care Provider Certificate of Completion
Computer Keyboarding Certificate of Completion
Computer Keyboarding Certificate of Completion - Bilingual
Computer Skills Certificate of Completion
Computer Skills Certificate of Completion - Bilingual
Family Home Day Care Provider Certificate of Completion
Family Home Day Care Provider Certificate of Completion - Bilingual
General Office Clerk Certificate of Completion
Introduction: How to Start a Small Business Certificate of Completion
Introduction: How to Start a Small Business of Completion - Bilingual
Introduction: Legal Interpretation & Translation Certificate of Completion
Introduction: Medical Interpretation & Translation-Certificate of Completion
Medical Front Office Clerk Certificate of Completion
Personal Care Attendant Certificate of Completion

PROGRAM AREA 5: PROGRAMS FOR APPRENTICES
Certificate
Pre-Apprenticeship in Construction and Building Trades-Certificate of Completion

Pasadena Area Consortium Advisory Board (PAB) A Pasadena Area Consortium Advisory Board (PAB) will be established to coordinate the services of various community partners to support the residents of Pasadena, Altadena and Sierra Madre to benefit from these services. Additionally, since PCC also serves the communities of Arcadia, South Pasadena, Rosemead, San Marino, and the PAC Advisory Board will coordinate the efforts established in these areas.

Working with the Foothill Workforce Investment Board (WIB), PAC will also establish another advisory that will tie in the employment opportunities in the region with the preparation and certification courses offered in the Noncredit Division. The WIB and the Workforce Advisory Board (WAB) will coordinate to ensure that adults are being advised to enter career trainings in areas that require new employees. This will ensure noncredit students are provided the necessary support with apprenticeship and internship opportunities. Potential membership includes some of the following groups: Ability First, Altadena District Library, Pasadena Community Job Center, Foothill Opportunity Vocational Solutions, Department of Rehabilitation, and Flintridge Center, Women at Work, Pasadena Chamber of Commerce, and Saint Elizabeth Church.

The final budget submitted to the Chancellor's Office is:
PCC = $3,226,500
PUSD = $1,093,000
Total for the PAC Consortium = $4,658,500.

State legislations will determine the 2015 – 2016 adult education budgets in March 2015. (The comprehensive planning report submitted to the state is available upon request).
Since the Pasadena City College Foundation adopted its Strategic Plan in September 2013, the Foundation has re-organized its committee structure, staff and technology to become a fundraising organization. The following are some highlights of our accomplishments:

- Created four new fundraising committees which have each adopted specific fundraising goals;
- Purchased Raiser’s Edge software to assist in record-keeping and analyzing our fundraising progress;
- Hired and trained staff on fundraising software;
- Purchased and trained staff on scholarship distribution software;
- Started a quarterly newsletter and annual report publications;
- Developed a strategic public relations plan;
- Recruited a community-wide steering committee to begin a signature fundraising event;
- Started an annual fund program, reaching out to over 30,000 alumni and donors;
- Created the PCC Partners program to encourage local business to support PCC;
- Created a model for third-party events to support PCC students;
- Created the student philanthropist/volunteer organization, Lancers for Life;
- Added over 8,000 names of local philanthropists to our database;
- Approved funding for a Feasibility Study to determine community support for a major gift campaign.

These efforts have created a “readiness” for the PCC Foundation to begin a Feasibility Study that would test major campaign needs and determine the level of community support we could expect. We have recently hired the Institute for Philanthropic Excellence to begin Feasibility Study preparations.

This report gives the Board of Trustees an update on our progress and some basic information about the purpose of a Feasibility Study and a Major Gifts Campaign.

After interviews with PCC administration, we have identified the following needs that we recommend for testing in a Feasibility Study:
Our Current Targeted Initiatives

Health Sciences ($5.5 million)

The Pasadena City College School of Health Sciences graduates more than 300 students each year, many of whom pursue careers in healthcare right here in the Southern California region. Our programs in the health careers are some of the most comprehensive in the western United States. They allow us to prepare our students for high paying and personally fulfilling employment while also providing the community with effective health services personnel. Our goal, always, is to make our graduates work-ready.

Recently, the Natural Science building was vacated due to seismic instability, and the health programs were forced to relocate. With the estimated increase in nursing students, the new space calls for significant upgrades. Initial investments include hiring an expert to run high fidelity simulation labs that will allow students to have real world experience through cutting edge technology, purchasing critical learning aids, equipment and simulation models, and expanding the lab environment.

There is an ongoing demand for well-trained nurses, both in the Los Angeles region and the nation, and these investments will ensure that our health programs stay current well into the next decade. The improvements to the Nursing program are dependent on raising $2.3 million in private support. The Dental program seeks $1.2 million in private support. Additionally, a $2 million endowment will be created to ensure these programs are able to stay current going forward. This funding will provide our students with the best educational facilities and technology available, and offer them real-life, hands-on training as we work to meet the growing need for health professionals in our community.

Workforce Development in the areas of Science, Technology, Mathematics, and Engineering ($9.8 million)

The LA HI-TECH Regional Consortium emerged in Los Angeles County to strengthen strategic partnerships and career pathway links across five K-12 systems, three community college districts, and a host of industry and community partners that align with the Information Communications Technology (ICT) sector. The consortium’s directive is to create a vibrant ecosystem to develop and sustain a highly skilled and competitive workforce that contributes to the economic growth of the region. The expansive nature of the ICT sector comprises seven percent of the regional economy, and projections suggest an increase to 13-percent in the next decade. With over 19,000 annual job openings in Los Angeles County per, 44-percent are considered middle-skill requiring an Associate degree or less, with openings left unfilled each year.

LA HI-TECH is poised to meet the ICT labor demand by preparing approximately 3,600 high school and community college students in over 56-percent of ICT majors at eight community colleges, three California State Universities, and with the assistance of 16 initial high school
partners representing five Unified School Districts. It seeks to become the premier training provider for the ICT industry in the region with a focus on three career pathways: Design, Visual and Media Arts; Information Support and Services; and Software Systems and Development.

The college successfully made application to the State of California Career Pathway Trust (AB 86) for a $15 million grant in support of the LA HI-TECH initiative, with funds to be shared across all of the partnering organizations. As a condition of the grant, the college will need to match these funds with an additional $5 million in support of the fourth and fifth years of the grant period.

AMTEL and FAB LAB (Digital Information Oriented) ➔ $4.8 million in both current and endowed funds to provide for immediate investment in physical space and annual monies to ensure these emerging technology-driven arenas are able to maintain state-of-the-art environments. With regard to the Fab Lab, this physical space will be designed to accommodate the merging of both high-tech computer systems and lower-tech fabrication processes to provide for a highly adaptable training facility that could be utilized across many, diverse manufacturing business interests.

Scholarships ($4 million)

Almost 70% of PCC students qualify for some kind of financial aid. The PCC Foundation makes it their mission to support students by awarding over $600,000 in scholarships each year. However, this amount still falls short of our students’ needs. The college seeks to increase the number of scholarships available for deserving students by building additional endowed funds of $4 million, which will generate upwards of $200,000 in new scholarship monies each year to support the student success initiatives. The addition of the PCC Celebrates Student Success event will kick-off our re-focused efforts for scholarships.

Service Learning ($2 million)

The college continues to seek ways to engage growing numbers of students in meaningful community projects to expand and enhance individual awareness of how educational programming is best integrated into real-world experiences. Through its Service Learning offerings across all academic programs, PCC provides significant opportunities for students to work in companies and organizations to utilize their knowledge learned in classrooms to impact their communities on a grassroots level. The development of a $2 million endowed fund will allow the College to sponsor hundreds of students in valuable projects throughout the PACCD.
Moving Toward a Campaign Environment

Focus on Three Principal Goals

Most people focus only on the most obvious goal of a fundraising campaign ... raising money. However, so much more can – and should – be gained from these highly intense and comprehensive enterprises. In fact, we should always pay attention to the full realization of three distinct yet related goals, namely:

- Raise Awareness and Consciousness (Our Vision and Strategic Plans)
- Raise Capacity (Position the College and Foundation to Facilitate Plans)
- Raise Money (More money. More mission.)

For those of us who have had the good fortune to be a part of campaigns over the years, we have all come to understand that there is in fact one additional goal we seek to achieve ... Giving people who care about us a chance to feel great! We all know full well that when we fail to invite others to join in our causes and endeavors we deny them the chance to do extraordinary things and to ultimately feel great satisfaction and joy from their philanthropy.

Beginning with a Feasibility Study (FS)

Conducting a feasibility study for a resource development campaign offers rewards far beyond simply assessing risk. If well executed, such a study can provide focus and momentum for the entire campaign. Basic elements – and benefits – from such studies include:

1) Gaining Internal Consensus

Because the feasibility study interview process takes your campaign vision and plan to the public, you must first ensure that there is strong internal consensus on the case for giving. The feasibility study provides an opportunity to ensure those of interest fully understand your direction and plans, while also testing the validity of the projects around which the campaign is centered.

2) Leaders Begin Thinking of Their Own Commitments

The feasibility study brings the reason for a campaign into focus for both internal and external constituents. It allows volunteer and staff leaders to seriously evaluate their own commitment to a campaign and enables the organization to start getting its house in order from an operations perspective. Included in this phase is a careful internal evaluation of infrastructure and staffing needs, along with an honest appraisal as to whether the organization is ready for such a major undertaking.
3) The Value of Cultivation

The cultivation value of a feasibility study is immense. Prospective donors are flattered to be interviewed for feasibility studies, and the right interviewer asking the right questions will subtly encourage the prospect to begin thinking about her or his gift.

4) Donors Are Asked for Advice

The study provides you with an opportunity to seek the advice of philanthropic leaders in the community. The essence of the feasibility study is asking potential donors to provide a measurement of their acceptance of the plan for your targeted projects. As the old adage goes: “If you want advice, first ask me for money. But, if you want my money, first ask for my advice.”

5) The Fundraising Acumen of Leaders and Staff Is Tested

The feasibility study process tests the fundraising acumen of senior management, board leaders, and other leadership sources. It provides an assessment of your institution’s ability to raise funds. Ensuring that those who will be involved in all steps of a campaign have had proper training and that each and every personal face-to-face solicitation is well-planned and articulated will be the keys to success.

6) The Feasibility of Your Campaign Goal Is Tested

How much money realistically can be raised? Focusing on major gifts is the hallmark for major gift campaign success and beyond for every nonprofit organization. Focusing on individuals who have both the capacity and interest in the organization’s mission is the only way to achieve campaign success. The feasibility study provides important clues to confirm that you have the right sources of support lined up for your campaign.

7) Benefits Beyond the Dollars are Raised

A successful feasibility study sets the stage for a major gifts campaign, which yields benefits to the organization long after the campaign has ended. Aside from helping to gather the funds necessary for time-limited projects, successful major gifts campaigns can have a transformative effect on the fundraising culture of the organization.

Basic Tenets of a Feasibility Study

• Express a broad vision
• Articulate current areas of programs/services to be advanced
• Organize and engage donors/prospects to provide advice and support
• Inform leadership of the readiness and capacity for a campaign endeavor
• Assist in building/shifting the overall fundraising culture
Major Gifts Campaign (MGC)

Using proven methodologies, a campaign allows for the introduction of processes to effectively identify prospects at Leadership Gift and Major Gift levels to enhance gift and investment opportunities, the development of cases for support reflecting critical short- and long-term mission-driven initiatives of the organization, and the assessment and discovery of pathways to enhancing and expanding long-term relationships and overall institutional sustainability.

