NOTICE OF BOARD OF TRUSTEES MEETING  
MEETING NO. 8  
Wednesday, April 6, 2016  

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

7:00 P.M.  
JOINT MEETING: PACCD BOARD OF TRUSTEES  
AND PCC ASSOCIATED STUDENTS BOARD  

REGULAR BUSINESS MEETING  
OF PASADENA AREA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
will continue at conclusion of  
Joint Meeting with Associated Students Board  

Creveling Lounge  
Pasadena City College  
1570 East Colorado Boulevard  
Pasadena, California 91106
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
REGULAR BUSINESS MEETING NO. 8 and
JOINT MEETING WITH ASSOCIATED STUDENTS BOARD
Wednesday, April 6, 2016

6:00 P.M. Closed Session
7:00 P.M. Joint Meeting with Associated Students Board
Note: Regular Business Meeting will continue at conclusion of Joint Meeting with Associated Students Board
Pasadena City College
Creveling Lounge (CC 201)
1570 East Colorado Boulevard, Pasadena, CA 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 Conference with Labor Negotiators
Agency Designated Representative: Rajen Vurdien, Ph.D.
Unrepresented employees: Assistant Superintendent/Senior Vice President (2), General Counsel (1), Executive Director (5), Associate Vice President (3)

Government Code §54957 Evaluation of Employee (Superintendent-President)

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. JOINT MEETING WITH ASSOCIATED STUDENTS BOARD. DISCUSSION ONLY

PRESENTATION BY THE ASSOCIATED STUDENTS
- Rosemead Transportation
- Universal Tap Card
- Smoke-Free Campus
- Associated Students Annual Reports

E. APPROVAL OF MINUTES
Meeting No. 5, Regular Business Meeting, March 16, 2016

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

G. AUTHORIZE CERTIFICATION OF SIGNATURES
H. APPROVAL OF STUDENT HEALTH FEE
I. ADOPTION OF RESTATE ACCUMULATION PROGRAM FOR PART-TIME AND LIMITED SERVICE EMPLOYEES ("APPLE")
J. ADOPT RESOLUTION No. 549, AUTHORIZING THE SUBMISSION OF FOUR FINAL PROJECT PROPOSALS OF A-3 CATEGORY PROJECTS TO CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE TO REPAIR C, D, E, BUILDINGS AND REPLACE W-BUILDING
K. 2016 CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD ELECTION [Superintendent-President Vurdien]
L. APPROVAL OF CANCELLATION OF OCTOBER 5, 2016 BOARD OF TRUSTEES MEETING

INFORMATION ITEMS

M. SUPERINTENDENT-PRESIDENT'S REPORT

ANNOUNCEMENTS

N. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES
O. PROPOSED FUTURE BOARD BUSINESS MEETING DATES

Thursday, April 21, 2016
6:00 P.M. Joint Meeting with Pasadena Unified School District

Wednesday, May 4, 2016
6:00 P.M. Regular Business Meeting

Wednesday, May 18, 2016
6:00 P.M. Regular Business Meeting

P. PROPOSED FUTURE AGENDA ITEMS

IV. ADJOURNMENT
CONSENT ITEMS

27-I Approve Student Travel: Computer Science Students competing in NASA Swarmathon Competition
28-I Approve Student Travel: AMETLL students participating in Maker Faire Event

197-B Approve/Ratify Contracts
198-B Approve/Ratify Purchasing Transactions
199-B Approve/Ratify Information Technology Purchasing Transactions
200-B Approve Professional Conference Attendance
201-B Accept Notice of Completion P1601904: 1st California Construction
202-B Reporting and Approval of Revolving Fund Reimbursement
203-B Approve Budget Augmentation
204-B Approve Budget Augmentation
205-B Approve Budget Augmentation
206-B Approve Budget Augmentation
207-B Approve Budget Augmentation
208-B Approve Budget Augmentation
209-B Accept Notice of Completion for P1003214, MCI Network Services, Inc. dba Verizon Business Services
210-B Accept Notice of Completion for P1601774 Day Wireless, Inc.
211-B Approve Change Order, JR Universal Construction, Inc. C160006
212-B Approve Change Order, Sierra Group, Inc., C160009
213-B Authorize Award: Bid 944R HVAC Upgrade
214-B Authorize Award: Bid 945 Dental Laboratory Renovations
215-B Authorization to Solicit Bids: Purchase

87-P Approve/Ratify Compensation for Academic Personnel
88-P Employment of Hourly Unclassified Employees, College Assistants and Volunteers for 2015-2016
89-P Employment of Hourly Unclassified Employees, Student Workers for 2015-2016
90-P Employment, Change of Status and Separation of Academic Employees
91-P Salary Compensation Factors – Large Group Instruction, Amend Consent Item 81-P, March 16, 2016
92-P Approval of Request for Reduced Teaching Service With Full STRS Credit
93-P Employment, Change of Status and Separations of Classified Employees
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 5 on Wednesday, March 16, 2016, 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 6:00 p.m. by Ms. Wah, President.

ROLL CALL

Trustees Present
Ms. Linda Wah, President
Ross Selvidge, Ph.D., Vice President
Dr. Anthony Fellow, Clerk
Ms. Berlinda Brown
Mr. Hoyt Hilsman
Mr. John Martin
Mr. James Osterling
Ms. Kelly Banh, Student Trustee

Administrative Officers in Attendance
Rajen Vurdien, Ph.D., Superintendent-President
Dr. Robert Miller, Assistant Superintendent, Senior Vice President, Business and College Services
Dr. Robert Bell, Assistant Superintendent, Senior Vice President, Non-Credit and Offsite Campuses
Ms. Bobbi Abram, Executive Director, Foundation

The Management Association was represented by Mr. Joseph Futtnie.
The Academic Senate was represented by Ms. Stephanie Fleming.
The Classified Senate was represented by Ms. Felisia Mitchell.
The Associated Students Board was represented by Mr. Irving G. Morales.

PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
There was public comment from Martin Enriques.

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

Government Code §54957.6 Collective Bargaining (PCC-CFT)
Lead Negotiator: Dr. Robert B. Miller,
Assistant Superintendent

Government Code §54956.9(d)(1) Conference with Legal Counsel – Existing
Litigation
Pasadena City College Faculty Association v. Pasadena Area Community College District,
Public Employment Relations Board Unfair
Practice Charge No. LA-CE-5776-E

Government Code §54957 Public Employee Appointment: Director,
EOP&S/CARE & Foster Youth Programs

Government Code §54957 Evaluation of Employee (Superintendent-
President)

III. OPEN SESSION

Ms. Wah reconvened Open Session at 7:01 p.m. and stated that the following action took
place in Closed Session. On motion of Ross Selvidge and seconded by Anthony Fellow,
the Board voted to approve the settlement agreement for Pasadena City College Faculty
Association v. Pasadena Area Community College District, Public Employment Relations
Board Unfair Practice Charge No. LA-CE-5776-E. This agreement is to resolve PERB
Decision No. 2444, and to make affected employees whole for any losses suffered as a
result of the District’s 2012-2013 calendar change, including interest at the rate of 7
percent per annum. The District agreed to pay 214 specified employees each a gross
total amount of $5,723.40. The District also agreed to create a fund of $100,000 to
reimburse current, full-time for their lost deposits for pre-paid vacations or for reasonable
time spent modifying curriculum due to the cancellation, or for other purposes as mutually
agreed to by the District and Faculty Association with regard to the 2013 winter
intersession. The vote was unanimous with Osterling, Martin, Fellow, Selvidge, Wah,
Hilsman and Brown voting in favor of the action.

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

B. INTRODUCTIONS AND RECOGNITIONS
Dr. Vurdien and President Wah recognized Dr. Robert B. Miller for his service to
the college.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS
There was public comment from Julie Kiotas and Christopher Villalobos.

D. APPROVAL OF MINUTES
Meeting No. 4, Regular Business Meeting, February 24, 2016

MOTION: ON MOTION OF Ms. Brown and seconded by Mr. Hilsman, the
Board voted by unanimous vote of the seven members present
[ayes: Brown, Fellow, Hilsman, Martin, Osterling, Selvidge, Wah]
to approve the Minutes of Regular Business Meeting No. 4,
February 24, 2016.
Advisory Vote: Aye

E. APPROVAL OF CONSENT ITEMS
Consent Item 196-B was revised.
MOTION: ON MOTION OF Dr. Fellow and seconded by Mr. Osterling, the Board voted by unanimous vote of the seven members present [ayes: Brown, Fellow, Hilsman, Martin, Osterling, Selvidge, Wah] to approve Consent Items 21-S through 28-S; 26-I; 180-B through 195-B; and 76-P through 86-P.
Advisory Vote: Aye

MOTION: ON MOTION OF Mr. Osterling and seconded by Dr. Fellow, the Board voted by unanimous vote of the seven members present [ayes: Brown, Fellow, Hilsman, Martin, Osterling, Selvidge, Wah] to approve Consent Item 185-B, Contract No. B160282.
Advisory Vote: Aye

MOTION: ON MOTION OF Mr. Hilsman and seconded by Mr. Brown, the Board voted by unanimous vote of the seven members present [ayes: Brown, Fellow, Hilsman, Martin, Osterling, Selvidge, Wah] to approve Consent Item 196-B, revised.
Advisory Vote: Aye

MOTION: ON MOTION OF Ms. Brown and seconded by Dr. Selvidge, the Board voted by unanimous vote of the seven members present [ayes: Brown, Fellow, Hilsman, Martin, Osterling, Selvidge, Wah] to approve Consent Item 185-B, Contract No. B160286 and Contract No. B160291.
Advisory Vote: Aye

F. RECEIPT OF FISCAL YEAR 2014-2015 PCC FOUNDATION AUDIT

MOTION: ON MOTION OF Dr. Fellow and seconded by Dr. Selvidge, the Board voted by unanimous vote of the seven members present [ayes: Brown, Fellow, Hilsman, Martin, Osterling, Selvidge, Wah] to approve the Receipt of Fiscal Year 2014-2015 PCC Foundation Audit.
Advisory Vote: Aye

G. ADOPTION OF RESOLUTION No. 548, AUTHORIZING REFINANCING OF PASADENA AREA COMMUNITY COLLEGE DISTRICT'S 2016 GENERAL OBLIGATION REFINADING OF BONDS

MOTION: ON MOTION OF Dr. Fellow and seconded by Ms. Brown, the Board voted by unanimous vote of the seven members present [ayes: Brown, Fellow, Hilsman, Martin, Osterling, Selvidge, Wah] to approve the Adoption of Resolution No. 548, Authorizing Refinancing of Pasadena Area Community College District's 2016 General Obligation Refunding of Bonds.
Advisory Vote: Aye

H. ADOPT RESOLUTION No. 547, RESERVES FOR CONTINGENCIES 2015-2016
Dr. Selvidge requested that the resolution be referred to as Transfers for Contingencies 2015-2016.

MOTION: ON MOTION OF Ms. Brown and seconded by Mr. Hilsman, the Board voted by unanimous vote of the seven members present [ayes: Brown, Fellow, Hilsman, Martin, Osterling, Selvidge, Wah] to approve the Adoption of Resolution No. 547, Transfers for Contingencies 2015-2016, revised.
Advisory Vote: Aye
I. APPROVAL OF NEGOTIATED COLLECTIVE BARGAINING AGREEMENT ("CBA") BETWEEN THE PASADENA CITY COLLEGE CALIFORNIA FEDERATION OF TEACHERS LOCAL 6525 ("PCC-CFT") AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT ("District"), for July 1, 2014-June 30, 2017

MOTION: ON MOTION OF Ms. Brown and seconded by Dr. Fellow, the Board voted by unanimous vote of the seven members present [ayes: Brown, Fellow, Hilsman, Martin, Osterling, Selvidge, Wah] to approve the Negotiated Collective Bargaining Agreement ("CBA") Between the Pasadena City College California Federation of Teachers Local 6525 ("PCC-CFT") and the Pasadena Area Community College District ("District"), for July 1, 2014-June 30, 2017.

Advisory Vote: Aye

J. SUPERINTENDENT-PRESIDENT'S REPORT
Dr. Vurdien presented his report. The commencement speaker this year will be Paula Madison.

K. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

a. SHARED GOVERNANCE REPRESENTATIVES

Mr. Irving G. Morales, Associated Students
- Lobby Committee traveled to Washington DC; St. Patrick's Day is tomorrow with a movie night and German food (as well as puppies).

Ms. Felisia Mitchell, Classified Senate
- Classified Senate will be sending out information about student scholarship and Michael Buckhouse memorial scholarship; planning Classified Days staff development event; preparing a team to attend a classified leadership institute.

Mr. Joseph Futtner, Management Association
- Planning our classified recognition day.

Ms. Stephanie Fleming, Academic Senate
- Board approved CTE liaison and legislative liaison; taking accreditation seriously and playing a very active role in helping college to meet recommendations; Academic Senate has approved 80 faculty on various committees; have agendized actual report so Senate board is reviewing and providing feedback; thanked Dr. Scott and Lynora Rogacs; very appreciative of Dr. Miller and wish him the best as he moves on.

b. BOARD OF TRUSTEES

Ms. Kelly Banh, Student Trustee
- This week students are very busy catching up with their schoolwork; election packets have been out since Monday.

Ms. Berlinda Brown, Trustee
- KPCC committee met to discuss college strategic plan with KPCC; important and valuable information shared during that meeting. Recommended to Dr. Vurdien that there be a study session on this topic.
Mr. Hoyt Hilsman, Trustee
• Interesting developments in the offing with KPCC; attended Executive Board and Board of Directors meetings of Foundation.

Mr. James Osterling, Trustee
• On February 29 attended LACSTA meeting with President Wah. SB415 will require most community colleges that are on off-year election cycles to convert to even-year election cycles. Thanked faculty that support students during spring break. Demonstrating to taxpayers that we are being responsible with their money.

Mr. John Martin, Trustee
• Congratulated Dr. Miller.

Dr. Anthony R. Fellow, Trustee
• He and Clara wanted to wish Dr. Miller all the best in his new endeavor.

Ross Selvidge, Ph.D., Trustee
• Trustee Brown, Dr. Bell and he went to John Muir where Los Angeles Dodgers were thanked for contributing to a baseball field at Muir.

Ms. Linda Wah, Trustee
• Had great turnout for API symposium. Attended LACSTA meeting and upcoming event on workforce is here at PCC on April 25th. One of the things that didn’t make it into the packets was the BOT Activity Reports. She had listed Strong Workforce website. At joint meeting of CCLC CEOs and trustees, number of legislative issues were discussed. A coffee with the trustees is scheduled for March 17th.

K. PROPOSED FUTURE BOARD BUSINESS MEETING DATES

Wednesday, April 6, 2016
6:00 P.M. Regular Business Meeting and Joint Meeting with Associated Students

Thursday, April 21, 2016
6:00 P.M. Joint Meeting with PUSD

Wednesday, May 4, 2016
6:00 P.M. Regular Business Meeting

Wednesday, May 18, 2016
6:00 P.M. Regular Business Meeting

L. PROPOSED FUTURE AGENDA ITEMS
There were no proposed future agenda items.

III. ADJOURNMENT
Ms. Wah adjourned meeting No. 5 at 8:35 p.m.
MOTIONS CARRIED AT MEETING NO. 5 – March 16, 2016

1. Approval of the Minutes of Regular Business Meeting No. 4, February 24, 2016.

2. Approval of Consent Items 21-S through 28-S; 26-I; 180-B through 195-B; and 76-P through 86-P.


4. Approval of Consent Item 196-B, revised.


7. Approval of the Adoption of Resolution No. 548, Authorizing Refinancing of Pasadena Area Community College District’s 2016 General Obligation Refunding of Bonds.

8. Approval of the Adoption of Resolution No. 547, Transfers for Contingencies 2015-2016, revised.


Submitted by:

Rajen Vurdien, 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 (PCC-CFT)
Lead Negotiator: Dr. Robert B. Miller, Assistant Superintendent

Government Code §54956.9(d)(1) Conference with Legal Counsel – Existing Litigation
Pasadena City College Faculty Association v. Pasadena Area Community College District, Public Employment Relations
Board Unfair Practice Charge No. LA-CE-5776-E

Government Code §54957 Public Employee Appointment: Director, EOP&S/CARE & Foster Youth Programs

Government Code §54957 Evaluation of Employee (Superintendent-President)

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

A. PLEDGE OF ALLEGIANCE

B. INTRODUCTIONS AND RECOGNITIONS
   • Dr. Robert B. Miller

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. 4, Regular Business Meeting, February 24, 2016

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

F. RECEIPT OF FISCAL YEAR 2014-2015 PCC FOUNDATION AUDIT [Superintendent-President Vurdien]

G. ADOPTION OF RESOLUTION No. 548, AUTHORIZING REFINANCING OF PASADENA AREA COMMUNITY COLLEGE DISTRICT'S 2016 GENERAL OBLIGATION REFUNDING OF BONDS [Superintendent-President Vurdien]

H. ADOPT RESOLUTION No. 547, RESERVES FOR CONTINGENCIES 2015-2016 [Superintendent-President Vurdien]

I. APPROVAL OF NEGOTIATED COLLECTIVE BARGAINING AGREEMENT ("CBA") BETWEEN THE PASADENA CITY COLLEGE CALIFORNIA FEDERATION OF TEACHERS LOCAL 6525 ("PCC-CFT") AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT ("District"), for July 1, 2014-June 30, 2017

INFORMATION ITEMS

J. SUPERINTENDENT-PRESIDENT'S REPORT

ANNOUNCEMENTS

K. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

L. PROPOSED FUTURE BOARD BUSINESS MEETING DATES

Wednesday, April 6, 2016
6:00 P.M. Regular Business Meeting and Joint Meeting with Associated Students

Thursday, April 21, 2016
6:00 P.M. Joint Meeting with PUSD

Wednesday, May 4, 2016
6:00 P.M. Regular Business Meeting

Wednesday, May 18, 2016
6:00 P.M. Regular Business Meeting

M. 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

21-S Approval Student Travel: PCC RN Club
22-S Approval of Student Travel: PCC Color Guard to the Winter Guard International Color Guard Competition, March 18-20, 2016
23-S Approve EOP&S/CARE and Foster Youth Programs Graduation Awards Banquet
24-S Approval of Summer Program – PCC Upward Bound Program, Cal Poly Pomona
25-S Approval of Student Travel: Spch 005, Forensics, VMP Arts, CCC Forensics Association Speech and Debate Tournament
26-S Approval of Student Travel: Spch 005, Forensics, VMP Arts, Phi Rho Pi National Speech and Debate National Tournament
27-S Approve/Ratify Student Travel: PCC Marching Percussion Ensemble to Winter Guard Western Region Percussion Competition, March 4-6, 2016
28-S Approval of Student Travel: PCC Dance Students to the American College Dance Association Baja and Western Regional Conference, March 16-19, 2016

26-I Approve Consortium Representative

180-B Reporting and Approval of Self-Insurance Fund Reimbursement, Worker’s Compensation
181-B Reporting and Approval of Revolving Fund Reimbursement
182-B Approve Budget Augmentation
183-B Approve/Ratify Food Service for Professional Development Activities for Facilities and Construction Services Staff
184-B Approve Budget Augmentation
185-B Approve/Ratify Contracts
186-B Approve/Ratify Purchasing Transactions
187-B Approve/Ratify Information Technology Purchasing Transactions
188-B Approve Professional Conference Attendances
189-B Approve Change Order: EMCOR, Mesa Energy Systems C150008
190-B Approve Change Order, Excel Paving, C160008
191-B Approve Change order, 1st California Construction, Inc., C150015
192-B Accept Notice of Completion for C160008, Excel, Lot Three Overlay
193-B Accept Notice of Completion for P1601280, Pasadena Builders, Inc.
194-B Approve Change Order, JR Universal Construction, Inc., C160006
195-B Authorization to Solicit Bids: Library Fountain Repairs

196-B Ratify Commercial Lease Agreement, Contract No. B160238 with Anaheim Commerce Investments, Inc. for the PCC Rosemead Satellite Campus Expansion, 8932 Bentel Avenue

76-P Approve/Ratify Compensation for Academic Personnel
77-P Employment of Hourly Faculty, 2015-2016
78-P Employment of Hourly Unclassified Employees, College Assistants and Volunteers for 2015-2016
79-P Employment of Hourly Unclassified Employees, Student Workers for 2015-2016
80-P Employment, Change of Status and Separation of Academic Employees
81-P Salary Compensation Factors – Large Group Instruction
82-P Employment, Change of Status and Separations of Classified Employees
83-P Recommendation to Employ Faculty Under Second Contract – 2016-17
84-P Recommendation to Employ Faculty Under Third Contract – 2016-17
85-P Recommendation to Employ Faculty Under Fourth Contract – 2016-17
86-P Recommendation to Grant Tenure – 2016-17
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<td>APPROVAL OF CANCELLATION OF OCTOBER 5, 2016 BOARD OF TRUSTEES MEETING</td>
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Authorize Certification of Signatures

April 6, 2016

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

1. Board President, Board Vice President, and Board Clerk to sign contracts, warrants, and documents without limitation.

2. Ramalingum (Rajen) Vurdien, Superintendent/President and Joseph Simoneschi, Executive Director, Business Services, to sign contracts, warrants/checks, and documents without limitation.

3. Ramalingum (Rajen) Vurdien, Superintendent/President, Joseph Simoneschi, Executive Director, Business Services, and Annette Loria, Interim Executive Director, Human Resources, to sign orders for salary payments and notices of employment.

4. Diane Mandrafina, Director, Fiscal Services and Chedva Weingart, Controller, Fiscal Services, to sign warrants.

5. Joseph Simoneschi, Executive Director, Business Services and George Chidiac, Director, Purchasing and Contracts Administration, to sign up to, but not to exceed, the amounts specified in Public Contract Code Section 20651 for contracts and purchase orders.

6. In the extended absence of Ramalingum (Rajen) Vurdien, Superintendent/President, Joseph Simoneschi, Executive Director, Business Services to sign contracts.

College Districts are required by Sections 72000, 85232, and 85233 of the Education Code to certify signatures of the persons authorized to sign documents on behalf of the District.

Approved for Submission to the Board of Trustees by:

Superintendent-President
Board Agenda Item H: Approval of Student Health Fee

Board Meeting: April 6, 2016

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 Pasadena City College Student Health Center to increase the Student Health Fee to $19.00 per regular semester and $13.00 per intersession (Winter & Summer).

Fiscal Implications: Increased funds to cover expenses related to providing Health Services.

Background: The current Student Health Fee is $13.00 for regular semester and $10.00 per intersession (Winter & Summer). The last increase was in 2004. During the past 12 years of program growth, the cost of medical supplies, equipment upgrades, and labor have steadily increased the necessity to use reserve funds which are now almost depleted. The current statewide allowable health fee is $19.00 for a regular semester and $16.00 per intersession. The last statewide increase was in 2012. The state also permits colleges to implement automatic increases as the state Chancellor’s Office releases the information.

On February 3, 2016, the Associated Students unanimously approved the $6.00 increase along with approval for automatic health fee increases consistent with guidelines provided by the California Community College Chancellor’s Office and statewide regulations.

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent-President
Board Agenda Item I: Adoption of restated Accumulation Program for Part-Time and Limited Service Employees ("APPLE")

Board Meeting: April 6, 2016

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve Action Item J, Adoption of restated Accumulation Program for Part-Time and Limited Service Employees ("APPLE").

Fiscal Implications: Funding to meet this contract obligation is included in the 2015-16 adopted budget.

Background: The District adopted the APPLE Plan in 1991 to provide a retirement plan for part-time employees as an alternative to social security and STRS. The plan currently has approximately 1,245 active participants.

The plan has been restated to comply with the Pension Protection Act of 2006 ("PPA"), the Heroes Earnings Assistance Tax Relief Act of 2008, the Worker, Retiree and Employer Recovery Act of 2008, and Technical Corrections to the PPA.

In order for the District to have reliance on the plan as pre-approved by the IRS, the District must adopt the restated plan no later than June 30, 2016.

Approved for Submission to the Board of Trustees by: [Signature]
Superintendent/President
March 11, 2016

Joe Simoneschi
Pasadena Community College District
1570 East Colorado Blvd
Pasadena, CA 91106

Re: Accumulation Program for Part-Time and Limited Service Employees (“APPLE Plan”)

Dear Mr. Simoneschi:

Currently, the District has an active APPLE Plan. Due to new legislation and plan design updates, the following documents items have been prepared for the District’s signature and/or files:

1. The pre-approved Accumulation Program for Part-Time and Limited Service Employees, as restated, together with an adoption agreement (Appendix “A”). This restatement of the Plan is intended to comply with the Pension Protection Act of 2006 (“PPA”), the Heroes Earnings Assistance and Tax Relief Act of 2008 (“HEART Act”), the Worker, Retiree and Employer Recovery Act of 2008 (“WRERA”), including Technical Corrections to PPA, and applicable regulatory guidance.

2. A copy of the IRS’s favorable advisory letter for the restated Plan

These documents are provided to you as part of our Plan services. If after review by you and your counsel, the documents are satisfactory in form, you should take the following steps in connection with the adoption of the restated Plan:

1. Adopt the restated Plan in accordance with the District’s normal procedures. In order for the District to have reliance on the Plan as pre-approved by the IRS, the Plan must be signed no later than June 30, 2016.

2. Return a copy of the signed Appendix A in the enclosed pre-paid envelope to Keenan & Associates for our files. Retain the entire Plan Document for your files.

We are available to assist you with any questions that you may have regarding these documents. You may contact me at 800-444-9995, ext. 3613.

Sincerely,

Charlotte Murray
Senior Technical Analyst
Keenan Financial Services
Dear Applicant:

In our opinion, the form of the plan identified above is acceptable under section 401 of the Internal Revenue Code for use by employers for the benefit of their employees. This opinion relates only to the acceptability of the form of the plan under the Internal Revenue Code. It is not an opinion of the effect of other Federal or local statutes.

You must furnish a copy of this letter, a copy of the approved plan, and copies of any subsequent amendments to adopting employers if the practitioner is authorized to amend the plan on their behalf, to each employer who adopts this plan. Effective on or after 10/31/2011, interim amendments adopted by the practitioner on behalf of employers must provide the date of adoption by the practitioner.

This letter considers the changes in qualification requirements contained in the 2010 Cumulative List of Notice 2010-90, 2010-52 I.R.B. 909.

Our opinion on the acceptability of the form of the plan is not a ruling or determination as to whether an employer's plan qualifies under Code section 401(a). However, an employer that adopts this plan may rely on this letter with respect to the qualification of its plan under Code section 401(a), as provided for in Rev. Proc. 2011-49, 2011-44 I.R.B. 608, and outlined below. The terms of the plan must be followed in operation.

Except as provided below, our opinion does not apply with respect to the requirements of Code sections 401(a)(4), 401(l), 410(b), and 414(s). Our opinion does not apply for purposes of Code section 401(a)(10)(B) and section 401(a)(16) if an employer ever maintained another qualified plan for one or more employees who are covered by this plan. For this purpose, the employer will not be considered to have maintained another plan merely because the employer has maintained another defined contribution plan(s), provided such other plan(s) has been terminated prior to the effective date of this plan and no annual additions have been credited to the account of any participant under such other plan(s) as of any date within the limitation year of this plan. Also, for this purpose, an employer is considered as maintaining another plan, to the extent that the employer maintains a welfare benefit fund defined in Code section 419(e), which provides postretirement medical benefits allocated to separate accounts for key employees as defined in Code section 419A(d)(3), or an individual medical account as defined in Code section 415(l)(2), which is part of a pension or annuity plan maintained by the employer, or a simplified employee pension plan.

Our opinion does not apply for purposes of the requirement of section 1.401(a)-1(b)(2) of the regulations applicable to a money purchase plan or target benefit plan where the normal retirement age under the employer's plan is lower than age 62.
This is not a ruling or determination with respect to any language in the plan that reflects Section 3 of the Defense of Marriage Act, Pub. L. 104-199, 110 Stat. 2419 (DOMA) or U.S. v. Windsor, 133 S. Ct. 2675 (2013), which invalidated that section.

This letter is not a ruling with respect to the tax treatment to be accorded contributions which are picked up by the governmental employing unit within the meaning of section 414(h)(2) of the Internal Revenue Code.

Our opinion applies with respect to the requirements of Code section 410(b) if 100 percent of all nonexcludable employees benefit under the plan. Employers that elect a safe harbor allocation formula and a safe harbor compensation definition can also rely on an advisory letter with respect to the nondiscriminatory amounts requirement under section 401(a)(4). If this plan includes a CODA or otherwise provides for contributions subject to sections 401(k) and/or 401(m), the advisory letter can be relied on with respect to the form of the nondiscrimination tests of 401(k)(3) and 401(m)(2) if the employer uses a safe harbor compensation definition. In the case of plans described in section 401(k)(12) or (13) and/or 401(m)(11) or (12), employers may also rely on the advisory letter with respect to whether the form of the plan satisfies the requirements of those sections unless the plan provides for the safe harbor contribution to be made under another plan.

The employer may request a determination (1) as to whether the plan, considered with all related qualified plans and, if appropriate, welfare benefit funds, individual medical benefit accounts, and simplified employee pension plans, satisfies the requirements of Code section 401(a)(16) as to limitations on benefits and contributions in Code section 415 and the requirements of Code section 401(a)(10)(B) as to the top-heavy plan requirements in Code section 416; (2) with respect to whether a money purchase or target benefit plan's normal retirement age which is earlier than age 62 satisfies the requirements of section 401(a)-1(b)(2) of the Income Tax Regulations; (3) that the plan is a multiple employer plan; (4) whether there has been a partial termination; and (5) to comply with published procedures of the Service (e.g. minimum funding waiver request). The employer may request a determination letter by filing an application with Employee Plans Determinations on Form 5307, with regard to item (1) above, and Form 5300, for items (2), (3), (4) and (5), without restating for the Cumulative List in effect when the application is filed.

If you, the volume submitter practitioner, have any questions concerning the IRS processing of this case, please call the above telephone number. This number is only for use of the practitioner. Individual participants and/or adopting employers with questions concerning the plan should contact the volume submitter practitioner. The plan's adoption agreement, if applicable, must include the practitioner's address and telephone number for inquiries by adopting employers.

If you write to the IRS regarding this plan, please provide your telephone number and the most convenient time for us to call in case we need more information. Whether you call or write, please refer to the Letter Serial Number and File Folder Number shown in the heading of this letter.

You should keep this letter as a permanent record. Please notify us if you modify or discontinue sponsorship of this plan.

Sincerely Yours,

Andrew E. Zuckerman
Director, Employee Plans Rulings and Agreements
PASADENA COMMUNITY COLLEGE DISTRICT

ACCUMULATION PROGRAM FOR PART-TIME AND
LIMITED-SERVICE EMPLOYEES
(“APPLE PLAN”) 

Specimen Plan Document

[2014]

PLAN EFFECTIVE DATE: JULY 1, 1991
PLAN RESTATEMENT DATE: JULY 1, 2014

Keenan & Associates
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iv.
INTRODUCTION

The public employer named in Appendix A (the “Employer”) has established this ACCUMULATION PROGRAM FOR PART-TIME AND LIMITED-SERVICE EMPLOYEES (the “Plan”) pursuant to Internal Revenue Code section 401(a) for the purpose of providing retirement and other benefits for eligible Employees and their Beneficiaries. The Plan is intended to be a profit sharing plan. By signing the Adoption Agreement (Appendix A), the Employer hereby adopts (or restates) this Plan effective as of the date specified in the Adoption Agreement.

This restatement of the Plan is intended to comply with the Pension Protection Act of 2006 (“PPA”), the Heroes Earnings Assistance and Tax Relief Act of 2008 (“HEART Act”), the Worker, Retiree and Employer Recovery Act of 2008 (“WRERA”), including Technical Corrections to PPA, and applicable regulatory guidance.

It is intended that this Plan, as amended and restated, shall be and remain a “qualified retirement plan” under Code section 401(a). It is also intended that each eligible Employee of the Employer, through participation in the Plan, shall be deemed to be a “member of a retirement system” of a State, political subdivision or instrumentality under Code section 3121(b)(7)(F) and the corresponding Treasury Regulations. Finally, it is intended that the Plan, as amended and restated, shall remain a “governmental plan” under section 3(32) of the Employee Retirement Income Security Act of 1974, as amended, and shall therefore be and remain exempt from Title I of such Act.
ARTICLE 1

DEFINITIONS

As used herein unless otherwise required by the context, the following words and phrases shall have the meanings indicated:

1.1 **Account Balance.** “Account Balance” means the amount in a Participant’s account as of any date, derived from Participant contributions, Employer contributions, or earnings.

1.2 **Account.** “Account” means accounts or records maintained by the Plan Administrator that indicate the monetary value of the total interest in the Plan Fund for each Participant and Beneficiary.

1.3 **Annual Additions.** “Annual Additions” means for any Participant in any Limitation Year, the sum of (a) Contributions made by the Employer, including Pick-Up Contributions (b) Contributions made by the Participant (if any), (c) amounts allocated, after March 31, 1984, to an individual medical account, as defined in section 415(l)(2) of the Code, which is part of a pension or annuity plan maintained by the Employer, (d) forfeitures, and (e) amounts derived from contributions paid or accrued after December 31, 1985, in taxable years ending after such date, which are attributable to post-retirement medical benefits allocated to the separate account of a key employee (as defined in Code section 419(A)(d)(3)) under a welfare benefit fund (as defined in section 419(e) of the Code) maintained by the Employer.

1.4 **Beneficiary.** “Beneficiary” means any person designated by a Participant or otherwise entitled to receive benefits that may become payable hereunder after the death of such Participant in accordance with Section 2.2.

1.5 **Board.** “Board” means the Board of Education for the Employer.

1.6 **Change of Status.** “Change of Status” means an Employer-initiated transfer of a Participant to a position or status with the Employer that is not eligible for participation in this Plan.

1.7 **Code.** “Code” means the Internal Revenue Code of 1986, as amended. Any reference to a section of the Code shall be deemed to include any applicable regulations and rulings pertaining to such section.

1.8 **Compensation.** “Compensation” means, for any Participant, total earnings, prior to withholding as reported on the Participant’s Internal Revenue Service Form W-2, paid to him by the Employer during a Plan Year including bonuses, overtime, and commissions as well as any portion of said Participant’s pay which would have been received and includible in gross income but for the Participant’s election to participate in a salary reduction arrangement under Code section 125(a) (cafeteria plan), 132(f)(4) (qualified transportation fringe), 402(e)(3), 402(h)(1)(B), 402(k), or 457(b) (eligible deferred compensation plan). Compensation shall exclude extraordinary compensation such as the imputed value of group life insurance and any Employer contributions to this or any other
employee benefit program. Compensation in excess of $150,000, as indexed pursuant to Code section 401(a)(17)(B), shall not be considered. Notwithstanding the foregoing, except as otherwise provided in Appendix A, effective as of the first day of the first Plan Year beginning after December 31, 2001, the limit on annual Compensation taken into account shall be $200,000 (as indexed).

1.9 **Contract.** “Contract” means any type of annuity contract issued by an Insurance Company to affect the purposes of this Plan.

1.10 **Contributions.** “Contributions” means payments as provided herein by the Employer and/or the Participants to the Insurance Company for the purpose of providing the benefits under this Plan.

1.11 **Defined Contribution Plan.** “Defined Contribution Plan” means a plan that is established and qualified under Code section 401(a) or 403(b), which provides for an individual account for each Participant therein and for benefits based solely on the amount contributed to each Participant’s account and any income and expenses or gains or losses (both realized and unrealized) which may be allocated to such accounts.

1.12 **Disability.** “Disability” means a Participant’s inability to engage in any substantial gainful activity by reason of a medically determinable physical or mental impairment that can be expected to result in death or to be of long-continued and indefinite duration.