- Four Distinct Phases of the Campaign

  o Building Structure and Function (6-9 months)

    Craft the Case for Support / organize internal staff / recruit volunteer leadership / identify and rate prospects / build out necessary fundraising programs (Planned Giving, Gift Clubs, Recording and Recognition, etc.)

  o Lead Gift Solicitation (3-6 months)

    Focus attention on securing critical early gift commitments / identify and develop solicitation strategies and materials for top 10-12 prospects / conduct one-on-one solicitations / seek to build campaign funds raised to 50% of goal

  o Public Announcement and Outreach to Targeted Prospects (12 months)

    Hold campaign kick-off event to move to Public Phase / announce funds raised / recognize top volunteers and donors / focus attention on next groups of Leadership Gifts and Major Gifts prospects / provide for community engagement in campaign

  o Celebration and Post-Campaign Planning (3 months)

    Bring closure to campaign by celebrating successes / hold event to thank volunteers and donors / make plans for continuation of major gift focus across all foundation programs / craft Case for Support for “between campaigns” period to position next campaign endeavor
CONSENT ITEM TITLE:
Approval of Student Travel: Cosmetology 114C and D, 117A and B, Theory and Laboratory

Board Meeting Date: January 21, 2015

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve of student travel, Cosmetology 114C and D, 117A and B, Theory and Laboratory.

FISCAL IMPLICATIONS: Funds for this activity to be provided by the 2014-2015 Student Life Account Budget.

GROUP: Cosmetology 114C and D, 117A and B – Theory and Laboratory
NUMBER: 50 (42 Students, 8 staff)
LOCATION: Long Beach Convention Center
DATES: January 25 and 26, 2015
EVENT: Long Beach Annual International Salon and Spa Tradeshow and Exhibit
TRANSPORTATION: Private vehicles
ADVISOR(S): PCC Staff: R. Petrova, R. Allen, S. Ellis, A. Hicks, J. Ramirez-Han, S. Shackelford, G. Vizer, N. Williams
CHARGES: Student registration fees (42 students @ $67 each); 8 instructors (no charge)
ACCOUNT NUMBER: 01000-525000-150200-1900
NOT TO EXCEED: $2,814.00 Two Thousand Eight Hundred Fourteen Dollars

BACKGROUND: This activity provides members of the Pasadena City College Cosmetology program with opportunities to study and gain knowledge in current industry techniques, products, and methods which will prepare and advance them to become State Board licensed cosmetologists.

Recommended for Approval:

Sylvia Davila
Dean, Career and Technical Education

Approved by:

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

[Signatures]
Executive Director, Business Services

Interim Superintendent/President

(Requires three signatures)
CONSENT ITEM TITLE:  Approve/Ratify Contracts

Board Meeting Date: January 21, 2015

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:

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)
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<th>Dates of Services</th>
<th>Department</th>
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<td>B150007</td>
<td>Karen West</td>
<td>No-Cost</td>
<td>To substitute account from 100000-115000-512000-7090 to 225209-520900-512000-4900 for AB86 grant writing assistance. EMP: A3</td>
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<td>B150202</td>
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<td>To provide annual support for SimCapture equipment for a not-to-exceed total of $2,340.00. EMP: L</td>
<td>2/1/15 thru 1/31/19</td>
<td>School of Health Sciences: Registered Nursing</td>
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<td>B150006</td>
<td>eXplorance, Inc.</td>
<td>$6,893.00</td>
<td>Amendment No. 2. To provide the ABBYY Flexicapture 10 stand-alone license, and Blue/ABBYY integration services training for a not-to-exceed total of $219,257.21. EMP: F5, C1.2</td>
<td>1/22/15 thru 1/21/16</td>
<td>Institutional Effectiveness</td>
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<td>B150031</td>
<td>Albert Napoli</td>
<td>$60.00 per hour</td>
<td>Amendment No. 2. To extend the contract thru 12/31/15 and increase the not-to-exceed total of $12,000.00 to a not-to-exceed total of $32,000.00. An increase of $20,000.00 to provide Small Business Development Center clients one-on-one business advising, training services, consulting, and technical assistance. EMP: I.2, I.8</td>
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<td>B150214</td>
<td>Barney Santos</td>
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<td>To provide Small Business Development Center clients one-on-one business advising, training services, consulting, and technical assistance for a not-to-exceed total of $20,000.00. EMP: I.2, I.8</td>
<td>1/1/15 thru 12/31/15</td>
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<td>B150207</td>
<td>Christina Christie</td>
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<td>To facilitate among Pasadena City College's President's Advisory Committee groups to establish a vision and focus for working productively with the President/Superintendent and the College. EMP: I.1</td>
<td>11/19/14 thru 6/30/15</td>
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<td>B150212</td>
<td>Donald Joseph Loewel</td>
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<td>1/1/15 thru 12/31/15</td>
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<td>B150210</td>
<td>eLumen Collaborative LLC</td>
<td>$22,145.00</td>
<td>To provide license agreement for the use of eLumen Achievement Software to track and analyze student achievement for a not-to-exceed total of $22,145.00. EMP: L</td>
<td>10/1/14 thru 6/30/15</td>
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<td>B150196</td>
<td>Foundation for Advancements in Science and Education</td>
<td>$19,500.00</td>
<td>To create an exhibit that reflects the life and teaching practices of Jaime Escalante for a not-to-exceed total of $19,500.00. EMP: E</td>
<td>11/1/14 thru 6/30/15</td>
<td>Academic Affairs</td>
<td>100000-100000-512000-6600</td>
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<td>B-98620-5</td>
<td>Frasco, Inc.</td>
<td>$25,000.00</td>
<td>Amendment No. 1. To increase the not-to-exceed total of $85,000.00 to a not-to-exceed total of $110,000.00. An increase of $25,000.00 for background searches through public records and consumer reports for employment purposes. EMP: E</td>
<td>7/1/14 thru 6/30/15</td>
<td>Human Resources</td>
<td>100000-430000-512000-6730</td>
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<tr>
<td>B150203</td>
<td>ModernThink, LLC</td>
<td>$6,745.00</td>
<td>To provide presentation and consultation services with Rich Boyer, including travel expenses for a not-to-exceed total of $6,745.00. EMP: D2</td>
<td>10/1/14 thru 11/30/14</td>
<td>Institutional Effectiveness</td>
<td>100000-420300-582000-6600</td>
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<tr>
<td>B150211</td>
<td>Norman A. Traub Associates</td>
<td>$123.50-$250.00 per hour</td>
<td>To provide investigative services on an as-needed basis for a not-to-exceed total of $10,000.00. EMP: F1, F2, F4</td>
<td>10/21/14 thru 6/30/15</td>
<td>Human Resources</td>
<td>100000-430000-512000-6730</td>
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<tr>
<td>B150220</td>
<td>Paul Mazbianian</td>
<td>$60.00 per hour</td>
<td>To provide Small Business Development Center clients one-on-one business advising, training services, consulting, and technical assistance for a not-to-exceed total of $25,000.00. EMP: I.2, I.8</td>
<td>1/21/15 thru 12/31/15</td>
<td>Small Business Development Center</td>
<td>100000-533500-512000-7090, 215335-533500-512000-7090, 225508-550800-512000-7090</td>
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<tr>
<td>B150213</td>
<td>Pietro Rosetti</td>
<td>$60.00 per hour</td>
<td>To provide Small Business Development Center clients one-on-one business advising, training services, consulting, and technical assistance for a not-to-exceed total of $6,000.00. EMP: I.2, I.8</td>
<td>1/1/15 thru 12/31/15</td>
<td>Small Business Development Center</td>
<td>100000-533500-512000-7090, 215335-533500-512000-7090</td>
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<tr>
<td>B150205</td>
<td>Smart Employer Partners, LLC</td>
<td>$13,500.00</td>
<td>To provide recruitment services for Human Resources at a not-to-exceed total of $13,500.00. EMP: B</td>
<td>12/19/14 thru 6/30/15</td>
<td>Human Resources</td>
<td>100000-430000-512000-6730</td>
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<td>B150200</td>
<td>Tony Au</td>
<td>$24,000.00</td>
<td>To provide graphic design work for both print and media for the web for a not-to-exceed total of $24,000.00. EMP: B.1.3, C3.1, E1</td>
<td>1/5/15 thru 6/5/15</td>
<td>Public Relations</td>
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<td>B-98398-3</td>
<td>Vicenti, Lloyd, Stutzman, LLP Business Consultants and CPAs</td>
<td>$33,498.40</td>
<td>Amendment No. 3. To increase from a not-to-exceed total of $105,380.75 to a not-to-exceed total of $138,879.15. An increase of $33,498.40 for additional services related to compliance as required by the California Community Colleges Chancellor's Office for a not-to-exceed total of $138,879.15. EMP: E</td>
<td>3/30/13 thru 6/30/15</td>
<td>Board of Trustees</td>
<td>100000-410000-512000-6600</td>
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<tr>
<td>B150209</td>
<td>Vicenti, Lloyd, Stutzman, LLP Business Consultants and CPAs</td>
<td>$14,676.01</td>
<td>To provide services outside the scope of the audit agreement, related to return to Title IV, TBA FTES and annual recalculation of the CCFS-320 for a not-to-exceed total of $14,676.01. EMP: E</td>
<td>7/1/14 thru 6/30/15</td>
<td>Board of Trustees</td>
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<tr>
<td>B150216</td>
<td>Advanced Toolware, LLC dba Tools4ever</td>
<td>$11,340.00 per year</td>
<td>To provide maintenance service and self service reset password management, free product updates, product enhancements and technical assistance for a not-to-exceed total of $56,700.00. EMP: C1.2</td>
<td>3/7/15 thru 3/6/20</td>
<td>Information Technology Services</td>
<td>225317-531700-582000-6320</td>
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<tr>
<td>B150199</td>
<td>Cal Poly Pomona Foundation, Inc.</td>
<td>$135,000.00</td>
<td>District will contract with Cal Poly Pomona Foundation to provide curricular and academic support to fulfill the outcomes of the Title V Grant (Design TECH) obtained by the District. Activities and programs will be developing career pathway for engineering technology students in baccalaureate programs for a not-to-exceed total of $135,000.00. EMP: D3</td>
<td>10/1/14 thru 9/30/15</td>
<td>School of Career and Technical Education</td>
<td>225262-526500-582000-6490</td>
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<td>B150225</td>
<td>Foundation for California Community Colleges (FCCC)</td>
<td>$849,805.00</td>
<td>District will contract with the Career Ladders Project, a technical service provider from the FCCC to assist in carrying out the activities set forth in the CA Career Pathways Trust Grant (LA HI-TECH). Their consultants will service eight (8) community colleges and sixteen (16) high schools with pathway development. EMP: D1-D4.3</td>
<td>1/1/14 thru 6/30/16</td>
<td>School of Career and Technical Education</td>
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<td>Contract No.</td>
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<td>Description of Services</td>
<td>Dates of Services</td>
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<td>Account No.</td>
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<td>B150224</td>
<td>Hispanic Heritage Foundation</td>
<td>$150,000.00</td>
<td>District will contract with the Hispanic Heritage Foundation for after school supplemental activities at sixteen (16) high school sites for the LA HI-TECH grant through recruitment of industry professionals and training of a common curriculum across Los Angeles County. The program called Leaders On a Fast Track (LOFT) will undertake the daily activities and will be coordinated through the offices of PCC's School of Career and Technical Education. EMP: D1-D4-3.</td>
<td>1/1/14 thru 6/30/15</td>
<td>School of Career and Technical Education</td>
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<td>B150208</td>
<td>IntelliResponse</td>
<td>$105,000.00</td>
<td>To provide the IntelliResponse (IR) Virtual Agent software to empower student through their journey across multiple interaction channels for a not-to-exceed total of $105,000.00. EMP: C1.2</td>
<td>2/1/15 thru 6/30/18</td>
<td>Information Technology Services</td>
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<td>B150215</td>
<td>Los Angeles Area Chamber of Commerce (Bixel Exchange)</td>
<td>$196,625.00</td>
<td>District will contract the Los Angeles Area Chamber of Commerce (Bixel Exchange) for the primary role in the LA HI-TECH Consortia, a Career Pathways Grant, to act as the primary business intermediary and convener of the LA tech community. The Bixel Exchange shall assist with fundraising, marketing, public relations, event planning, and government relations to help meet Consortia goals and sustainability. EMP: D1-D4.3</td>
<td>7/1/14 thru 6/30/15</td>
<td>School of Career and Technical Education</td>
<td>226382-638200-582000-6490</td>
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<td>B-98280-3</td>
<td>TouchNet Information Systems, Inc.</td>
<td>$3,000.00</td>
<td>Amendment No 1. To extend term from 1/16/14 to 1/21/16 for an application subscription program for annual international third-party payment for enrollment registration and other fees for a not-to-exceed total of $3,000.00. EMP: C1-C3</td>
<td>1/22/15 thru 1/21/16</td>
<td>Information Technology Services</td>
<td>225317-531700-582000-6320</td>
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<tr>
<td>RATIFY</td>
<td>Eugene Mahmoud</td>
<td>$50.00 per hour</td>
<td>To participate in inter-segmental collaboration to develop college level math courses contextualized for engineering. To provide research, documentation, development and assessment of project-based curriculum for Spring 2015 semester coursework for a not-to-exceed total of $5,000.00. EMP: A2</td>
<td>9/1/14 thru 6/30/15</td>
<td>Career and Technical Education: Design Technology Pathway</td>
<td>225339-533900-512000-6490</td>
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<tr>
<td>Contract No.</td>
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<td>B-98410-3</td>
<td>The Buros Center for Testing at the University of Nebraska-Lincoln</td>
<td>$149,604.00</td>
<td>Amendment No. 3. To extend term from 10/31/14 to 9/30/15 for assisting with the evaluation and approvals of test instruments used for placement in California Community Colleges. To provide technical assistance to the Chancellor's Office and colleges on a variety of assessment-related issues for a not-to-exceed total of $149,604.00. EMP: E</td>
<td>6/1/13 thru 9/30/15</td>
<td>Statewide Matriculation</td>
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<td>B150217</td>
<td>Michael Watter</td>
<td>$50.00 per hour</td>
<td>To participate in inter-segmental collaboration to develop college level math courses contextualized for engineering. To provide research, documentation, development and assessment of project-based curriculum for Spring 2015 semester coursework for a not-to-exceed total of $5,000.00. EMP: A2</td>
<td>9/1/14 thru 6/30/15</td>
<td>Career and Technical Education: Design Technology Pathway</td>
<td>225339-533900-512000-6490</td>
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<tr>
<td>B150218</td>
<td>Silvia Heubach</td>
<td>$50.00 per hour</td>
<td>To participate in inter-segmental collaboration to develop college level math courses contextualized for engineering. To provide research, documentation, development and assessment of project-based curriculum for Spring 2015 semester coursework for a not-to-exceed total of $5,000.00. EMP: A2</td>
<td>9/1/14 thru 6/30/15</td>
<td>Career and Technical Education: Design Technology Pathway</td>
<td>225339-533900-512000-6490</td>
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**BUILDING FUND APPROVE**