1.13 **Effective Date.** “Effective Date” means the date specified in Appendix A as the Effective Date.

1.14 **Employee.** “Employee” means a person reported on the payroll records of the Employer as a common law employee, excluding all other persons, including any independent contractor or Leased Employee.

1.15 **Employer.** “Employer” means the entity identified as the Employer in Appendix A.

1.16 **Fund.** “Fund” means the Plan assets held and invested under the Contract.

1.17 **Group Annuity Contract.** “Group Annuity Contract” means an annuity contract issued by an Insurance Company that may be used as a funding vehicle under the Plan and in which Contributions may be invested, as provided in Section 7.2.

1.18 **Individual Account.** “Individual Account” means the detailed record kept of the amounts credited to each Participant in accordance with the terms hereof. Such Individual Account is comprised of an Employer Account and a Pick-Up Account as described in Article 3.

1.19 **Insurance Company.** “Insurance Company” means any life insurance company licensed to do business in the State of California with whom the Employer has entered into a Contract pursuant to Section 7.2.
1.20 **Leased Employee.** “Leased Employee” means any individual who, pursuant to a written agreement between the Employer and any other individual, has performed services for the Employer (or for the Employer and related individuals determined in accordance with Code section 414(n)(6)), on a substantially full-time basis for a period of at least one year, and such services are performed under the primary direction or control of the Employer.

1.21 **Limitation Year.** “Limitation Year” means the twelve (12) month period identified in Appendix A as the Limitation Year.

1.22 **Maximum Compensation.** “Maximum Compensation” means Compensation as defined in Section 1.8, but including extraordinary compensation reported on Form W-2 and excluding any portion of a Participant’s pay that is contributed by the Employer pursuant to Code section 414(h). Effective for Plan Years beginning after December 31, 2008, Maximum Compensation shall include payments to an individual who does not currently perform services for the Employer by reason of qualified military service (within the meaning of Code section 414(u)(1)) to the extent that those payments do not exceed the amounts the individual would have received if the individual had continued to perform services for the Employer rather than entering military service. Effective for Limitation Years beginning after July 1, 2007, Maximum Compensation shall not include amounts paid after a Participant’s severance from employment except:

(a) **Regular Pay for Services.** Regular pay after the Employee’s severance from employment if it is (i) regular compensation for services during the Employee’s regular working hours, or (ii) compensation for services outside regular working hours (such as overtime and shift differential), commissions, bonuses, or similar compensation that would have been paid prior to the Employee’s termination had the Employee continued in employment with the Employer, and (iii) such amounts are paid by the later of 2½ months following the Participant’s severance from employment with the Employer or the end of the calendar year that includes the Employee’s severance date.

(b) **Leave Cashouts.** If elected by the Employer in the Adoption Agreement, payments for accrued bona fide sick, vacation, or other leave if (i) the Employee would have been able to use the leave if the Employee’s employment with the Employer had continued; and (ii) such amounts are paid by the later of 2½ months following the Employee’s severance from employment with the Employer or the end of the calendar year that includes the Employee’s severance date.

(c) **Compensation During Disability.** If elected by the Employer in the Adoption Agreement, compensation paid to a Participant who is permanently and totally disabled (as defined in Code section 22(e)(3)), provided that salary continuation applies to all Participants who are permanently and totally disabled for a fixed or determinable period.

1.23 **Normal Retirement Date.** “Normal Retirement Date” means the date that the Participant attains age 60 or such other age as is specified in the Adoption Agreement. Effective for
Plan Years beginning on or after January 1, 2015 (or any later effective date as permitted by IRS Notice 2012-29), a normal retirement age of less than age 62 must meet the requirements of Treas. Regs. § 1.401(a)-1(b)(2).

1.24 **Participant.** "Participant" means any Employee who becomes a Participant as provided in Article 2 and any former Employee who has not received a distribution of his full Account Balance.

1.25 **Part-Time Employee.** "Part-Time Employee" means an Employee who normally works twenty (20) hours or less per week. Notwithstanding the preceding sentence, a Part-time Employee for purposes of this Plan shall not include a teacher employed by a post-secondary educational institution if said teacher normally has classroom hours of one-half or more of the classroom hours designated by the educational institution as constituting full-time employment.

1.26 **Pick-Up Account.** "Pick-Up Account" means that portion of a Participant’s Individual Account attributable to (a) the Pick-Up Contribution allocated to such Participant pursuant to Article 3, and (b) the Participant’s proportionate share of the adjustments attributable to his Pick-Up Account.

1.27 **Pick-Up Contributions.** "Pick-Up Contributions" means Contributions made by the Employer pursuant to Section 3.4 and Code section 414(h)(2).

1.28 **Plan or Program.** "Plan or Program" means the Accumulation Program for Part-Time and Limited-Service Employees of the Employer, as Amended and Restated herein. This Plan is a governmental plan under Section 3(32) of the Employee Retirement Income Security Act of 1974, as amended, and is accordingly exempt from Title I of such Act.

1.29 **Plan Administrator or Administrator.** "Plan Administrator or Administrator" means that person or committee appointed by the Employer pursuant to Section 9.1 to administer the Plan. In the event that no Plan Administrator is appointed, the Employer shall be the Plan Administrator.

1.30 **Plan Year.** "Plan Year" means the twelve (12) month period identified as the Plan Year in Appendix A; provided that if so indicated in Appendix A, the initial Plan Year shall be a short plan year beginning on the Effective Date of the Plan.

1.31 **Rollover Account.** "Rollover Account" means the separate account established by the Administrator to record a Participant’s Rollover Contributions.

1.32 **Rollover Contribution.** "Rollover Contribution" means a contribution made by a Participant pursuant to Section 3.5.

1.33 **Seasonal Employee.** "Seasonal Employee" means an Employee who normally works on a full-time basis less than five (5) months in a year.

5.
1.34 **Temporary Employee.** "Temporary Employee" means an Employee who is performing services under a contractual arrangement with the Employer of two (2) years or less duration, unless it is significantly likely that the contractual arrangement will be extended. Notwithstanding the preceding sentence, a person employed by the Employer who is covered by a collective bargaining agreement of two (2) years or less duration shall not, for that reason alone, be considered a Temporary Employee for purposes of this Plan.

1.35 **Valuation Date.** "Valuation Date" means the last day of each calendar month subsequent to the Effective Date, as of which date the Fund shall be valued at fair market value. From time to time, the Plan Administrator or its delegate may cause the Fund to be valued as of any other date as it deems desirable.

1.36 **Volume Submitter Practitioner.** "Volume Submitter Practitioner" means Keenan & Associates.
ARTICLE 2

ELIGIBILITY AND PARTICIPATION

2.1 Eligibility. Only Part-time, Seasonal, or Temporary Employees will be eligible to participate in the Plan. An eligible Employee shall become a Participant immediately upon first rendering paid service in a classification that is not eligible to participate in the California Public Employees Retirement System (PERS) or the California State Teachers Retirement System (STRS) (or, if later, upon the Effective Date of the Plan), provided that the Employee has completed any enrollment forms required by the Plan Administrator in accordance with Appendix A. A Participant shall remain a Participant until his entire Account Balance has been distributed.

2.2 Beneficiary Designation. Upon commencing participation, each Participant shall designate a Beneficiary on forms furnished by the Plan Administrator. Such forms shall be maintained in files held by the Plan Administrator. The Participant may change his Beneficiary by written notice to the Plan Administrator. Upon such change, the rights of all previously designated Beneficiaries to receive any benefits under this Plan shall cease. In the event of the death of a married Participant, the surviving spouse must be the sole Beneficiary unless the surviving spouse has consented in writing to a different election, has acknowledged the effect of such election, and the consent and acknowledgement are witnessed by the Plan Administrator or a notary public. The consent of the spouse shall not be necessary if it is established to the satisfaction of the Plan Administrator that there is no spouse, the spouse cannot reasonably be located, or for such other reasons as the IRS regulations prescribe.

If no duly designated Beneficiary exists at the date of death of the Participant, or if the designated Beneficiary predeceases the Participant, or if the Participant has revoked a prior designation in writing filed with the Plan Administrator without having filed a new designation, then all death benefits shall be payable to the Participant’s estate.

To the extent a Participant’s interest in this Plan is invested in a Contract issued by an Insurance Company and such Contract shall have Beneficiary designation and/or payment procedures which are inconsistent with this Section 2.2, such Contract provisions shall apply so long as they will not affect the qualified status of this Plan.

2.3 Notification of Individual Account Balance. After the close of each Plan Year, or more frequently as determined by the Plan Administrator, the Plan Administrator shall notify, in writing, each Participant of the amount of his share in the adjustments and contributions for the Plan Year (or other period) just completed and of the new balance of his Individual Account.
ARTICLE 3

CONTRIBUTIONS AND ALLOCATIONS

3.1 Individual Accounts. The Plan Administrator shall establish and maintain an Individual Account comprised of an Employer Account and a Pick-Up Account in the name of each Participant. Separate Accounts shall also be established for any Rollover Contributions to this Plan, and the Plan Administrator shall account separately for any after-tax portion of a Rollover Contribution. The Plan Administrator shall credit all amounts allocated to each such Individual Account pursuant to the provisions of this Plan. Separate accounts shall be maintained for each Participant. Such separate accounts shall not require a segregation of the Fund assets and no Participant shall acquire any right to or interest in any specific asset of the Fund as a result of the allocations provided for in the Plan. All allocations shall be made as of the Valuation Date specified in this Plan.

3.2 Vesting. Each Participant shall be 100% vested in his Individual Account immediately upon becoming a Participant.

3.3 Employer Contribution. The Employer shall make a contribution to the Plan for each Plan Year, which shall be allocated to each Participant’s Individual Account in accordance with the contribution formula described for Employer Contributions in Section 7 of Appendix A. The total amount of Pick-Up and Employer Contributions must total a minimum of 7.5% of each Participant’s Compensation.

3.4 Pick-Up Contributions. Each Participant shall make contributions to the Plan by salary reductions on a pretax basis in an amount designated in Appendix A. Such Participant contributions shall be treated as Employer Pick-up Contributions and allocated to that Participant’s Account. The Employer shall specify that the contributions, although designated as Participant contributions, are being paid by the Employer in lieu of contributions by the Participant. The Participant shall not have the option of choosing to receive the contributions directly instead of having them paid to the Plan. The total amount of Pick-Up and Employer Contributions must total a minimum of 7.5% of each Participant’s Compensation.

3.5 Participant Rollover Contributions. Any Participant who has filed with the Plan Administrator an application in the form specified by the Plan Administrator, and has received the Plan Administrator’s written consent, may make a Rollover Contribution to the Plan from an eligible section 401(a) qualified pension or profit sharing plan and trust or from a section 403(a) qualified annuity plan.

If so elected by the Employer in Appendix A, the Plan will accept Participant Rollover Contributions made after December 31, 2001 from the types of plans specified in Appendix A.

The Plan Administrator may require a Participant to furnish satisfactory evidence that the proposed transfer is an eligible rollover distribution as defined in Code section 402(c) and Section 5.7(B)(1) of the Plan. A Rollover Contribution is not an Annual Addition.
3.6 **Rollover Requirements.** For any Rollover Contribution, the following requirements shall be met:

(a) The Plan Administrator shall maintain a Participant’s Rollover Contributions in a separate Rollover Account.

(b) The Rollover Contribution will be invested as part of the Plan Fund;

(c) A Participant’s Rollover Contributions shall not be forfeitable nor reduce in any way the obligations of the Employer under this Plan.

(d) The Plan Administrator shall account separately for the portion of any Rollover Contribution which is includible in gross income and the portion which is not.

3.7 **Allocation of Adjustment.** The Plan Administrator and the Insurance Company shall determine the investment results of the Fund for the period elapsed since the last preceding Valuation Date. Such results shall be allocated to the Individual Account of each Participant, on the basis of the ratio of the Participant’s Individual Account balance to the sum of all Participant Individual Account balances under the Plan. To the extent a Participant’s interest in this Plan is invested in a Contract issued by an Insurance Company and such Contract has an allocation procedure which is inconsistent with this Section 3.7, such Contract provision shall apply so long as it will not affect the qualified status of the Plan.

3.8 **Maximum Annual Additions.** The total Annual Additions made to the Individual Account of a Participant for any Limitation Year commencing on or after the Effective Date, when combined with any Annual Additions credited to the Participant for the same period under another qualified Defined Contribution Plan maintained by the Employer, shall not exceed the lesser of (a) or (b) below:

(a) Thirty thousand dollars ($30,000) or such larger amount as may be allowed under regulations issued pursuant to Code section 415(d); and

(b) Twenty-five percent (25%) of the Participant’s Maximum Compensation for the Plan Year.

(c) Notwithstanding the foregoing, effective for Limitation Years beginning after December 31, 2001, Maximum Annual Addition means the lesser of (a) and (b) below:

(i) Forty Thousand Dollars ($40,000.00) or such larger amount as may be allowed under regulations issued pursuant to Code section 415(d); and

(ii) One hundred percent (100%) of the Participant’s Maximum Compensation for the Plan Year.

In the event a Participant is covered by one or more other Defined Contribution Plans maintained by the Employer, the maximum Annual Additions under this Plan shall be
decreased to the extent determined necessary by the Employer, prior to the reduction of such other Defined Contribution Plan, to ensure that all such plans will remain qualified under the Code.

If the Annual Additions that would be credited to a Participant’s Account for a Limitation Year would exceed the maximum Annual Additions for such Participant for such year, the excess Annual Additions which, but for this Section 3.8, would have been allocated to such Participant’s Individual Account, shall be disposed of as follows: The Pick-Up Account shall be first reduced by the amount required to ensure compliance with this Section 3.8, and then the Employer Account shall be reduced. The Employer Contributions otherwise allocable to the Participant’s Account will be used to reduce Employer Contributions in the current Limitation Year, and each succeeding Limitation Year if necessary, in accordance with the correction procedures in Rev. Proc. 2013-12 and any subsequent guidance.

3.9 **USERRA -- Qualified Military Service.** Notwithstanding any provision of this Plan to the contrary, contributions, benefits and service credit with respect to “qualified military service” will be made in accordance with Code section 414(u) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). In addition, the survivors of any Participant who dies on or after January 1, 2007 while performing qualified military service shall be entitled to any additional benefits (other than contributions relating to the period of qualified military service) that would have been provided under the Plan had the Participant resumed employment on the day preceding the Participant’s death and then terminated employment on account of death.
ARTICLE 4

IN-SERVICE DISTRIBUTIONS

4.1 Withdrawal of Contributions Before Severance From Employment. Except as provided below, the Plan does not permit a Participant to withdraw any Contributions prior to his severance from employment.

4.2 In-Service Withdrawal of Employer Contributions. If permitted in the Adoption Agreement, a Participant may withdraw Employer Contributions (as defined in Section 3.3) from the Plan prior to a severance of employment upon the Participant’s Disability or Change of Status.

4.3 Withdrawal of Rollover Contributions. A Participant shall have the right to withdraw all or any portion of his Rollover Contributions. A Participant shall make such an election on a form prescribed by and delivered to the Plan Administrator at any time during the Plan Year for which the election shall be effective. In the written election, the Participant shall specify the desired dollar amount to be distributed to the Participant. All distributions under this Section shall be made according to the form of distribution selected under Article 5.
ARTICLE 5

DISTRIBUTIONS AFTER SEVERANCE FROM EMPLOYMENT

5.1 General. Subject to Article 4, all rights to any benefits under this Plan are conditioned upon a Participant’s retirement, death, or severance from employment. No distribution of benefits is permitted under this Plan prior to a Participant’s retirement, death or severance from employment.

5.2 Retirement. After the Participant attains the Participant’s Normal Retirement Date and retires from employment with the Employer, the Plan Administrator shall notify the Participant of his right to receive a distribution. The Participant may make a written election to receive a distribution by completing a form designated by the Administrator for that purpose. Upon receipt of the Participant’s request for a distribution, the Administrator shall direct the Insurance Company to distribute the Participant’s Account Balance, determined as of the Valuation Date coincident with or next following the Plan Administrator’s receipt of the Participant’s election. Payment shall be made as soon as administratively feasible following such Valuation Date.

5.3 Death. Upon the death of a Participant prior to distribution of his entire Account Balance, the Plan Administrator shall direct the Insurance Company to distribute the Participant’s Account balance, (determined as of the Valuation Date coincident with or next following the Administrator’s receipt of notice of the Participant’s death) to the Participant’s Beneficiary. Distribution shall be made as soon as administratively feasible following such Valuation Date. Prior to making any distribution, the Plan Administrator shall require a death certificate or other satisfactory evidence of the Participant’s death.

Any portion of the Participant’s Account that is payable to the Participant’s Beneficiary will be distributed within five (5) years after the Participant’s death. Any remaining portion of the Participant’s Account that is not payable to a Beneficiary designated by the Participant will be distributed within five (5) years after the Participant’s death.

5.4 Severance from Employment. In the event that the Participant terminates employment with the Employer, the Plan Administrator shall notify the Participant of his right to receive a distribution. The Participant may make a written election to receive a distribution by completing a form designated by the Plan Administrator for that purpose. Upon receipt of the Participant’s request for a distribution, the Administrator shall direct the Insurance Company to distribute the Participant’s Account Balance, determined as of the Valuation Date coincident with or next following receipt of the Participant’s distribution election. Payment shall be made as soon as administratively feasible following such Valuation Date.

5.5 Cash-Out of Small Accounts. Notwithstanding any other provision of this Article 5, in the event of that a Participant retires or terminates employment with the Employer and does not elect a distribution or a direct rollover of said Participant’s Account as provided in this Article 5, the Plan Administrator may direct the Insurance Company to distribute, without the consent of the Participant, the Participant’s Account Balance if the value of
the Account (including Rollover Contributions) does not exceed $5,000 (or such other amount in effect under Code section 411(a)(11)(A)) as of the Valuation Date coincident with or next following the date of the Participant’s retirement or severance from employment. Payment shall be made as soon as administratively feasible following such Valuation Date. Effective for distributions on and after March 28, 2005, in the event that the amount of the distribution exceeds $1,000 (but not more than $5,000), the Plan Administrator may direct the Insurance Company to pay the distribution in a direct rollover to an individual retirement plan designated by the Plan Administrator.

If elected by the Employer in Appendix A, the value of the Participant’s Account shall be determined without regard to the portion of the Account Balance that is attributable to Rollover Contributions (and earnings allocable thereto).

5.6 Minimum Distribution Requirements.

A. General Provisions. Notwithstanding any other provision of the Plan, effective January 1, 2003 all distributions from the Plan will comply with the minimum distribution requirements of Code section 401(a)(9) in accordance with section 1.401(a)(9)-2 through 1.401(a)(9)-9 of the Final and Temporary Regulations published in the Federal Register on April 17, 2002, the provisions of which are incorporated herein by reference. The requirements of this Section 5.6 shall apply to any distribution of a Participant’s interest and shall override any inconsistent provision of the Plan. In addition, all benefits distributed to any Participant on or after January 1, 2003, will satisfy the incidental death benefit provisions under Code section 401(a)(9)(G) and section 1.401(a)(9)-5(d) of the regulations.

B. Time and Manner of Distribution.

(1) Required Beginning Date. Notwithstanding any other provision of the Plan, the Participant’s entire benefit shall be distributed, or begin to be distributed, not later than April 1 of the calendar year following the later of (i) the calendar year in which the Participant attains age 70-1/2 or (ii) the calendar year in which he retires.

(2) Death of Participant Before Distributions Begin. If the Participant dies before distributions begin, the Participant’s entire interest will be distributed, or begin to be distributed, no later than as follows:

(a) Participant Survived by Surviving Spouse Designated Beneficiary. If the Participant’s surviving spouse is the Participant’s sole designated Beneficiary, then distributions to the surviving spouse shall begin by December 31 of the calendar year immediately following the calendar year in which the Participant died, or by December 31 of the calendar year in which the Participant would have attained age 70-1/2, if later.
(b) **Participant Survived by Designated Beneficiary Who Is Not Surviving Spouse.** If the Participant’s surviving spouse is not the Participant’s sole designated Beneficiary, then distributions to the designated beneficiary will begin by December 31 of the calendar year immediately following the calendar year in which the Participant died.

(c) **No Designated Beneficiary.** If there is no designated Beneficiary as of September 30 of the year following the year of the Participant’s death, the Participant’s entire interest will be distributed by December 31 of the calendar year containing the fifth anniversary of the Participant’s death.

(d) **Death of Surviving Spouse Before Distributions to Surviving Spouse Begin.** If the Participant’s surviving spouse is the Participant’s sole designated Beneficiary and the surviving spouse dies after the Participant but before distributions to the surviving spouse begin, this subsection (B)(2), other than subsection (B)(2)(a) will apply as if the surviving spouse were the Participant.

For purposes of subsection (B)(2), unless subsection (B)(2)(d) applies, distributions are considered to begin on the Participant’s Required Beginning Date (subsection B(1) above). If subsection (B)(2)(d) applies, distributions are considered to begin on the date distributions are required to begin to the surviving spouse under subsection (B)(2)(a).

5.7 **Direct Rollovers.**

A. **Portability.**

(1) Notwithstanding any provision of the Plan to the contrary that would otherwise limit a distributee’s election under this Section (except for paragraph (2) below), a distributee may elect, at the time and in the manner prescribed by the Administrator, to have any portion of an eligible rollover distribution paid directly to an eligible retirement plan specified by the distributee in a direct rollover.

(2) Notwithstanding paragraph (1) above, (A) a distributee shall not be permitted to elect a direct rollover with respect to eligible rollover distributions during a year that are reasonably expected to total less than $200; and (B) for distributions after December 31, 2001 a distributee shall not be permitted to elect to have a portion of an eligible rollover distribution paid to an eligible retirement plan in a direct rollover and to have the remainder paid to the distributee if either (I) the entire amount of the eligible rollover distribution does not exceed $500 or (II) the entire
amount of the eligible rollover distribution exceeds $500, but the distributee does not elect to have at least $500 paid to an eligible rollover distribution in a direct rollover.

B. Definitions.

(1) An “eligible rollover distribution” is any distribution of all or any portion of the balance to the credit of the distributee, except that an eligible rollover distribution does not include: any distribution that is one of a series of substantially equal periodic payments (not less frequently than annually) made for the life (or life expectancy) of the distributee or the joint lives (or joint life expectancies) of the distributee and the distributee’s designated beneficiary, or for a specified period of ten years or more; any hardship distribution; or any distribution to the extent such distribution is required under Code section 401(a)(9).

(2) An “eligible retirement plan” is a traditional individual retirement account or individual retirement annuity (IRA) described in Code section 408, (effective for distributions after December 31, 2010) a Roth IRA described in Code section 408A(b), a qualified retirement plan described in Code section 401(a), an annuity plan described in Code section 403(a); an annuity contract described in section 403(b) of the Code, or an eligible plan under section 457(b) of the Code which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state and which agrees to separately account for amounts transferred into such plan from this Plan. The definition of eligible retirement plan in the preceding sentence shall also apply in the case of a distribution to a surviving spouse, or to a spouse or former spouse who is the alternate payee under a qualified domestic relations order, as defined in section 414(p) of the Code.

If any portion of an eligible rollover distribution is attributable to payments or distributions from a designated Roth account, an eligible retirement plan with respect to such portion shall include only another designated Roth account of the individual from whose account the payments or distributions were made, or a Roth IRA of such individual.

(3) A “distributee” includes a Participant or former Participant. In addition, the Participant’s surviving spouse or former spouse who is the alternate payee under a qualified domestic relations order, as defined in Code section 414(p), are distributees with regard to the interest of the spouse or former spouse.

Effective for Plan Years beginning after December 31, 2009, a non-spouse “designated beneficiary” as defined in Code section 401(a)(9)(E) may establish an inherited IRA into which all or a portion of a death benefit to which such non-spouse beneficiary is entitled may be distributed from the
Plan in a direct rollover. Such distribution must otherwise qualify as an eligible rollover distribution under the Plan (but for the fact that it is being paid to a non-spouse designated beneficiary).