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<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>
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<tbody>
<tr>
<td>B150188</td>
<td>Harley Ellis Devereaux</td>
<td>$10,000.00</td>
<td>Amendment No. 1. To increase the not-to-exceed total of $50,000.00 to a not-to-exceed total of $60,000.00. An increase of $10,000.00 for reimbursable expenses to provide mechanical technical support for the District. EMP: L1</td>
<td>1/22/15 thru 12/31/15</td>
<td>Project Center</td>
<td>410000-712300-512000-7100</td>
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<tr>
<td>B-98561-4</td>
<td>James Carter Company</td>
<td>$72,085.00</td>
<td>Amendment No. 1. To extend the contract to 6/30/15 and increase the not-to-exceed total of $169,000.00 to a not-to-exceed total of $241,085.00. An increase of $72,085.00 to provide continuous inspection of the R-Building renovation and close-out of elevator upgrades and miscellaneous projects. EMP: L</td>
<td>3/6/14 thru 6/30/15</td>
<td>Project Center</td>
<td>420000-740900-625300-7100</td>
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CONSENT ITEM TITLE:  
Approve Piggybackable Contracts

Board Meeting Date:  January 21, 2015

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.

National IPA

California Multiple Award Schedule (CMAS)
  • Canon for Multifunction Digital Copiers. CMAS Contract No. 3-09-36-0027B. Expiring April 30, 2019.
  • NE Systems, Inc. for Information Technology Goods and Services. CMAS Contract No. 3-11-70-2045L. Expiring April 15, 2015.

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:

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)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Purchasing Transactions

Board Meeting Date: January 21, 2015

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 P1501584 through P1501825. 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>
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<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
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<td>Supplies and Materials</td>
<td>Academic and Student Affairs Office</td>
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<td>Hispanic Assoc of Colleges and Universities</td>
<td>Dues and Membership</td>
<td>Academic and Student Affairs Office</td>
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<td>P1501748</td>
<td>* I-8 Food Services</td>
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<td>* Consolidated Electrical Distributors</td>
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<td>Projector bulbs for various locations on campus</td>
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<td>Hillyard Floor Care Supply</td>
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<td>Miguel &amp; Son Sweeper Company</td>
<td>Repair/Upkeep Bldgs and Grounds</td>
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* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
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* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
**PASADENA AREA COMMUNITY COLLEGE DISTRICT**

**PURCHASE ORDERS OVER $500**

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<td>P150158</td>
<td>Dolphin Rents</td>
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**RESTRICTED GENERAL FUND (INCLUDING GRANTS)**

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**TOTAL RESTRICTED GENERAL FUND (INCLUDING GRANTS)**

85,823.16

**CAPITAL OUTLAY FUND**

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<th>PO Number</th>
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<td>Orvac Electronics</td>
<td>Construction/Modifications $100,000</td>
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<td>2,323.39</td>
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<td>3,125.00</td>
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<td>Bone Clones, Inc.</td>
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<td>P1501611</td>
<td>Sargent-Welch Scientific Ceno</td>
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<td>M/P Classroom Conversions</td>
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<td>P1501627</td>
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<td>Supplies and Materials</td>
<td>M/P Classroom Conversions</td>
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<td>P1501649</td>
<td>Staples</td>
<td>Supplies and Materials</td>
<td>M/P Classroom Conversions</td>
<td>1,105.81</td>
<td>80,269.31</td>
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<td>P1501651</td>
<td>Amazon.com</td>
<td>Supplies and Materials</td>
<td>M/P Classroom Conversions</td>
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<td>P1501689</td>
<td>Cole - Parmer Instrument Co</td>
<td>Supplies and Materials</td>
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<td>P1501670</td>
<td>Carolina Biological Supply Co</td>
<td>Supplies and Materials</td>
<td>M/P Classroom Conversions</td>
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<td>Thermo Fisher Scientific</td>
<td>Supplies and Materials</td>
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<td>51,833.02</td>
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<td>P1501673</td>
<td>Wisdom King</td>
<td>Supplies and Materials</td>
<td>M/P Classroom Conversions</td>
<td>732.17</td>
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<td>P1501687</td>
<td>Paleo-Tech Concepts</td>
<td>Supplies and Materials</td>
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<td>Jones Hall</td>
<td>Legal Expenses</td>
<td>M/P Construction Management</td>
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<td>P1501623</td>
<td>Stumbaugh and Associates</td>
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<td>P1501813</td>
<td>Sweinhart Electric</td>
<td>Repair/Upkeep Bldgs and Grounds</td>
<td>S/M Upgrade Electric</td>
<td>6,891.75</td>
<td>19,779.70</td>
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<td>P1501710</td>
<td>Pumpman Inc</td>
<td>Repair/Upkeep Bldgs and Grounds</td>
<td>S/M Sewer Main Repair</td>
<td>2,064.00</td>
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<tr>
<td>P1501810</td>
<td>Drain Rooter Plumbing</td>
<td>Repair/Upkeep Bldgs and Grounds</td>
<td>S/M Sewer Main Repair</td>
<td>12,475.00</td>
<td>20,740.00</td>
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<td>P1501811</td>
<td>ISC Electronic Systems</td>
<td>Repair and Maintenance of Equipment</td>
<td>S/M AQMD Compliance Project</td>
<td>29,775.00</td>
<td>41,684.55</td>
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<td>Service and repair coverage for all building</td>
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<td>fire alarm panels and devices</td>
<td>Total Schedual Maintenance Fund</td>
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<td>P1501762</td>
<td>Adorama</td>
<td>Supplies and Materials</td>
<td>Identity Services</td>
<td>577.70</td>
<td>577.70</td>
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<td>Total Identity Services Fund</td>
<td>577.70</td>
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<td>P1501790</td>
<td>Keenan &amp; Associates</td>
<td>Property &amp; Liability Ins</td>
<td>Property Damage &amp; Public Liability</td>
<td>24,696.45</td>
<td>126,818.28</td>
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<tr>
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<td>Current disbursements for the month of November 2014</td>
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<td>P1501800</td>
<td>* St George's Medical Clinic</td>
<td>Property &amp; Liability Ins</td>
<td>Property Damage &amp; Public Liability</td>
<td>791.87</td>
<td>2,533.87</td>
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<td>P1501824</td>
<td>Keenan &amp; Associates</td>
<td>Property &amp; Liability Ins</td>
<td>Property Damage &amp; Public Liability</td>
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<td>126,818.28</td>
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<td>Current disbursements for the month of October 2014</td>
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</tr>
<tr>
<td>P1501825</td>
<td>Huntington T Block Ins Agency</td>
<td>Property &amp; Liability Ins</td>
<td>Property Damage &amp; Public Liability</td>
<td>1,385.00</td>
<td>1,385.00</td>
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<td>Total Self-Insurance Fund - Property and Liability</td>
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<td>P1501602</td>
<td>Student Aid Commission Calif</td>
<td>Student Financial Aid</td>
<td>Calif. Student Aid Comm Grt B</td>
<td>9,801.00</td>
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<tr>
<td>P1501691</td>
<td>U S Department of Education</td>
<td>Student Financial Aid</td>
<td>Pell Grants</td>
<td>41,785.00</td>
<td>92,720.00</td>
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<td>Student Financial Aid</td>
<td>Federal Pell Grant Funding Program</td>
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<td>Total Student Financial Aid Fund</td>
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<td></td>
<td>Total</td>
<td>1,132,805.36</td>
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</tr>
</tbody>
</table>

* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Change</th>
<th>New PO Total</th>
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<tbody>
<tr>
<td>P1500059</td>
<td>Lawn Mower Corner</td>
<td>Increase PO per the Dept.</td>
<td>Facilities</td>
<td>3,000.00</td>
<td>7,000.00</td>
</tr>
<tr>
<td>P1500060</td>
<td>Empire Floor Machine Company</td>
<td>Increase PO per the Dept.</td>
<td>Facilities</td>
<td>1,000.00</td>
<td>2,000.00</td>
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<tr>
<td>P1500061</td>
<td>Discount Two Way Radio</td>
<td>Increase PO per the Dept.</td>
<td>Facilities</td>
<td>1,500.00</td>
<td>2,500.00</td>
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<tr>
<td>P1500086</td>
<td>Ganahl Lumber Company</td>
<td>Increase PO per the Dept.</td>
<td>Facilities</td>
<td>2,500.00</td>
<td>7,500.00</td>
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<tr>
<td>P1500088</td>
<td>Johnstone Supply</td>
<td>Increase PO per the Dept.</td>
<td>Facilities</td>
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<td>4,000.00</td>
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<td>P1500212</td>
<td>Aramark</td>
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<td>Facilities</td>
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<td>P1500249</td>
<td>Arise Hospitality Solutions</td>
<td>Increase PO per the Dept.</td>
<td>VMP-Arts</td>
<td>1,000.00</td>
<td>3,492.00</td>
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<tr>
<td>P1500335</td>
<td>Thorson GMC Truck Buick Motor Co.</td>
<td>Increase PO per the Dept.</td>
<td>Transportation</td>
<td>1,500.00</td>
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<tr>
<td>P1500363</td>
<td>Sure RC</td>
<td>Increase PO per the Dept.</td>
<td>Engineering and Technology</td>
<td>1,000.00</td>
<td>2,000.00</td>
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<tr>
<td>P1500398</td>
<td>Foothill Smog &amp; Auto Repair</td>
<td>Increase PO per the Dept.</td>
<td>Transportation</td>
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<td>15,000.00</td>
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<tr>
<td>P1500567</td>
<td>American Foothill Publishing Co Inc</td>
<td>Increase PO per the Dept.</td>
<td>Performing and Communication Arts</td>
<td>5,000.00</td>
<td>10,000.00</td>
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<tr>
<td>P1500581</td>
<td>Ace Business Machines</td>
<td>Increase PO per the Dept.</td>
<td>Fiscal Services</td>
<td>1,500.00</td>
<td>4,500.00</td>
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<td>P1500787</td>
<td>United Rentals</td>
<td>Increase PO per the Dept.</td>
<td>PE Division Office</td>
<td>2,500.00</td>
<td>4,900.00</td>
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<tr>
<td>P1500931</td>
<td>Canon Financial Services</td>
<td>Increase PO per the Dept.</td>
<td>Office Services</td>
<td>16,156.00</td>
<td>37,312.00</td>
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<tr>
<td>P1500932</td>
<td>Canon Financial Services</td>
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<td>Office Services</td>
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<td>P1500955</td>
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<td>1,000.00</td>
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<td>P1501235</td>
<td>Tim Swenson</td>
<td>Increase PO per the Dept.</td>
<td>PCA: Music and Dance</td>
<td>1,310.00</td>
<td>2,585.00</td>
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<td>P1500684</td>
<td>Glory Global Solutions</td>
<td>Increase PO per the Dept.</td>
<td>Police and Safety</td>
<td>500.00</td>
<td>1,600.00</td>
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<td>P1500785</td>
<td>Topanga Lumber and Hardware</td>
<td>Increase PO per the Dept.</td>
<td>PCA: Theater</td>
<td>980.00</td>
<td>1,480.00</td>
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<td>P1500810</td>
<td>Digi-Key Corporation</td>
<td>Increase PO per the Dept.</td>
<td>Engineering and Technology</td>
<td>500.00</td>
<td>2,500.00</td>
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<td>P1501333</td>
<td>Dolphin Rents</td>
<td>Increase PO per the Dept.</td>
<td>Title V, Excel for Life</td>
<td>3,000.00</td>
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<td>P1500570</td>
<td>McDaniel: Robert L</td>
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<td>P1500808</td>
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<td>P1500892</td>
<td>L &amp; L Building Materials</td>
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<td>MP: Classroom Conversions</td>
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<td>2,600.00</td>
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<tr>
<td>P1501361</td>
<td>Weber Plywood and Lumber Co.</td>
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<td>MP: Classroom Conversions</td>
<td>500.00</td>
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<td>P1500980</td>
<td>Dynamic Air Technology</td>
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<td>Facilities</td>
<td>1,049.37</td>
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</tbody>
</table>
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Information Technology purchasing transactions P1501584 through P1501825. 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

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>
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<th>PO Amount</th>
<th>YTD Total</th>
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<td>P1501608</td>
<td>Optimal Outsource</td>
<td>Other Services</td>
<td>Information Tech Services</td>
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<td>25,178.12</td>
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<td>Process of up to 35,000 2014 Student 1098-T Forms</td>
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<td>P1501609</td>
<td>Optimal Outsource</td>
<td>Postage</td>
<td>Information Tech Services</td>
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<td>Prepaid postage deposit for up to 35,000 2014 Student 1098-T Forms</td>
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<td>Repair and Maintenance of Equipment</td>
<td>Information Tech Services</td>
<td>8,630.00</td>
<td>59,161.48</td>
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<td>Support renewal for LancerPoint backup server</td>
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<td>P1501615</td>
<td>Nagios Enterprises</td>
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<td></td>
<td>Annual support and maintenance for NagiosX System Monitoring Tool</td>
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<td>P1501683</td>
<td>COMMLine Inc</td>
<td>Computer Equipment between $500-499 Police &amp; Safety Office</td>
<td>Information Tech Services</td>
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<td></td>
<td>Police and safety supplies and equipment</td>
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<td>P1501621</td>
<td>Westlake Pro</td>
<td>Computer Equipment between $500-499 VAMS: Art</td>
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<td>15,325.19</td>
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<td>Avid Mbox Pro Tools audio hardware and software bundles</td>
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<td><strong>Total Restricted Fund (Including Grants)</strong></td>
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<td></td>
<td>Software</td>
<td>iPad Air2 Wifi plus cellular</td>
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<td>100 Optiplex 3020 desktop systems</td>
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<td>P1501749</td>
<td>NE Systems Inc</td>
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<td>Network switches for the LL-Building</td>
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<td><strong>Total Capital Outlay Fund</strong></td>
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<td>M/P Classroom Conversions</td>
<td>7,930.23</td>
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<tr>
<td></td>
<td></td>
<td>Audio/Visual projector system</td>
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<tr>
<td></td>
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<td><strong>Total Building Fund</strong></td>
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<td>7,930.23</td>
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<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td>192,256.31</td>
<td></td>
</tr>
</tbody>
</table>

* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
CONSENT ITEM TITLE:  
Approve Professional Conference Attendance  

Board Meeting Date: January 21, 2015  

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: Monika Hogan
LOCATION: CC National Policy Summit and Futures Assembly, Orlando, Florida
DATES: January 23-27, 2015*
PURPOSE: National exposure of PCC's innovative work in partnership with 3CSN; to present as finalist in competition for Bellwhether Award.
CHARGES: $2,535.00
ACCOUNT NOS.: 106000-421900-521000-6490
RECOMMENDED BY: Robert Bell
EMP: B1.4, B2.1, D1.1

*January 22 or January 28 – additional travel days

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)
ATTENDEE: Rueben Smith  
LOCATION: Getting To Zero National Forum, Washington, D.C.  
DATES: February 1-3, 2015  
PURPOSE: Energy efficiency, reducing utility demand and conservation  
CHARGES: $2,362.00  
ACCOUNT NO.: 100000-370000-521000-6510  
RECOMMENDED BY: Joseph Simoneschi  
EMP: L2

ATTENDEE: Matthew Camara  
LOCATION: Endura Certification, Clovis, California  
DATES: January 26-29, 2015*  
PURPOSE: Pelco Endura Certification training for technical aspects  
CHARGES: $2,013.00  
ACCOUNT NOS.: 100000-470000-521000-6780 and 100000-330700-521000-6790  
RECOMMENDED BY: Robert Bell  
EMP: C1  
*January 25 – additional travel day

ATTENDEES: Jeanette Mann, Linda Wah, Marshall Lewis, Robert Miller  
LOCATION: Association of Community College Trustees 2015 National Legislative Summit, Washington, D.C.  
DATES: February 9-12, 2015*  
PURPOSE: Join community college leaders to advocate on education, workforce training and economic development policy issues in the 114th Congress.  
CHARGES: $2,832.00 each for Mann, Wah, and Miller, $2,787.00 for Lewis  
ACCOUNT NOS.: 100000-400000-521000-6600 for Miller and Lewis  
100000-410000-521000-6600 for Mann and Wah  
RECOMMENDED BY: Robert Miller  
EMP: B1  
*February 8 – additional travel day

ATTENDEE: Diane Mandrafina  
LOCATION: 2015 Association of Chief Business Officials Institute, Sacramento, California  
DATES: February 18-20, 2015  
PURPOSE: The program focuses on the technical and leadership skills development of business office personnel and newly placed or future CBOs in California's Community College System.  
CHARGES: $1,521.00  
ACCOUNT NOS.: 100000-320000-521000-6720  
RECOMMENDED BY: Joseph Simoneshi  
EMP: B1

ATTENDEE: Evangelina Quintanar  
LOCATION: Academic Impressions: Measuring the Success of Your Retention Efforts, San Diego, California  
DATES: February 23-25, 2015*  
PURPOSE: Sessions featured at this conference will discuss numerous strategies to educate, counsel, and retain students, objectives that are imperative to both position and the college as a whole.  
CHARGES: $2,472.00  
ACCOUNT NOS.: 106000-421900-521000-6490  
RECOMMENDED BY: Robert Bell  
EMP: B2, E5
ATTENDEE: Myriam Altounji  
LOCATION: 2015 National Association of Student Personnel Administrators, New Orleans, Louisiana  
DATES: March 21-25, 2015*  
PURPOSE: Navigation of the changes in higher education with a focus on data, technology, evidence-based practices, and policy in student affairs.  
CHARGES: $2,873.00  
ACCOUNT NOS.: 106000-421900-521000-6490  
RECOMMENDED BY: Robert Bell  
EMP: A1, A2, A3, C1, E1, E3, E4, E5

ATTENDEE: Ana Ogaz  
LOCATION: Ellucian Live-Degree Works Forum, New Orleans, Louisiana  
DATES: April 10-12, 2015*  
PURPOSE: Best practices for implementing Degree Audit and Edplan System  
CHARGES: $2,258.00  
ACCOUNT NOS.: 106000-421900-521000-6490  
RECOMMENDED BY: Robert Bell  
EMP: A1, C3.3, E1.2  
*April 9 - additional travel day

ATTENDEE: Evangelina Quintanar  
LOCATION: American Association of Community Colleges 95th Annual Convention, San Antonio, Texas  
DATES: April 18-21, 2015*  
PURPOSE: Workshops featured at this conference will educate participants on professional development techniques, as well as strategies to offer students resources based on materials from the over 2,000 colleges attending the conference.  
CHARGES: $2,525.00  
ACCOUNT NOS.: 106000-421900-521000-6490  
RECOMMENDED BY: Robert Bell  
EMP: A3, B2.1, E5  
*April 17 - additional travel day

ATTENDEE: Sara Miranda  
LOCATION: International 2015 Education Conference  
DATES: March 22-26, 2015*  
PURPOSE: To teach courses that will be offered as distance education and this conference will provide the necessary information to teach those courses effectively.  
CHARGES: $2,000.00  
ACCOUNT NOS.: 106000-421900-521000-6490  
RECOMMENDED BY: Robert Bell  
EMP: C1.2, C2.1  
*March 21 - additional travel day

ATTENDEE: Barry Chess  
LOCATION: American Society for Microbiology Conference on Undergraduate Education, Austin, Texas  
DATES: May 28-31, 2015  
PURPOSE: Enhanced student success, professional development  
CHARGES: $1,967.00  
ACCOUNT NOS.: 106000-421900-521000-6490  
RECOMMENDED BY: Robert Bell  
EMP: A2.2, B1.4, C4.1
ATTENDEES: Allen Wong, Stacie Nakamatsu, Noriko Gotschall, Amy Cheung, Harry Bloodgood
LOCATION: New Horizons in International Education, National Association of Foreign Students Advisers 2015, Boston, Massachusetts
DATES: May 24-27, 2015*
PURPOSE: Networking with 4-year universities, improve international student services and explore innovation strategies to increase F1 international students at PCC.
CHARGES: $1,773.00 each for Wong, Nakamatsu, and Gotschall, $3,056.00 each for Cheung and Bloodgood
ACCOUNT NOS.: 106000-421900-521000-6490
RECOMMENDED BY: Robert Bell
EMP: A1.1, D3, I11
*May 23- additional travel day