(4) A “direct rollover” is a payment by the Plan to the eligible retirement plan specified by the distributee. Effective for distributions made after December 31, 2001, Eligible Retirement Plan also means an annuity contract described in section 403(b) of the Code, and an eligible plan under section 457(b) of the Code which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or a political subdivision of a state, and which agrees to separately account for amounts transferred into such plan from this Plan.
ARTICLE 6
PAYMENT OF BENEFITS

6.1 Forms of Payment. Whenever a Participant, or Beneficiary is entitled to receive a distribution of benefits, he or she may elect that benefits be paid in either of the following forms:

(a) Lump sum, payable in cash, of the Participant’s entire Account Balance. Partial distributions are not available.

(b) Direct rollover pursuant to Section 5.7.

6.2 Distribution Not Requested. If a Participant does not complete the Request for Settlement of Account form and file with the Plan Administrator, the Participant’s Account shall remain invested as directed by the Plan Administrator and shall be credited with its proportionate share of gains and losses of the Plan Fund until the Account Balance is paid out to the Participant (or Beneficiary) pursuant to the Participant’s (or Beneficiary’s) request, or is distributed to the Participant by the Plan Administrator pursuant to Section 5.5.

6.3 Missing Participant or Beneficiary. Notwithstanding Section 6.2, if a Participant (or his or her Beneficiary) cannot be located within three years after the Participant’s Account becomes payable, and during that period reasonable efforts have been made to find him or her, the Participant’s Account shall be escheated to the State of California as unclaimed property pursuant to California Code of Civil Procedure section 1518. “Reasonable efforts” to locate the Participant shall be deemed to have been made if the Plan Administrator first sends written notification by certified or registered mail to the Participant’s last known address that the Account is distributable, and if that is unsuccessful, the Plan Administrator uses a letter-forwarding service through the Internal Revenue Service, the Social Security Administration and/or a commercial locator service to locate the Participant.
ARTICLE 7

FUNDING

7.1 Contributions. Contributions by the Employer on behalf of the Participants shall be paid over to the Insurance Company. All Contributions by the Employer shall be irrevocable, except as herein provided, and may be used only for the exclusive benefit of the Participants and their Beneficiaries.

7.2 Contract Fund or Funds. The Employer, in order to establish a Fund for the payment of certain benefits under the Plan, shall enter into a Contract with an Insurance Company for a Group Annuity Contract into which Contributions made to the Plan will be placed and applied to provide the benefits hereunder. The Group Annuity Contract is attached hereto and incorporated by reference as a part of the Plan, and the rights of all persons hereunder are subject to the terms of the Contract. The Contract shall contain such powers and reservations as to control and disbursement of the funds and such other provisions not inconsistent with the provisions of the Plan and its nature and purposes as shall be agreed upon and set forth therein. The Insurance Company shall, in accordance with the terms of the Contract, accept and receive all sums of money paid to it from time to time by the Employer and shall hold, manage, and administer such monies and the earnings and income thereof as a Fund for the exclusive benefit of those entitled to receive benefits under the Plan.

7.3 Exclusive Benefit. All assets of the Plan, including all deferred amounts, property and rights purchased with deferred amounts, and all income attributable to such deferred amounts, property or rights, shall be held in the Group Annuity Contract for the exclusive benefit of Participants and their Beneficiaries. The Employer shall have no rights or interest in any assets of the Plan, and no creditor of the Employer shall have any claim to such assets.

7.4 Spendthrift Clause; Qualified Domestic Relations Orders. No benefits or other amounts payable under the Plan shall be subject in any manner to anticipation, sale, transfer, assignment, pledge, encumbrance, charge or alienation, except to the extent permitted in section 401(a)(13) of the Code. Notwithstanding the foregoing, all rights and benefits provided to a Participant in this Plan shall be subject to rights afforded to an alternate payee under a “qualified domestic relations order,” as defined in Code section 414(p). A distribution to an alternate payee shall be permitted if the Plan Administrator determines that such distribution is authorized by a qualified domestic relations order, even if the affected Participant has not separated from employment with the Employer and even if the Participant’s Account is not otherwise distributable.

7.5 Mistake of Fact. Notwithstanding any contrary provision in this Plan, if the Employer makes a contribution by a mistake of fact, the contribution must be returned to the Employer within one (1) year of the date of the contribution. The amount of the mistaken contribution to be returned to the Employer is equal to the excess of (a) the amount contributed over (b) the amount that would have been contributed had there not occurred a mistake of fact. Earnings attributable to mistaken contributions shall also be returned to
the Employer. Mistaken contributions returned to the Employer shall be reduced by the amount of any attributable losses.
ARTICLE 8

AMENDMENT AND TERMINATION OF THE PLAN

8.1 Amendment of the Plan. The Employer shall have the right at any time to modify, alter, or amend the Plan in whole or in part; provided, however, that the duties, powers, and liability of the Plan Administrator and the Insurance Company shall not be increased without their written consent; and provided, further, that the amount of benefits which at the time of any such modification, alteration, or amendment shall have accrued for any Participant or Beneficiary shall not be adversely affected thereby; and provided, further, that no such modification, alteration, or amendment shall have the effect of reinvesting in the Employer any part of the principal or income of the Fund.

8.2 Volume Submitter Practitioner Authority to Amend. Keenan & Associates as Volume Submitter Practitioner may amend the Plan on behalf of the Employer to the extent required to comply with changes in the Code, regulations, revenue rulings, other statements published by the Internal Revenue Service (including model, sample or other required good faith amendments that specifically provide that their adoption will not cause the plan to be individually designed) or corrections of the Plan as previously approved by the Internal Revenue Service. Keenan & Associates will no longer have the authority to amend the Plan on behalf of the Employer as of the date the Internal Revenue Service requires the Employer to file Form 5300 as an individually designed plan as a result of an Employer amendment to the Plan to incorporate a type of plan not allowable in the volume submitter program or as a result of amendments to the specimen plan that the Internal Revenue Service in its discretion determines have caused the Plan to be an individually designed plan due to the nature and extent of the amendments to the specimen plan.

If the Employer is required to obtain a determination letter to have reliance (for example, because the Employer has modified the specimen plan), the authority of Keenan & Associates to amend the Plan on behalf of the Employer is conditioned on the Plan being covered by a favorable determination letter. Keenan & Associates shall maintain a record of the employers that have adopted the plan, and shall make reasonable and diligent efforts to ensure that adopting employers have received and are aware of all plan amendments, and that such employers adopt new documents when necessary. If the Volume Submitter Practitioner reasonably concludes that the Employer’s plan may no longer be a qualified plan and the Practitioner does not or cannot submit a request to correct the qualification failure under EPCRS, the Practitioner shall notify the Employer that the plan may no longer be qualified, advise the Employer that adverse tax consequences may result from loss of the plan’s qualified status, and inform the Employer about the availability of EPCRS.

8.3 Termination of the Plan. The Employer expects to continue the Plan indefinitely, but continuance is not assumed as a contractual obligation and the Employer reserves the right at any time by action of the Board to terminate the Plan. In the event of termination of the Plan or discontinuance of contributions, all Accounts shall be fully vested. In the event of termination of the Plan by the Employer, the Plan Administrator or its delegate
shall value the Fund as of the date of termination. The Individual Accounts of the Participants and Beneficiaries affected by the termination, as determined by the Plan Administrator or its delegate, shall continue to be administered as part of the Fund or distributed to such Participants or Beneficiaries as provided for herein.

8.4 **Plan Merger or Consolidation.** In the case of any merger or consolidation with, or transfer of any assets or liabilities to, any other plan, each Participant in this Plan must be entitled to receive (if the surviving plan is then terminated) a benefit immediately after the merger, consolidation or transfer which is equal to or greater than the benefit he would have been entitled to receive immediately before the merger, consolidation, or transfer (if this Plan had terminated).
ARTICLE 9

ADMINISTRATION

9.1 Appointment of Administrator. The Employer shall appoint the Plan Administrator, who shall administer the Plan and be responsible for filing all reporting and disclosure documents as required by law. Service of process on the Plan may be made by personal service on the Employer or the Plan Administrator.

9.2 Reports. The Plan Administrator shall be responsible for maintaining all books of account, records and other data that may be necessary for proper administration of the Plan and shall be responsible for supplying all information and reports to the Employer to furnish to the Internal Revenue Service, Participants, Beneficiaries, and others as required by law.

9.3 Claims for Benefits. The Plan Administrator shall furnish to Participants claims procedures to be followed by Participants and Beneficiaries claiming benefits under this Plan, including the procedures for requesting review of a denied claim. All claims shall be paid by the Insurance Company as soon as administratively possible upon receipt of the Request for Settlement of Account form.

A. Filing of Claim. A Participant or Beneficiary who believes he is entitled to a benefit which he has not received may file a claim in writing with the Employer. The Employer may require a claimant to submit additional information, if necessary to process the claim. The Employer or its delegate shall review the claim and render its decision within ninety (90) days from the date the claim is filed (or the requested additional information is submitted, if later), unless special circumstances require an extension of time for processing the claim. If such an extension is required, written notice of the extension shall be furnished to the claimant within ninety (90) days from the date the extension is indicated. The notice shall indicate the special circumstances requiring the extension and the date by which the Employer expects to reach a decision on the claim. In no event shall the extension exceed a period of ninety (90) days from the end of the initial period.

B. Notice of Denial of Claim. If the Employer denies a claim, in whole or in part, it shall provide the claimant with written notice of the denial within the period specified in Paragraph 1. The notice shall be written in language calculated to be understood by the claimant, and shall include the following information:

(i) The specific reason for such denial;

(ii) Specific reference to pertinent Plan provisions upon which the denial is based;

(iii) A description of any additional material or information which may be needed to clarify or perfect the request, and an explanation of why such information is required; and
(iv) An explanation of the Plan’s review procedure with respect to the denial of benefits.

C. Review Procedure. Any claimant whose claim has been denied, in whole or in part, shall follow those review procedures as set forth herein.

(i) A claimant whose claim has been denied, in whole or in part, may request a full and fair review of the claim by the Administrator by making written request therefor within sixty (60) days of receipt of the notification of denial. The Administrator, for good cause shown, may extend the period during which the request may be filed. The claimant shall be permitted to examine all documents pertinent to the claim and shall be permitted to submit issues and comments regarding the claim to the Administrator in writing.

(ii) The Administrator shall render its decision within sixty (60) days after receipt of the application for review, unless special circumstances (such as the need to hold a hearing) require an extension of time for processing, in which case the decision shall be rendered as soon as possible but not later than one hundred and twenty (120) days after receipt of a request for review. If an extension of time is necessary, written notice shall be furnished to the claimant before the extension period commences.

(iii) The Administrator shall decide whether a hearing shall be held on the claim. If so, it shall notify the claimant in writing of the time and place for the hearing. Unless the claimant agrees to a shorter period, the hearing shall be scheduled at least fourteen (14) days after the date of the notice of hearing. The claimant and/or his authorized representative may appear at any such hearing.

(iv) The Administrator shall send its decision on review to the claimant in writing within the time specified in (c)(ii) above. If the claim is denied, in whole or in part, the decision shall specify the reasons for the denial in a manner calculated to be understood by the claimant, referring to the specific Plan provisions on which the decision is based. The Administrator shall not be restricted in its review to those provisions of the Plan cited in the original denial of the claim.

(v) The Administrator’s decision on review shall be final and binding on all persons.

9.4 Plan Administrator Powers and Duties. The Plan Administrator shall perform the duties and may exercise the powers and discretion given to it in the Plan. The Plan Administrator shall have sole authority in its discretion to determine all questions and disputes regarding eligibility or benefits, as well as the meaning, interpretation or application of any provision of the Plan. The Plan Administrator’s decision shall be final.
and conclusive as to all persons. The Plan Administrator shall exercise all of its powers, duties, and discretion under the Plan in a uniform and nondiscriminatory manner.

9.5 **Plan Administrator Reliance.** The Employer shall furnish the Plan Administrator with all data and information available to the Employer that the Plan Administrator may reasonably require to perform its functions under this Agreement. The Plan Administrator may rely without question on any data or information furnished by the Employer.