ATTENDEES: James Aragon, Cecile Medina, Jeff Hupp,
LOCATION: National Conference on Race and Ethnicity, Washington, D.C.
DATES: May 26-30, 2015*
PURPOSE: Professional Development. Implementation of culturally relevant pedagogy of methodologies for student success.
CHARGES: $2,237.53 each for Hupp and Medina, $2,537.00 for Aragon
ACCOUNT NOS.: 106000-421900-521000-6490
RECOMMENDED BY: Robert Bell
EMP: A2, A3, B1.1
*May 25- additional travel day for Hupp and Medina
May 25 and May 31 - additional travel days for Aragon

ATTENDEE: Marylynn Aguirre
DATES: June 12-17, 2015*
PURPOSE: Provide professional development to learn about new trends and practices in nursing. Adjust curriculum to prepare students for success.
CHARGES: $2,681.00
ACCOUNT NOS.: 106000-421900-521000-6490
RECOMMENDED BY: Robert Bell
EMP: B2.1, D4.1

ATTENDEES: Carla Christensen, Donna Nielsen
LOCATION: Concept Based Curriculum Symposium, Kansas City, Kansas
DATES: June 4-5, 2015*
PURPOSE: Revising vocational nursing program to be more concept based. Enable instructor to integrate concepts and exemplars across the curriculum to encourage the student to practice conceptually.
CHARGES: $1,839.00 each
ACCOUNT NOS.: 106000-421900-521000-6490
RECOMMENDED BY: Robert Bell
EMP: A2.2, B1.4, C4.1
*June 3 and June 6 - additional travel days for Nielsen

ATTENDEE: Dr. Boglarka Kiss
LOCATION: 2015 International Conference of the College Music Society, Stockholm, Sweden and Helsinki, Finland
DATES: June 17-24, 2015*
PURPOSE: To represent PCC and attend presentations to learn best practices of teaching music from the international community.
Consent Item No. 109-B
January 21, 2015
Page 5 of 6

CHARGES: $3,637.00
ACCOUNT NOS.: 106000-421900-521000-6490
RECOMMENDED BY: Robert Bell
EMP: B2.1, D4.1

RATIFY:

ATTENDEE: Armando Duran
DATES: January 21-24, 2015*
PURPOSE: Help engage our students in the world’s “grand challenges” and “wicked” problems to create a more just and sustainable future.

CHARGES: $2,385.00
ACCOUNT NOS.: 100000-400300-521000-6600
RECOMMENDED BY: Robert Bell
EMP: B1.4, B2.1, F3
*January 20 or January 25 – additional travel day

RESTRICTED FUND:

APPROVE:

ATTENDEE: Elizabeth K. Wood
LOCATION: Ellucian Live - DegreeWorks Forum, New Orleans, Florida
DATES: April 10-12, 2015*
PURPOSE: Best practices for implementing and using degree audit and edplan software

CHARGES: $2,244.00
ACCOUNT NOS.: 225317-531700-521000-6320
RECOMMENDED BY: Robert Bell
EMP: A1, C3.3, E1.2
*April 9 – additional travel day

RATIFY:

ATTENDEES: Carrie Afuso, Rosemarie Cervantes, Marilyn Johnson, Patricia Quinones
DATES: January 21-24, 2015*
PURPOSE: Student Equity Community skill-set development, and education on how to best support our underserved students; to explore both “what works” and how we advance what works to better prepare twenty-first century students for work, life, and citizenship; to provide additional best practices on equity that we can share with the Equity Committee and to the campus community; discussion and presentations regarding equity and higher education.

CHARGES: $1,783.00 each for Afuso and Cervantes, $2,086.00 for Johnson, $1735.00 for Quinones
ACCOUNT NOS.: 225337-533700-521000-6320
RECOMMENDED BY: Robert Bell
EMP: B1.4, B2.1, F3
*January 20– additional travel day for Cervantes and Johnson
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 Contract to Hewlett Packard for Print Management Services

Board Meeting Date: January 21, 2015

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 B150204 for One Hundred Eighty Thousand Dollars ($180,000.00) to Hewlett Packard (HP) for Print Management Services. This purchase will provide the District with an on-call printer supply, repair, maintenance and replacement agreement.

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

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

BACKGROUND: California by virtue of its “piggyback” clause (Public Contract Code 20118, 20652) allows contracts that are of the same nature to be used by other school Districts. The State of California, Department of General Services, entered into an agreement with Hewlett Packard Company under the lead State of New Mexico Western States Contracting Alliance (WSCA) and National Association of State Procurement Officials (NASPO) Master Price Agreement Number 20-000-00-00040F, Participating Addendum Contract No. 7-12-70-33 which covers the purchase of Print Management Services for a term expiring on August 31, 2015. Under the terms of this contract, HP will honor the same terms under a District contract. The College stands to recognize a significant savings in cost and time by using the piggyback option.

The District currently has approximately 1200 printers or multifunction devices. This agreement would allow PACCD to enroll printers/multifunction devices into a maintenance plan where repairs and consumables are covered by a per page charge. This is a more efficient approach than repairing in-house or having departments order their own supplies. It will centrally supply and maintain staff and faculty print devices. Just-in-time delivery of supplies reduces duplication of effort and lowers total cost. Data from usage can be further used to optimize printing.

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)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Authorization to Dispose of Surplus Equipment

Board Meeting Date: January 21, 2015

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, authorize the disposal of District generated surplus furnishings and equipment. EMP: L

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

BACKGROUND: Through normal operations and/or modernization, the District generates surplus furnishings and equipment that's not suitable for District use due to damage and/or obsolescence on regular basis. Items that are no longer needed by a school or department but are still in good condition and re-usable are made available to other schools and departments at no charge. Items that are no longer usable in the District are declared surplus. State Law requires School Board approval for District Property to be designated as surplus under Education Code Sections 81450-81460. The need to dispose of these items in an efficient, cost effective and expeditious manner is imperative to the District. Items deemed surplus are currently stored in the District warehouse.

Upon Board approval, Purchasing and Contract Administration will dispose of this surplus in a manner that is most cost effective and efficient for the District.

Recommended for Approval:

Executive Director, Business Services

Approved by:

Executive Director, Business Services

Senior Vice President/Assistant Superintendent
Academic and Student Affairs

Interim Superintendent/President

(Requires three signatures)
## SURPLUS EQUIPMENT

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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Change Orders, R-Building Restrooms Upgrade

Board Meeting Date: January 21, 2015

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Change Order Numbers Two (2) through Six (6) for Contract Number C150002, Restroom Upgrade, R-Building. 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 #2: Add to provide revised types of: toilets, urinals, faucets, flush valves, hand dryers, coat hooks and mirrors per the direction of the District. This change is due to the standardization in equipment and fixtures the District is looking for in all trade areas. The total cost of this change order is Twenty-One Thousand Seven Hundred Fifteen Dollars and Forty-Five Cents ($21,715.45).

Change Order #3 Add to provide new electrical conduit, wire and breakers for the two (2) hand dryers in the family restroom. The total cost of this change order is Two Thousand Four Hundred Sixty-Two Dollars and Twelve Cents ($2,462.12).

Change Order #4: Add to do the demolition work during the night hours to avoid disturbing the students and staff during the day. The total cost of this change order is Two Thousand Six Hundred Eighty-Five Dollars and Eighty-Four Cents ($2,685.84).

Change Order #5: Add to do the demolition work of the existing concrete flooring during the night hours to avoid disturbing the students and staff during the day. Change Order #4 was for the night-time demolition of an existing concrete wall. The total cost of this change order is Four Thousand Ninety-Five Dollars and Seventy-Two Cents ($4,095.72).

Change Order #6: Deduct for deletion of the wall and door in Closet R-117A, in Room R-117. The total cost of this change order is a deduction of Two Thousand Three Hundred Thirty-Seven Dollars and Twenty-Eight Cents ($2,237.28).

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)
FISCAL IMPLICATIONS: The total amount of Change Order Numbers Two (2) through Six (6) is Thirty-Three Thousand One Hundred Ninety-Six Dollars and Forty-One Cents ($33,196.41). 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 September 3, 2014, the Board awarded Bid 918 to 1st California Construction, Inc. and authorized the issuance of Contract Number C150002. The upgrade of the restrooms would allow for more water efficient appliances and better accessibility that meets American Disability Act (ADA) requirements.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Authorize Award: Bid 912, Classroom Abatement and Upgrade

Board Meeting Date: January 21, 2015

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, authorize the award of Contract Number C150006 to Asbestos Control Testing, Inc., doing business as (dba) ACT, Inc., as the lowest responsive responsible bidder meeting all requirements of Bid 912 Asbestos Abatement Classrooms and Labs for the amount of Two Hundred Ninety-Five Dollars ($295,000.00). It is also recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District authorize an additional 10% contingency allowance to construction Contract Number C150006 for unforeseen conditions and/or District requested modification(s), thus expediting the construction process and delivery of services. EMP:

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

420000-741200-625000-7100 (Asbestos Abatement)

Bid 912 was advertised twice through the Pasadena Star News and made available on the District’s website. Six (6) vendors attended the mandatory job-walk. The following three (3) vendors submitted competitive bid packages:

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<th>CONTRACTORS</th>
<th>TOTAL BASE BIDS</th>
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<td>ACT, Inc.</td>
<td>$295,000.00</td>
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<tr>
<td>Environmental Construction Group</td>
<td>$358,800.00</td>
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<tr>
<td>Castlerock Environmental, Inc.</td>
<td>$1,499,958.77</td>
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BACKGROUND: At the June 25, 2014 meeting, the Board of Trustees approved Consent Item No. 178-B soliciting offers to upgrade the Classroom Abatement and Upgrade project. This project was estimated at $215,000.00 inclusive of all labor, materials and equipment. The recommended award is for the most responsive, responsible bidder meeting all bid requirements.

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-3100-7, Elevator Upgrades and Modernization

Board Meeting Date: January 21, 2015

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 Pasadena City College Elevator Upgrades and Modernization Project in the C, E, and R Buildings, Bid No. 877-A, as complete and authorize the administration to file for recording the Notice of Completion on Contract Number C-3100-7, to Harbor Construction Company. EMP: L

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

BACKGROUND: At its meeting of October 3, 2012, Consent Item #51-B, the Board of Trustees awarded Bid 877-A and authorized the issuance of Contract Number C-3100-7 to Harbor Construction Company for the upgrade and modernization of the elevators in the C, E, and R Buildings. Per the terms and specification of said contract, the Facilities Services Department has advised that this project is now 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)
CONSENT ITEM TITLE:
Accept Notice of Completion C140101, Emergency Repairs of Elevator - R Building

Board Meeting Date: January 21, 2015

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 Pasadena City College Emergency Repairs of Elevator Project in the R-Building as complete and authorize the administration to file for recording the Notice of Completion on Contract Number C140101, to H and H Elevator. EMP: L

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

BACKGROUND: At its meeting of November 6, 2013, Consent Item #59-B, the Board of Trustees approved Emergency Resolution Number 513 and authorized the issuance of Contract Number C140101 to H and H Elevator for repair of the elevators in the R-Building. Per the terms and specification of said contract, the Facilities Services Department has advised that this project is now complete.
CONSENT ITEM TITLE:
Authorization to Bid: Audio Visual Classroom Upgrades

Board Meeting Date: January 21, 2015

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, authorize the solicitation of bids for Audio Visual Classroom Upgrades. EMP: C

FISCAL IMPLICATIONS: No financial obligation is created by the authorization to solicit bids. However, the anticipated cost of the currently needed equipment upgrade is approximately One Hundred Twenty Thousand Dollars ($120,000.00). Funds for this purpose are provided in the 2014-2015 District Budget under the following cost centers shown:

410000-711500-641000-7100 (Visualization Lab Upgrade)
215208-520800-641000-4900 (Adult Basic Education)
215274-527400-641000-4900 (ASE High School)
420000-742700-641000-7100 (Measure P Special Project – Math Center)

BACKGROUND: Various classrooms and labs require smart classroom upgrades per the 2012 Learning Technology Advisory Committee report. The upgrade of these classrooms will help students and faculty to meet the technological in today’s competitive work environment.