9.6 **Indemnification.** To the extent permitted by law, the Employer shall indemnify any employee to whom fiduciary duties with respect to the Plan are delegated against all claims, losses, damages, expenses, and liabilities, including attorney’s fees, from any alleged action or alleged failure to act in connection with such individual’s duties with respect to the Plan, except when the same is determined to be due to gross negligence or willful misconduct of such employee. All expenses of administration may be paid out of the Plan unless paid by the Employer. The Plan Administrator (and any employees of the Employer who assist the Plan Administrator in its functions under the Plan) shall serve without compensation for its services as such, but shall be reimbursed for all necessary expenses incurred in the discharge of its duties.
ARTICLE 10

MISCELLANEOUS

10.1 **Governing Law.** The Plan shall be construed, regulated, and administered according to the laws of the State of California.

10.2 **Construction of the Plan.** The headings and subheadings in the Plan have been inserted for convenience of reference only and shall not affect the construction of the provisions hereof. In any necessary construction the masculine shall include the feminine and the singular, the plural and vice versa.

10.3 **Participant’s Rights; Acquittance.** No Participant in the Plan shall acquire any right to be retained in the employ of the Employer by virtue of the Plan; nor, upon his dismissal, or upon his voluntary termination of employment, shall he have any right or interest in and to the Fund other than as specifically provided herein. The Employer shall not be liable for the payment of any benefit provided for herein; all benefits hereunder shall be payable only from the Fund.

10.4 **Counterparts.** The Plan and the Insurance Annuity Contract may be executed in any number of counterparts, each of which shall constitute but one and the same instrument and may be sufficiently evidenced by any one counterpart.
APPENDIX A

PASADENA COMMUNITY COLLEGE DISTRICT

ACCUMULATION PROGRAM
FOR PART-TIME AND LIMITED-SERVICE EMPLOYEES
(“APPLE PLAN”)

ADOPTION AGREEMENT

Appendix A is to be used only with the Keenan & Associates Accumulation Program for Part-Time and Limited-Service Employees (“APPLE Plan”) [2014]. Failure to properly fill out Appendix A may result in failure of the Plan to qualify.

The Employer must complete and sign Appendix A when it first adopts the Plan and if the Plan has been restated. The Employer must complete a new signature page if it modifies any prior election or makes new elections in Appendix A.

1. Name of Employer/Plan Sponsor.

The Employer is Pasadena Community College District

Address: 1570 East Colorado Blvd.

City: Pasadena State: CA Zip: 91106

Telephone: 626-585-7123

Employer’s Tax Identification Number: 95-2505000

Employer’s Fiscal Year End: June 30

2. Plan Administrator.

The Administrator is: [designate person or committee, by name or position]

Pasadena Community College District

3. Plan Effective Date.

The Effective Date of this Plan is: July 1, 1991

If this is an amended and restated Plan, the Effective Date of the Plan amendment and restatement is: July 1, 2014.
Note: The Effective Date of the Plan, or the Effective Date of the restated Plan, may not be earlier than the first day of the Plan Year during which the Plan (or the Plan as restated) is adopted by the Employer. The Effective Date of a Pick-Up Contribution provision under this Plan may not precede the date of adoption of the Plan (i.e., may not be retroactively effective).

4. Plan Year.

The Plan Year begins July 1 and ends June 30.

5. Limitation Year.

The Limitation Year is the [check one]:

☐ Plan Year
☒ Calendar year

6. Eligibility.

An Employee classified as Part-time, Seasonal or Temporary and who is not eligible to participate in PERS or STRS [check one]:

☒ shall automatically become a Participant in accordance with Section 2.1 of the Plan.
☐ shall become a Participant in accordance with Section 2.1 of the Plan upon completing an election and enrollment form as required by the Plan Administrator.

7. Contribution Amount.

Contributions to the Plan for each Plan Year shall be as follows [Employer Contribution and Employee Contribution must total at least 7.5% of Compensation]:

Employer Amount [select one]: 3.75 % of Compensation

Flat dollar amount: $_____ 

Employee Amount (Pick-Up Contribution) [select one]:

3.75 % of Compensation

Flat dollar amount: $_____ 

The amount determined under the contribution formula above will represent the amount to be allocated to each Participant’s Individual Account.
8. **Post-Severance Compensation.**

For purposes of the limitations on Annual Additions to a Participant’s Account under Section 3.8 of the Plan, Maximum Compensation as defined in Section 1.22 shall include the following items of post-severance compensation [check one, both or neither]:

- Leave cashouts as described in Section 1.22(b).
- Compensation during disability as described in Section 1.22(c).

9. **In-Service Withdrawals of Employer Contributions.**

In-service withdrawals [check one]:

- shall be permitted in accordance with Section 4.2.
- shall not be permitted.

10. **Rollover Contributions.**

The Plan will accept Rollover Contributions as follows [check all that apply]:

(a) A direct rollover of an eligible rollover distribution from:

- A qualified plan described in section 401(a) or 403(a) of the Code. Such amounts shall [check one]
  - include
  - exclude

  after-tax employee contributions.

- A Code section 403(b) annuity contract, excluding after-tax employee contributions.

- An eligible plan under Code section 457(b) maintained by a state, political subdivision of the state, or any agency or instrumentality of the state or political subdivision of the state.

(b) Participant Rollover Contributions from:

- A qualified plan described in section 401(a) or 403(a) of the Code.
- An annuity contract described in section 403(b) of the Code.
- An eligible plan under section 457(b) of the Code which is maintained by a state, political subdivision of the state, or any
agency or instrumentality of the state or political subdivision of the state.

11. Treatment of Rollovers in Involuntary Cashouts.

The employer [check one] ☐ elects ☑ does not elect to exclude Rollover Contributions in determining the value of the Participants’ Account Balance for purposes of the Plan’s involuntary cashout provisions (Section 5.5 of the Plan).

12. Normal Retirement Date.

[Complete only if Normal Retirement Date is to be an age other than age 60, as provided in Section 1.23] Normal Retirement Date means the date the Participant attains age: ______ [may not be earlier than age 55 or later than age 65].

13. Volume Submitter Practitioner Authority to Amend Plan.

The undersigned Employer acknowledges agrees that, in accordance with Section 8.2, Keenan & Associates, as Volume Submitter Practitioner, is authorized to amend the Plan on behalf of the Employer to comply with legal requirements, and that in the absence of such authority, this Plan will be treated as an individually designed plan.

IN WITNESS WHEREOF, the Employer has caused this Plan to be executed this _____ day of ______________________, 20____.

PASADENA COMMUNITY COLLEGE DISTRICT
[NAME OF EMPLOYER]
By: __________________________
Its: __________________________
[Title]

Note: An Employer adopting this plan may rely on the currently valid IRS advisory letter issued to Keenan & Associates for the specimen plan without filing its own request for an IRS determination letter that the plan is qualified, provided that the Employer’s plan is identical to the approved Keenan & Associates specimen plan, the Employer has chosen only options permitted under the terms of the approved plan, the Employer has followed the terms of the plan, and the Employer adopts the plan after the date of issuance of the favorable letter to Keenan & Associates.
Keenan & Associates will inform the Employer of any amendments made to the Plan or of the discontinuance or abandonment of the Plan.

For inquiries regarding adoption of the plan, the meaning of plan provisions, or the effect of the IRS advisory letter, contact Keenan & Associates, 2355 Crenshaw Boulevard, Suite 200, Torrance, CA 90501, telephone: (310) 212-0363.
Board Agenda Item J: Adopt Resolution No. 549, authorizing the submission of four Final Project Proposals of A-3 category projects to California Community Colleges Chancellor's Office to repair C, D, E, buildings and replace W building.

Board Meeting: April 6, 2016

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve Resolution No. 549, authorizing the submission of four Final Project Proposals of A-3 category projects to California Community Colleges Chancellor's Office to repair C, D, E, buildings and replace W building.

Fiscal Implications: No cost to the District Budget for this submittal.

Background: A Tier 1 seismic study was commissioned by the District in response to the Seismic Survey conducted in 1998 by California Community College (CCC). The Tier 1 or screening survey was conducted in 2008. Based on Tier 1 recommendations, a Tier 2 or deficiency only study was commissioned. Each building studied was issued its own Risk Rating. Risk ratings are based on the Risk Acceptability Table developed by the Division of the State Architect (DSA), Seismic Programs Section. Since numerous deficiencies identified in the Tier 1 analysis were confirmed by the Tier 2 analysis, it was reported that buildings may not be able to meet the Life Safety performance level objective. Hence, seismic retrofits or building replacement is recommended for each of the above buildings.

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
RESOLUTION NO. 549
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

AUTHORIZING SUBMISSION OF FOUR FINAL PROJECT PROPOSALS (FPPs) OF A-3 CATEGORY PROJECTS TO THE CALIFORNIA COMMUNITY COLLEGES CHANCELLOR’S OFFICE TO REPLACE THE WOMEN’S GYMNASIUM (W-BUILDING) AND REPAIR THE HORACE MANN (C-BUILDING), JANE ADAMS (D-BUILDING) AND THE LOUIS AGGASIZ (E-BUILDING)

WHEREAS, the existing women’s gymnasium (W-Building), Horace Mann (C-Building), Jane Adams (D-Building) and Louis Aggasiz (E-Building) houses both administrative and academic functions; and

WHEREAS, a seismic study was commissioned by the District and the W, C, D and E-Buildings were identified as having earthquake preparedness deficiencies; and

WHEREAS, this action would authorize the submission of a Final Project Proposal to the Chancellor’s Office; and

WHEREAS, the proposed projects would replace the existing W-Building and repair the existing C, D and E-Buildings with minimal changes to the assignable square footage other than code compliance requirements; and

WHEREAS, submission of this request is required in order to be eligible for potential state bond financing as secured by the Chancellor’s office for community college projects. A-3 emergency category projects receive funding priority.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Pasadena Area Community College District authorizes the submission of the Final Project Proposal (FPP) of an A-3 category project to the California Community Colleges Chancellor’s Office to replace the existing women’s gymnasium (W-Building) and repair the Horace Mann (C-Building), Jane Adams (D-Building) and Louis Aggasiz (E-Building).

ADOPTED this 6th day of April, 2016

Aye: ______
No: ______
Abstain: ______
Absent: ______

________________________________________
Linda S. Wah
President, Board of Trustees
Pasadena Area Community College District
Executive summary of C, D, E and W building Final Project Proposals

Background

A Tier 1 seismic study was commissioned by the District in response to the Seismic Survey conducted in 1998 by California Community College (CCC). The Tier 1 or screening survey was conducted in 2008. Based on Tier 1 recommendations, a Tier 2 or deficiency only study was commissioned. Each building studied was issued it’s on Risk Rating. Risk ratings are based on the Risk Acceptability Table developed by the Division of the State Architect (DSA), Seismic Programs Section.

Since numerous deficiencies identified in the Tier 1 analysis were confirmed by the Tier 2 analysis, it was reported that buildings may not be able to meet the Life Safety performance level objective. Hence, seismic retrofits or building replacement is recommended for each of the above buildings.

The horizontal building system for buildings D, E, C and Sexson Auditorium generally relies on non-yielding concrete shear walls that would not meet today’s standards or seismic force level requirements

Seismic retrofit for the D & E Building

These two buildings are similar in use and vintage and are almost structurally identical with the exception of a partial retrofit to building D in 1997. Both buildings had major retrofits after the 1933 Long Beach earthquake. If the retrofits act as intended, these buildings will be expected to exhibit damage similar to Building C with large diagonal cracking at exterior piers and spandrels. However, the retrofits that were carried out in 1933 lack flexible member detailing and have unknown material properties. Should the structure fail in a seismic event, it is likely that portions of the exterior façade and some of the wood trusses supporting interior ceilings and the roof diaphragm would be severely damaged and potentially prone to partial collapse.

The deficiency-only Tier 2 analysis of the buildings D & E confirmed the deficiencies identified in the Tier 1 evaluation. These deficiencies included the lack of continuous structural load path at the bottom roof truss level. This lack of a proper load path would prevent the building from reaching a “Risk Category” of III. To provide a complete load path, it is suggested that new collector (drag) elements be added at the bottom chord level where diaphragm forces can be transferred to existing lateral force resisting elements.