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)
CONSENT ITEM TITLE:
Authorization to Solicit Bid: Janitorial Supplies

Board Meeting Date: January 21, 2015

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, authorize the solicitation for bids for Janitorial Supplies. EMP: L

FISCAL IMPLICATIONS: No financial obligation is created by the authorization to solicit for bids. The annual cost of the currently needed janitorial supplies is estimated at Two Hundred Fifty Thousand Dollars ($250,000.00) per year. Funds for this purpose are provided in the 2014-2015 Adopted District Budget under the following cost centers shown:

100000-370300-430100-6530 (Supplies and Materials)
100000-370400-430100-6530 (Supplies and Materials)
100000-370500-430100-6530 (Supplies and Materials)

BACKGROUND: It is in the best interest of the District to solicit bids for Janitorial supplies to ensure a reliable and uninterrupted supply for the on-going maintenance requirements in various campus locations. This will simplify and expedite the purchase of the needed products. The District stands to recognize cost savings with the award of this bid.

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)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Authorization to Solicit Bid: Radio Antenna Equipment

Board Meeting Date: January 21, 2015

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, authorize the solicitation for bids for the purchase and installation of radio antenna equipment used by the College’s Police and Safety Department. EMP: L

FISCAL IMPLICATIONS: No financial obligation is created by the authorization to solicit for bids. However, the anticipated cost of the currently needed equipment and installation is approximately Sixty Thousand Dollars ($60,000.00). Funds for this purpose are provided in the 2014-2015 Adopted District Budget under the following cost center shown:

100000-330000-641200-6770 (Police and Safety)

BACKGROUND: Existing equipment runs on an analog system and the antenna range is limited or non-existent between the three District locations: the main campus, Community Education Center and the Rosemead Center. Upgrading the equipment to a digital system would allow for improved safety management and communication amongst the three District locations.

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)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Interim Superintendent/ President
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Pasadena City College

CONSENT ITEM TITLE:  
Approve Budget Augmentation

Board Meeting Date: January 21, 2015

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, Approve Budget Augmentation to the 2014-2015 Adopted District Budget for the grant and programs listed below.

FISCAL IMPLICATIONS:

**EOP & S: EMP: E1**
$619,160 $228,161 $847,321

**Student Equity: EMP: A2**
$0 $0 $1,009,466

**COOP Agencies Resources For ED (CARE): EMP: E1**
$54,231 $20,740 $74,971

**GO BIZ: EMP: D4**
$0 $45,000 $45,000

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

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)
### DSPS: EMP: E1.1, E4.1

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### Small Business Development Center (SBDC): EMP: D4

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<tr>
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CONSENT ITEM TITLE:
Reporting and Approval of Self-Insurance Fund Reimbursement, Worker's Compensation

Board Meeting Date: January 21, 2015

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the reimbursement of the Worker's Compensation Self-Insurance Fund bank account in the amount of $172,827.77. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2014-2015 Adopted District Budget in Organizational Code 401500 (Worker's Compensation).

<table>
<thead>
<tr>
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<th>WARRANT NUMBERS</th>
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<td>12/19/14</td>
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$172,827.77

Medical $ 92,834.45
Mileage  $  259.97
Legal    $  20,400.18
Benefit Payments $ 59,446.53
Interest $ (113.36)
$172,827.77

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

Recommended for Approval:

Director, Fiscal 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
12/19/14

CONSENT ITEM TITLE:
Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: January 21, 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 $3,394.29. EMP: L

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

<table>
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<tr>
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<tr>
<td>12/19/14</td>
<td>21816918</td>
<td>$1,243.38</td>
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<tr>
<td></td>
<td></td>
<td>$3,394.29</td>
</tr>
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</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:

Director, Fiscal 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>
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<td>12/17/2014</td>
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<td></td>
<td>Supplies</td>
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<td>Conferences, seminars, workshops</td>
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<td>Other Payments to Students</td>
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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Increase Mileage Reimbursement Rate

Board Meeting Date: January 21, 2015

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, authorize an increase in mileage reimbursement to employees from 56.0 cents per mile to 57.5 cents per mile, effective January 1, 2015. EMP: L

FISCAL IMPLICATIONS: Funds are provided in the 2014-2015 Budget.

BACKGROUND: The Internal Revenue Service increased the standard mileage reimbursement rate to 57.5 cents per mile effective 01-01-15. Mileage reimbursements to employees for business use of personal automobiles, which are made at a rate no greater than the standard IRS rate, are not reported on employee W-2 statements.

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)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve 2015-2016 Non-Resident Tuition Fee, Education Code Section 76140 and 76141

Board Meeting Date: January 21, 2015

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 non-resident tuition fee for the 2015-2016 fiscal year. EMP: L

Non-resident Students $230.00 per semester unit
Including capital outlay fee

FISCAL IMPLICATIONS: The total fee will be $230.00 for the 2015-2016 fiscal year.

BACKGROUND: Education Code Section 76140 requires each district board to establish the non-resident tuition fee no later than February 1 for the succeeding fiscal year. In addition to the non-resident tuition fee, pursuant to Education Code Section 76141, a district may also charge non-resident students a capital outlay fee. This portion of the Education Code was amended by AB947 (Chapter 377, statues of 2009) to now charge this capital outlay fee to any non-resident student except for “AB540” (qualified undocumented) students, who will continue to be exempt for this fee.

The capital outlay fee varies from one year to the next depending on the actual capital outlay expenses from the previous year. The state does permit flexibility in modulating fee changes from the previous years. Education Code 76140 provides a number of methodologies to compute the non-resident tuition fee. For 2014-2015, PACCD adopted a non-resident fee of $193.00 and capital outlay fee of $35.00 for all non-residents except those who qualify for AB540. The total fee was therefore $228.00 per unit. For 2015-2016, the administration is recommending that the total fee be $230.00 per unit. The District would adopt a tuition fee of $200.00 and a capital outlay fee of $30.00 per unit. Our fee would continue to be commensurate with regional community college districts who also seek non-resident student enrollment.

Recommended for Approval:

Director, Fiscal 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)
CONSENT ITEM TITLE:
Ratify Grant Application and Authorization to Accept, California Career Pathways Trust (CCPT) Grant

Board Meeting Date: January 21, 2015

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, ratify the grant application to the California Department of Education for a California Career Pathways Trust Program (CCPT) as a part Assembly Bill 86, Chapter 48, Statutes of 2013, which was submitted on behalf of a Regional Consortium composed of eight community colleges (Los Angeles City College, Los Angeles Mission College, Los Angeles Pierce College, Los Angeles Southwest College, Los Angeles Valley College, Pasadena City College, Santa Monica College, and West Los Angeles College). PACCD will function as the fiscal lead and enable the School of Career & Technical Education to build robust partnerships within a consortia model across Los Angeles County between employers, schools, and community colleges in order to better prepare students for the 21st century workplace and improve student transition into postsecondary education, training, and employment in the Information and Communication Technology Industry.

FISCAL IMPLICATIONS: The regional consortium Grant was awarded up to $14,999,053 with the award years to be the 2014/2015 through 2016/2017 fiscal years and the grant years to be 2014/15 through 2018/19 fiscal years. The grant award will be dispersed to a maximum of fifty percent (50%) of the first award year, maximum thirty-five percent (35%) for the second award year, and maximum fifteen percent (15%) for the third award year, with optional rollover of any funds for the fourth year. Grant, in-kind and matching funds will be shared amongst PACCD and our partner institutions. Direct grant funding to PACCD activities will be $1,625,000 within the award years with in-kind contributions of $892,109 from staffing and other grant funds.

EMP: D1 - D4.3

BACKGROUND: The California Department of Education's California Career Pathways Trust Grant applicants must target K-14 career pathway programs that provide students with a sequenced pathway of integrated academic and career-based education and training, aligned to current or emerging regional economic needs. Career pathway programs are designed to lead students to a postsecondary degree or certification in a high-skill, high-wage, and high-growth field of the Information and Communication Technology Industry.

Recommended for Approval:

[Signature]
Dean, Career and Technical Education

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)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
AUTHORIZED TO SUBMIT A GRANT PROPOSAL

Title of Proposal
California Career Pathways Trust – Los Angeles High Impact Information Technology, Entertainment-Entrepreneurship, and Communications Hub (LA HI-TECH) Regional Consortium

Prepared by
Salomon Davila, Nancy Roberts, Cynthia George, Collaborative Partners from 5 K-12 Systems, 3 Community College Districts, Industry and the Associated Community

Submitted to
California Department of Education

Abstract of Proposal

The LA HI-TECH Regional Consortium emerged in Los Angeles County to strengthen strategic partnerships and career pathway links across five K-12 systems, three community college districts, and a host of industry and community partners that align with the Information Communications Technology (ICT) sector. The consortium’s directive is to create a vibrant ecosystem to develop and sustain a highly skilled and competitive workforce that contributes to the economic growth of the region. The expansive nature of the ICT sector comprises seven percent of the regional economy, and projections suggest an increase to 13-percent in the next decade. With over 19,000 annual job openings in LA County, 44-percent are considered middle-skill requiring an Associate degree or less, with openings left unfilled each year.

LA HI-TECH is poised to meet the ICT labor demand by preparing approximately 3,600 high school and community college students in over 56-percent of ICT majors at eight community colleges (Los Angeles City College, Los Angeles Mission College, Los Angeles Pierce College, Los Angeles Southwest College, Los Angeles Valley College, Pasadena City College, Santa Monica College, and West Los Angeles College), with the assistance of 16 initial high school partners representing five Unified School Districts.

LA HI-TECH seeks to become the premier training provider for the ICT sector in the region with a focus on three career pathways: Design, Visual and Media Arts; Information Support and Services; and Software Systems and Development. The consortium aims to improve student transitions from secondary to postsecondary institutions by linking secondary learning academies to Career and Technical Education (CTE) programs at the postsecondary level with rigorous academic content. Dual enrollment courses will be offered to high school students for each career pathway for college readiness and to accelerate the student’s journey in obtaining a certificate, degree, and/or transfer to a four-year university or college. Linked learning efforts will be expanded to strengthen academic, technical and work-based skills ensuring that high students are well-prepared to enter community college.

Staffing Impact

Project Coordinator (100%, 11 months), Dual Enrollment Coordinator (100%, 11 months), 2X Program Specialist ($16/hour x 900 hours, Accounting Technician (100%, 11 months), Research Analysts (100%, 11 months)

Fiscal Impact

<table>
<thead>
<tr>
<th>Consortia Total Grant</th>
<th>PCC Project Funds</th>
<th>PCC In-Kind Contribution</th>
<th>PCC District Matching</th>
<th>Partnership Matching***</th>
<th>Project Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$14,999,053</td>
<td>$1,625,000</td>
<td>$892,109</td>
<td>$0</td>
<td>$20,053,348</td>
<td>$35,944,516</td>
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# PAACCD Authorization to Submit a Grant Proposal

## Budget Summary (Year 1 – 2014/15)

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<tr>
<th>Consortia</th>
<th>PCC Total</th>
<th>PCC Project Funds</th>
<th>PCC In-kind Contribution</th>
<th>PCC District Matching</th>
<th>Partnership Matching</th>
<th>Project Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DIRECT COSTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>(4% of Direct)</td>
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<td>-0-</td>
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<td>812,500</td>
<td>212,610</td>
<td>-0-</td>
<td>3,319,873</td>
<td>11,031,319</td>
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</tbody>
</table>

(1) Cost Center which will provide in-kind or matching funds: 100700, 110100, 110200, 511200, 526500, 526700

* DISTRICT IN-KIND refers to items already funded in the college budget, but which will be used in support of this project.

** DISTRICT MATCH refers to new funding the District must secure or provide in support of this project. Fundraising with PCC Foundation and LA Chamber of Commerce to provide 100% matching funds from local industry partners.

*** PARTNER BUSINESS/COMMUNITY COLLEGES MATCH refers to funding the Partnering Community Colleges, businesses, and community entities must secure or provide in support of this project.
### Budget Summary (Year 2 – 2015/16)

<table>
<thead>
<tr>
<th>Consortia Total</th>
<th>PCC Project Funds</th>
<th>PCC In-kind Contribution*</th>
<th>PCC District Matching **</th>
<th>Partnership Matching ***</th>
<th>Project Totals</th>
</tr>
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<tbody>
<tr>
<td><strong>DIRECT COSTS</strong></td>
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<td>-0-</td>
<td>3,935,729</td>
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</table>

(1) Cost Center which will provide in-kind or matching funds: 100700, 110100, 110200, 511200, 526500, 526700

* DISTRICT IN-KIND refers to items already funded in the college budget, but which will be used in support of this project.

** DISTRICT MATCH refers to new funding the District must secure or provide in support of this project. Fundraising with PCC Foundation and LA Chamber of Commerce to provide 100% matching funds from local industry partners.

*** PARTNER BUSINESS/COMMUNITY COLLEGES MATCH refers to funding the Partnering Community Colleges, businesses, and community entities must secure or provide in support of this project.
### DIRECT COSTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Consortia Total</th>
<th>PCC Project Funds</th>
<th>PCC In-kind Contribution*</th>
<th>PCC District Matching **</th>
<th>Partnership Matching ***</th>
<th>Project Totals</th>
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<td>-0- (1)</td>
<td>-0-</td>
<td>-0-</td>
<td>-0-</td>
<td>-0-</td>
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<tr>
<td>TOTAL DIRECT</td>
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### INDIRECT COSTS

<table>
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<tr>
<th>Item</th>
<th>Consortia Total</th>
<th>PCC Project Funds</th>
<th>PCC In-kind Contribution*</th>
<th>PCC District Matching **</th>
<th>Partnership Matching ***</th>
<th>Project Totals</th>
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</thead>
<tbody>
<tr>
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<td>143,333</td>
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<td>5,313,403</td>
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</tbody>
</table>

(1) (1) Cost Center which will provide in-kind or matching funds: 100700, 110100, 110200, 511200, 526500, 526700

* DISTRICT IN-KIND refers to items already funded in the college budget, but which will be used in support of this project.

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### BUDGET SUMMARY (Year 4 – 2017/18)

<table>
<thead>
<tr>
<th></th>
<th>Consortia Total</th>
<th>PCC Project Funds</th>
<th>PCC In-kind Contribution</th>
<th>PCC District Matching</th>
<th>Partnership Matching ***</th>
<th>Project Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DIRECT COSTS</strong></td>
<td></td>
<td></td>
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<tr>
<td>1000 Certificated Salaries</td>
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<td>1,000 (1)</td>
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<tr>
<td><strong>PROJECT TOTALS</strong></td>
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<td>-0-</td>
<td>144,147</td>
<td>-0-</td>
<td>5,036,633</td>
<td>5,180,780</td>
</tr>
</tbody>
</table>

(1) Cost Center which will provide in-kind or matching funds: 100700, 110100, 110200, 511200, 526500, 526700

* DISTRICT IN-KIND refers to items already funded in the college budget, but which will be used in support of this project.

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**PASADENA AREA COMMUNITY COLLEGE DISTRICT**
**AUTHORIZATION TO SUBMIT A GRANT PROPOSAL**

**BUDGET SUMMARY (Year 5 – 2018/19)**

<table>
<thead>
<tr>
<th>Consortia Total</th>
<th>PCC Project Funds</th>
<th>PCC In-kind Contribution*</th>
<th>PCC District Matching **</th>
<th>Partnership Matching ***</th>
<th>Project Totals</th>
</tr>
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<tbody>
<tr>
<td><strong>DIRECT COSTS</strong></td>
<td></td>
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<tr>
<td>1000 Certificated Salaries</td>
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<tr>
<td>3000 Employee Benefits</td>
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<td>-0-</td>
<td>15,128 (1)</td>
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<td>105,897</td>
</tr>
<tr>
<td>4000 Materials/Supplies</td>
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<td>-0-</td>
<td>1,000 (1)</td>
<td>-0- (1)</td>
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<td>21,875</td>
</tr>
<tr>
<td>7000 Other Outgo</td>
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<td>-0-</td>
<td>-0- (1)</td>
<td>-0- (1)</td>
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<tr>
<td><strong>TOTAL DIRECT</strong></td>
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<td><strong>INDIRECT COSTS</strong></td>
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<td><strong>PROJECT TOTALS</strong></td>
<td>-0-</td>
<td>-0-</td>
<td>150,897</td>
<td>-0-</td>
<td>5,043,883</td>
</tr>
</tbody>
</table>

(1) Cost Center which will provide in-kind or matching funds: 100700, 110100, 110200, 511200, 526500, 526700

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*** PARTNER BUSINESS/COMMUNITY COLLEGES MATCH refers to funding the Partnering Community Colleges, businesses, and community entities must secure or provide in support of this project.
CONSENT ITEM TITLE:  
Approve/Ratify Compensation for Academic Personnel

Board Meeting Date: January 21, 2015

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>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aguilar, Rudy</td>
<td>1,100.00</td>
<td>Instruction—adjunct faculty serving on the academic senate, 12-01-14 to 06-30-15, EMP: F3</td>
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<tr>
<td>Agvanian, Zara</td>
<td>400.00</td>
<td>Academic and Student Affairs—attend 6, 3-hour training sessions to learn the necessary pedagogy required to teach math 450 in the spring 2015, 08-23-14 to 12-05-14, EMP: B1.1</td>
</tr>
<tr>
<td>Arenson, Lauren</td>
<td>1,500.00</td>
<td>Veterans Support Services—met four times in the semester with the other cohort instructors to collaborate on curriculum and provide integrative learning and interdisciplinary connections between their cohort classes and activities; kept updated on veterans issues and effective practices for student veterans; met regularly with VRC staff regarding veterans' issues impacting their success, 08-25-14 to 12-12-14, EMP: A1, A2, A3, B1, B2.1, D1.1, D2, D2.3, E1, E1.1</td>
</tr>
<tr>
<td>Axibal-Cordero, Allan</td>
<td>500.00</td>
<td>Academic Support—curriculum design for first-year pathways speech 1, 01-22-15 to 02-15-15, EMP: A1, A2</td>
</tr>
<tr>
<td>Black, Sarah</td>
<td>500.00</td>
<td>Academic Support—curriculum design for first-year pathways speech 1, 01-22-15 to 02-15-15, EMP: A1, A2</td>
</tr>
<tr>
<td>Blount, Gia</td>
<td>17,222.40</td>
<td>CEC Human Services—serve as coordinator of the CEC off-campus programs—parent education and older adults/disabled for spring 2015, 01-01-15 to 06-30-15, EMP: A2</td>
</tr>
<tr>
<td>Castillo, Francisco</td>
<td>1,500.00</td>
<td>PCC Extension—chamber of music presenter for spring, 01-13-15 to 05-05-15, EMP: I4</td>
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<tr>
<td>Chaffee, Lyman</td>
<td>2,150.00</td>
<td>Accreditation—review curriculum proposals by faculty members campus-wide and provide support for them in the curriculum development process, 12-15-14 to 01-18-15, EMP: B1</td>
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<tr>
<td>Constantine, Beville</td>
<td>500.00</td>
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</tr>
<tr>
<td>Cortez, Jose</td>
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<td>CEC Non-Credit Program—serve as coordinator of the CEC Business Program for spring 2015, 01-01-15 to 05-30-15, EMP: A2</td>
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<tr>
<td>Curtis, Carol</td>
<td>1,500.00</td>
<td>Title V—completion of international student pathway responsibilities; orientation curriculum development; delivery of orientation workshops, courses and activities; tutor training and supervision, 01-05-15 to 01-31-15, EMP: A, D</td>
</tr>
<tr>
<td>Dorrough, Mark</td>
<td>500.00</td>
<td>Academic Support—curriculum design for first-year pathways speech 1, 01-22-15 to 02-15-15, EMP: A1, A2</td>
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<tr>
<td>Durst, Mary</td>
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<td>School of Visual, Media and Performing Arts—jazz ensemble performance at Music 10 concert hour class, 02-19-15, EMP: A2, D2.4</td>
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<td>Fleming, Joshua</td>
<td>500.00</td>
<td>Academic Support—curriculum design for first-year pathways speech 1, 01-22-15 to 02-15-15, EMP: A1, A2</td>
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<tr>
<td>Fleming, Stephanie</td>
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<td>Glatstein, Linda</td>
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<td>School of Health Sciences—fall tutoring hours for Dental Hygiene, 09-15-14 to 11-17-14, EMP: A2</td>
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<tr>
<td>Name</td>
<td>Amount</td>
<td>Description</td>
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<td>Green, Kathleen</td>
<td>1,500.00</td>
<td>Veterans Support Services—met four times in the semester with the other cohort instructors to collaborate on curriculum and provide integrative learning and interdisciplinary connections between their cohort classes and activities; kept updated on veterans issues and effective practices for student veterans; met regularly with VRC staff regarding veterans' issues impacting their success, 08-25-14 to 12-12-14, EMP: A1, A2, A3, B1, B2.1, D1.1, D2, D2.3, E1, E1.1</td>
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<td>Haley, Kristen</td>
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<td>Hebron, Kathleen</td>
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<td>CEC Non-Credit Program—serve as coordinator of the CEC high school program for spring 2015, 01-01-15 to 06-30-15, EMP: A2</td>
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<td>Henes, Matthew</td>
<td>2,000.00</td>
<td>Accreditation—provide support to faculty members in the SLO assessment process, including in the use of eLumen SLO assessment software and TaskStream software, 08-14-14 to 12-14-14, EMP: B1</td>
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<tr>
<td>Hintzman, Linda</td>
<td>1,000.00</td>
<td>Academic and Student Affairs—prepare for and conduct 6, 3-hour training workshops for 4 adjunct faculty members of the mathematics department. The workshops are to train them in the pedagogy required to teach math 450, 08-23-14 to 12-05-14</td>
</tr>
<tr>
<td>Ho, Jennifer</td>
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<td>Athletics/Kinesiology—head coach of women's badminton intercollegiate program, 01-15-15 to 05-15-15, EMP: E1</td>
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<td>Hsiang, Cynthia</td>
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<td>School of Visual, Media and Performing Arts—Asian music duo performance at Music 10 concert hour class, 02-05-15, EMP: A2, D2.4</td>
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<td>Jones, Stephen</td>
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<td>School of Visual, Media and Performing Arts—solo guitar performance at Music 10 concert hour class, 04-16-15, EMP: A2, D2.4</td>
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<td>Kalustian, Michael</td>
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<td>Kennelley, Erika</td>
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<td>Kim, Jenni</td>
<td>3,000.00</td>
<td>School of Humanities and Social Sciences—restructured the entire Social Sciences Learning Center, 07-01-14 to 08-22-14, EMP: A1, E1</td>
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<td>Kopushyan, Lusine</td>
<td>400.00</td>
<td>Academic and Student Affairs—attend 6, 3-hour training sessions to learn the necessary pedagogy required to teach math 450 in the spring 2015, 08-23-14 to 12-05-14, EMP: B1.1</td>
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<tr>
<td>Lao, Faye</td>
<td>3,600.00</td>
<td>Contract Education—presenter for Goodwill Hospitality program, 12-11-14 to 01-31-15, EMP: J4, J1</td>
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<tr>
<td>Martin, Harold</td>
<td>1,500.00</td>
<td>Veterans Support Services—met four times in the semester with the other cohort instructors to collaborate on curriculum and provide integrative learning and interdisciplinary connections between their cohort classes and activities; kept updated on veterans issues and effective practices for student veterans; met regularly with VRC staff regarding veterans' issues impacting their success, 08-25-14 to 12-12-14, EMP: A1, A2, A3, B1, B2.1, D1.1, D2, D2.3, E1, E1.1</td>
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<tr>
<td>McKeown, Grace</td>
<td>1,080.00</td>
<td>PCC Extension—culinary arts program presenter for spring, 02-07-15 to 05-02-15, EMP: I4</td>
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<tr>
<td>Name</td>
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<td>Melkumyan, Irada</td>
<td>400.00</td>
<td>Academic and Student Affairs—attend 6, 3-hour training sessions to learn the necessary pedagogy required to teach math 450 in the spring 2015, 08-23-14 to 12-05-14, EMP: B1.1</td>
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<tr>
<td>Mena, Azusena</td>
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<td>Career and Technical Education/Culinary Arts—culinary arts course and program development, 01-12-15 to 05-17-15, EMP: D2</td>
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<td>Mitchell, Kathryn</td>
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<td>School of Visual, Media and Performing Arts—brass ensemble performance at Music 10 concert hour class, 01-22-15, EMP: A2, D2.4</td>
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<td>Ozminkowski, Mariusz</td>
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<td>Academic Support—curriculum design for first-year pathways speech 1, 01-22-15 to 02-15-15, EMP: A1, A2</td>
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<tr>
<td>Pedrini, Jamie</td>
<td>150.00</td>
<td>School of Visual, Media and Performing Arts—flute, piano and cello ensemble performance at Music 10 concert hour class, 02-26-15, EMP: A2, D2.4</td>
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<td>Phu, Cindy</td>
<td>500.00</td>
<td>Academic Support—curriculum design for first-year pathways speech 1, 01-22-15 to 02-15-15, EMP: A1, A2</td>
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<td>Pilgreen, Lindsey</td>
<td>1,500.00</td>
<td>Title V—completion of international student pathway responsibilities; orientation curriculum development; delivery of orientation workshops, courses and activities; tutor training and supervision, 01-05-15 to 01-31-15, EMP: A, D</td>
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<td>Rose, Shelagh</td>
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<td>Title V—completion of international student pathway responsibilities; orientation curriculum development; delivery of orientation workshops, courses and activities; tutor training and supervision, 01-05-15 to 01-31-15, EMP: A, D</td>
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<td>Sills, David</td>
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<td>School of Visual, Media and Performing Arts—jazz quartet performance at Music 10 concert hour class, 04-02-15, EMP: A2, D2.4</td>
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<td>Smith, Anthony</td>
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<tr>
<td>Stoup, Nicholas</td>
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<td>School of Visual, Media and Performing Arts—percussion ensemble performance at Music 10 concert hour class, 04-09-15, EMP: A2, D2.4</td>
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<td>Thongthiraj, TookTook</td>
<td>1,500.00</td>
<td>Accreditation—copy edit the accreditation self-evaluation, 12-15-14 to 01-18-15, EMP: B1</td>
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<tr>
<td>Vardapetyan, Gohar</td>
<td>400.00</td>
<td>Academic and Student Affairs—attend 6, 3-hour training sessions to learn the necessary pedagogy required to teach math 450 in the spring 2015, 08-23-14 to 12-05-14, EMP: B1.1</td>
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</table>

**Amend Consent Item**

34-P November 5, 2014

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Potter, Charlene</td>
<td>400.00</td>
<td>From: Instruction—serve on hiring committee for AVP Student Affairs, 05-22-14, EMP: A3.1, B1</td>
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<td>To: Instruction—serve on hiring committee for AVP Academic Affairs, 05-22-14, EMP: A3.1, B1</td>
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**FUND 03**

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<th>Description</th>
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<td>Adler, Brian</td>
<td>3,000.00</td>
<td>Title V—SASI responsible for administrative and instructional support in the development of the stretch accelerated composition program and professional learning activities, service exceeding 60 hours, 12-11-14 to 02-26-15, EMP: A2, A3, B1, D2</td>
</tr>
<tr>
<td>Name</td>
<td>Amount</td>
<td>Title</td>
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<tr>
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<tr>
<td>Alcorn, Cheryl</td>
<td>200.00</td>
<td>Title V—attendance of adjunct faculty at ESL curriculum retreat—full day, 01-30-15, <em>EMP: B1.1</em></td>
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<tr>
<td>Carbajal-Ramos, Javier</td>
<td>500.00</td>
<td>CTE Across All—student training regarding orientation to the structures of higher education and exposure to college resources and educational planning in addition to career research and planning using assessment of interest and skills, 12-01-14 to 12-14-14, <em>EMP: D1</em></td>
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<tr>
<td>Duran, Angelica</td>
<td>1,000.00</td>
<td>Title V—SASI faculty participation in 20 hours of the Stretch Accelerated Composition Community of Educators professional learning activities, 12-11-14 to 02-26-15, <em>EMP: A2, A3, B1, D2</em></td>
</tr>
<tr>
<td>Easterly, Mary Jo</td>
<td>200.00</td>
<td>Title V—attendance of adjunct faculty at ESL curriculum retreat—full day, 01-30-15, <em>EMP: B1.1</em></td>
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<tr>
<td>Fleming, Stephanie</td>
<td>10,000.00</td>
<td>Title V—research best practices for second year programs; design and implement components of the second year pathway; help design and conduct evaluation of components, 01-01-15 to 06-30-15, <em>EMP: A, B, D, E</em></td>
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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Employment of Hourly Faculty, 2014-15

Board Meeting Date: January 21, 2015

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the employment of the persons on the attached list for 2014-15. The length of time of the employment and the assignment shall be determined by the needs of the College. All employment was in accordance with Pasadena City College Hiring Policies and Procedures and applicable California Government Codes. EMP: A3.1

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 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, requires three signatures)
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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: January 21, 2015

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)
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CONSENT ITEM TITLE:
Employment of Hourly Unclassified Employees, Student Workers for 2014-2015

Board Meeting Date: January 21, 2015

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

(Requires three signatures)
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<td>Counseling Services EMP:E1</td>
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<td>Ortega, Denise</td>
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<td>Paiz, Hazel</td>
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<td>Career Planning &amp; Placement EMP:E1</td>
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<tr>
<td>Roberts, Joy</td>
<td>Student Worker</td>
<td>Learning Assistance Center EMP:E5</td>
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<td>Santos, Adriana</td>
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<td>Shokoohighlmpour, Zahra</td>
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<td>Academic and Student Affairs EMP:A3</td>
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<tr>
<td>Tran, Katelyn</td>
<td>Student Worker</td>
<td>International Students Services EMP:A3</td>
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<tr>
<td>Xu, Ke</td>
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<td>Learning Assistance Center EMP:E5</td>
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<td></td>
<td>Computer Learning Center EMP:E5</td>
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**FUND 03**

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<tr>
<th>Name</th>
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<tr>
<td>Case, Elizabeth</td>
<td>Student Worker</td>
<td>School of Science and Mathematics Division Office EMP:E1</td>
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<td>Dominguez, Axel</td>
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<td>Gonzalez Figueroa, Jorge</td>
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<td>School of Humanities and Social Sciences EMP:E5</td>
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<td>Gonzalez, Pedro</td>
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<td>Gen Child Care &amp; Dev Prg EMP:E5</td>
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<td>Lemus, Karen</td>
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<td>Lizarraga, Cody R.</td>
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<td>Lopez, Danielle</td>
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<td>Mayaorga, Victoria</td>
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<td>Roberts, Taylor</td>
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<td>Academic and Student Affairs</td>
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<td>Salazar, Antonio</td>
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<td>Shokoohlampour, Zahra</td>
<td>Student Worker</td>
<td>School of Visual, Media &amp; Performing Arts Art Gallery</td>
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</table>
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve 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:

[Signature]
Executive Director, Human Resources

Approved by:

[Signature]
Executive Director, Business Services

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

(Requires three signatures)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES

[Signature]
Interim Superintendent/President
<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>DEPARTMENT/DIVISION</th>
<th>COURSE</th>
<th>SECTION</th>
<th>COMPENSATION</th>
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<td>Gallon, Donald</td>
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<td>AJ 010</td>
<td>1038</td>
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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve/Ratify Employment, Change of Status and Separation of Academic Employees

Board Meeting Date: January 21, 2015

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:

Jeni L. Hampton
Executive Director, Human Resources

Approved by:

[Signature]
Executive Director, Business Services

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

(Requires three signatures)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Interim Superintendent/ President
### NAME, CLASSIFICATION AND DEPARTMENT/DIVISION

<table>
<thead>
<tr>
<th>NAME</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
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</thead>
<tbody>
<tr>
<td><strong>Staley, Douglass</strong></td>
<td>B-33</td>
<td>From: 100%</td>
<td>01/12/15 - 05/10/15</td>
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<tr>
<td>Instructor</td>
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<td>To: 86.6%</td>
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<td>School of Career &amp; Technical Education</td>
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<td>Business Education</td>
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<tr>
<td><strong>Vargas, Alicia</strong></td>
<td>D-23</td>
<td>From: 100%</td>
<td>01/12/15 - 05/10/15</td>
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<td>Instructor</td>
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<td>To: 83.3%</td>
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<td>Business Education</td>
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<tr>
<td><strong>Wright, Lynn</strong></td>
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<td>100% - 12 months</td>
<td>01/26/15 - 06/30/15</td>
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<td>HSI STEM Grant Coordinator</td>
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<td>Unpaid Leave*</td>
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*Pursuant to 5.19.6.1 (Special Personal Leave without Pay) of the current labor agreement.
CONSENT ITEM TITLE:
Employment, Change of Status and Separations of Classified Employees

Board Meeting Date: January 21, 2015

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

(Requires three signatures)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Interim Superintendent/President
NAME, CLASSIFICATION AND DEPARTMENT | RANGE & STEP | ASSIGNMENT BASIS | EFFECTIVE DATE
---|---|---|---
**EMPLOYMENT**

**Aldaco, Carlos**
Custodian
Facilities Services
Replacing: Gary Cabrera

32A | 100% - 12mo. | 1/22/2015

**Pennie, Joycelynn**
Custodian
Facilities Services
Replacing: Anthony Littleton

32C | 100% - 12mo. | 1/22/2015

**Ramos, Sabrina**
Intermediate Clerk II
College of Technical Education
New Position – Temporary Funded

36C | 100% - 12mo. | 1/22/2015

**Zamora, Cristina**
Intermediate Clerk II
Human Resources
Replacing: Ibtelah Ali

36A | 100% - 12mo. | 1/22/2015

**CHANGES**

**Matchan, Steven**
From: Sergeant
Police and Safety Services

To: Acting Director, Campus
Police and Safety Services

M-2 | 100%-12 mo. | 1/1/2015 – 1/21/2015

**Matchan, Steven**
From: Sergeant
Police and Safety Services

To: Interim Director, Campus
Police and Safety Services

M-2 | 100%-12 mo. | 1/22/2015 – Until Filled

**Simoneschi, Joseph**
From: Executive Director, Business Services
Business Services

To: Acting, Assistant Superintendent/ Senior Vice President of Business & College Services
Business Services

Contract | 100%-12 mo. | 12/11/2014 – 6/30/2015
SEPARATIONS

Alvarez, Robert
System Administrator
Information Technology Services

Tsudama, Geoffrey
Intermediate Account Clerk III
Fiscal Services

Resignation 01/02/2015
Resignation 01/16/2015
CONSENT ITEM TITLE: 
Approve/Ratify Compensation for Classified Personnel

Board Meeting Date: January 21, 2015

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>
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<tbody>
<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 December 1, 2014 through December 31, 2014</td>
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