The removal of the existing lath and plaster ceilings at the building’s four quadrants and replacing it with new plywood diaphragm is recommended. This ceiling removal will also facilitate the installation of the new collectors described above. Some of the existing framing members will need to be re-configured to act as collectors and some of the existing framing members will also require strengthening to resist new loads from the improved load path.

Seismic retrofit for the C Building

Unlike D and E building, the number of walls and uniform distribution of those walls will most likely be sufficient to prevent a roof collapse. Damage will be most pronounced at doorways and window headers that act as coupling beams between adjacent pilasters. At these locations, large cracks and significant spalling of concrete is to be expected. Pilasters with aspect ratios of more than 1 to 1, taller than they are wide, are also expected to develop diagonal cracking and substantial spalling.

The floor slab near re-entrant corners is expected to be severely damaged with large cracks propagating towards the opposite exterior wall. Given the relatively stiff horizontal system, the building contents are expected to be
subjected to relatively high accelerations which can displace and or topple over heavy objects if not properly secured. Due to the above expected level of damage and possible risk to occupants, this building is assigned a seismic risk category of IV/V in its current condition.

Since numerous deficiencies were identified in Tier 1 analysis were confirmed by the Tier 2 analysis, the building may not be able to meet the Life Safety performance level objective. Hence a seismic retrofit is recommended. Due to its complex shape, re-entrant corners, relatively high seismic mass and lack of ductile detailing it is expected that building C will sustain large amounts of damage during a major seismic event.

Seismic retrofit for Sexson Auditorium

The thickness of the walls relative to the clear height of the building and the flexibility of the roof diaphragm affects the ability of this structure to resist out-of-plane seismic forces. This is of particular concern given the lack of redundancy to this mode of failure. If the walls were to fail in the seating area of the auditorium they would no longer be able to support the long span steel trusses holding the roof and ornate ceiling soffit. It is recommended that further evaluation using ASCE/SEI 31-03 Tier 2 and mitigation strategies be developed to strengthen roof diaphragm, connection of the diaphragm to the walls, and the capacity of walls to resist for out-of-plane forces. Due to the above expected level of damage and large occupancy capacity, this building is assigned a seismic risk category of V/VI. Given the large number of walls and numerous diagonal cross members at the bottom chord level along with embedded columns inside of the walls, no seismic retrofit is recommended for the superstructure of building C-SA. The brittle ornate theater ceiling lacks lateral bracing and may pose a potential falling hazard risk. The owner should consider replacing this ceiling with an engineered system to achieve a known performance level. After ceiling removal it is recommend that the existing steel connection be strengthened with additional welding.

Seismic retrofit for the W Building

The horizontal system for building W exhibits many seismic deficiencies that are of concern. The building’s lower level gravity columns are “trapped” between partial height brick in-fill walls. This arrangement can lead to very high ductility demands on the columns which support the floor and roof above. The roof also has a large re-entrant corner and is topped with a gypsum concrete fill that may lack the capacity to transfer seismic forces. This lack of a proper diaphragm and reentrant corners can lead to potential separation of walls from the roof. The detail of the precast concrete screens at the second floor terrace is unknown. These elements do not extend the full height and appear to be a potential seismic falling hazard. This building is assigned a seismic risk category of V/VI.

The deficiency-only Tier 2 evaluation of building W confirmed most of the findings in the Tier 1 evaluation. A retrofit for this building is recommended but based on the age of the building and the extent of repair razing and rebuilding may be more appropriate.

It is expected that the insulating fill diaphragm above the gymnasium will not have adequate capacity to restrain the out-of-plane demands for the two story exterior walls particularly along the north elevation. The roof trusses spanning above the gymnasium depend on these walls for their gravity support. It is recommended that this existing insulating concrete roof diaphragm be replaced with a metal deck diaphragm which is attached to the existing walls.

Due to the number of openings along the south elevation it is expected (based on our analysis) that the end shear wall east of the southern entrance will be overstressed. It is recommended that shotcrete be added to this wall to help increase its strength and ductility.

We also recommend using FiberWrap around columns that are located between partial height walls. The FiberWrap product is a carbon fiber epoxy layer that helps confine concrete. The application of this product, at these locations, will help increase the ductility and vertical load carrying capacity of the “trapped” members.

Code issues in all buildings
The proposed solutions described above will not only address code deficiencies such as Structural Safety but also ADA Accessibility, Fire Life Safety and Energy (Title 24) deficiencies. I.e. elevators, restrooms, stairs, failing building systems, energy inefficiency, inadequate air quality and the absence of fire sprinklers in some existing buildings. The scope of work also includes health related issues; removing hazardous substances such as asbestos and lead in floor tiles, acoustical treatments and pipe coverings.

**Estimated Overall Costs**

- C Building, including Sexson Auditorium $ 73,072
- D Building $ 15,407
- E Building $ 15,926
- W Building $ 33,038
Board Agenda Item K: Approval of Cancellation of October 5, 2016 Board of Trustees meeting

Board Meeting: April 6, 2016

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve Agenda Item K, Approval of cancellation of October 5, 2016 Board of Trustees meeting.

Fiscal Implications: There are no fiscal implications.

Background: The Board of Trustees approved the 2016 Proposed Annual Calendar of Board of Trustees Meetings at the December 9, 2015 Annual Organizational Board of Trustees Meeting. Since the October 5, 2016 proposed board meeting was included on the approved calendar, the Board must take an action to cancel the October 5, 2016 meeting.
DATE: February 26, 2016

TO: California Community College Trustees
    California Community College District Chancellors/Superintendents

FROM: Larry Galizio, President/CEO

SUBJECT: CCCT BOARD ELECTION — 2016

Pursuant to the CCCT Board Governing Policies, the election of members of the CCCT board of the League will take place between March 10 and April 25. This year there are eight (8) seats up for re-election on the board.

Each community college district governing board shall have one vote for each of the eight seats on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The eight candidates who receive the most votes will serve a three-year term.

The 15 trustees who have been nominated for election to the board are listed on the enclosed sheet in the Secretary of State’s random drawing order of February 12, 2016. This mailing includes the one official ballot to which each community college district is entitled, candidate statements, and biographical sketches of each candidate. Candidates’ statements and bios will also be available on the League’s website (www.cclineague.org).

Please remember that:

1) ballots must be signed by the board secretary and board president or vice-president and include the name of your district; and

2) ballot return envelopes must have no identifying information or signatures.

Although it is not required, you may want to send your ballots via certified mail as we will not have the ability to confirm receipt. Official ballots must be signed and returned to the CCCT Elections Committee, League office, with a postmark dated no later than April 25. A self-addressed return envelope is enclosed for your convenience. Faxed or emailed ballots will not be accepted. The ballots will be opened and counted by three tellers appointed by the CCCT board president with the results announced at the CCCT Annual Conference, April 29 – May 1 in Desert Springs.

If you have any questions on the CCCT board election, please contact Judy Centlivre at the League office at (916) 444-8641.

Attachments:

List of Candidates
CHANCELLORS/SUPERINTENDENTS (GOVERNING BOARD OFFICES) ONLY:
    Official Ballot and Return Envelope
    Candidates' Biographic Sketches and Statements
2016 CCCT BOARD ELECTION
CANDIDATES LISTED IN SECRETARY OF STATE'S RANDOM DRAWING ORDER OF FEBRUARY 12, 2016

1. Mary Figueroa, Riverside CCD
2. *Susan "Sue" M. Keith, Citrus CCD
3. *Linda S. Wah, Pasadena Area CCD
4. Loren Steck, Monterey CCD
5. T. J. Prendergast III, South Orange County CCD
6. Carmen Avalos, Cerritos CCD
7. Kenneth A. Brown, El Camino CCD
8. *Sally W. Biggin, Redwoods CCD
9. *Louise Jaffe, Santa Monica CCD
10. Marianne Tortorici, Victor Valley CCD
11. Andra Hoffman, Los Angeles CCD
12. *Jerry D. Hart, Imperial CCD
13. *Cy Gulassa, Peralta CCD
14. Barbara Gaines, Antelope Valley CCD
15. Shaun Giese, Lassen CCD

* Incumbent
Vote for no more than eight (8) by checking the boxes next to the names.

**NOMINATED CANDIDATES**
List order based on Secretary of State's February 12, 2016 random drawing.

- Mary Figueroa, Riverside CCD
- *Susan “Sue” M. Keith, Citrus CCD
- *Linda S. Wah, Pasadena Area CCD
- Loren Steck, Monterey CCD
- T. J. Prendergast III, South Orange County CCD
- Carmen Avalos, Cerritos CCD
- Kenneth A. Brown, El Camino CCD
- *Sally W. Biggin, Redwoods CCD
- *Louise Jaffe, Santa Monica CCD
- Marianne Tortorici, Victor Valley CCD
- Andra Hoffman, Los Angeles CCD
- *Jerry D. Hart, Imperial CCD
- *Cy Gulassa, Peralta CCD
- Barbara Gaines, Antelope Valley CCD
- Shaun Giese, Lassen CCD

* Incumbent

**WRITE-IN CANDIDATES**
Type each qualified trustee's name and district on the lines provided below.

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* Incumbent

**Board Secretary and Board President or Board Vice President must sign below:**
This ballot reflects the action of the board of trustees cast in accordance with local board policy.

District: ________________________________

______________________________
Secretary of the Board

______________________________
President or Vice President of the Board

CCCT Board Elections Committee • Community College League of California
2017 O Street • Sacramento CA 95811-5211
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve student travel for the following event listed below. EMP: A1, A2.

FISCAL IMPLICATIONS: Funds for this activity to be provided by the CA Career Pathway Trust Grant/LA Hi-TECH: 226382-638200-582000-6490

<table>
<thead>
<tr>
<th>GROUPS:</th>
<th>CS:002</th>
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</thead>
<tbody>
<tr>
<td>NUMBER:</td>
<td>14 (13 students, 1 Faculty)</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>NASA Kennedy Space Station, Orlando, FL</td>
</tr>
<tr>
<td>DATES:</td>
<td>April 17 through April 23, 2016</td>
</tr>
<tr>
<td>EVENT:</td>
<td>Swarmathon Road to NASA</td>
</tr>
<tr>
<td>TRANSPORTATION:</td>
<td>Flight from LAX International to Orlando Melbourne International Airport</td>
</tr>
<tr>
<td>ADVISOR(S):</td>
<td>PCC Faculty: Jamal Ashraf</td>
</tr>
<tr>
<td>CHARGES:</td>
<td>Shuttle Van to/from airport to venue, $200; Airfare, $5,600; Ground Transportation for 2 minivans, $1,950; Lodging: $6,000; and Gas: $200.</td>
</tr>
<tr>
<td>NOT TO EXCEED:</td>
<td>$13,950</td>
</tr>
</tbody>
</table>

BACKGROUND: The PCC Computer Science 002 class was invited by the NASA Kennedy Space Center to compete in the NASA Swarmathon competition to improve students' skills in robotics and computer science, and further advance technology for future NASA space exploration.

Recommended for Approval:

Kathy G. Coff
Associate VP, Student Affairs

Approved by:

[Signatures]

(Requires all signatures)
CONSENT ITEM TITLE:
Approve Student Travel: AMETLL students participating in Maker Faire Event

Board Meeting Date:
April 6, 2016

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve student travel for the following event listed below. EMP: A1, A2.

FISCAL IMPLICATIONS: Funds for this activity to be provided by the Advanced Manufacturing Engineering Technology Linked Learning (AMETLL) grant: 225338-533800-521000-6490

GROUPS: AMETLL Engineering Students
NUMBER: 24 (22 students, 2 Faculty)
LOCATION: San Mateo Event Center
DATES: May 19 through May 22, 2016
EVENT: 11th Annual Bay Area Maker Faire
TRANSPORTATION: PCC passenger vehicles
ADVISOR(S): PCC Faculty and Staff: Salomon Davila, Antonio Del Real
CHARGES: Two PCC - 12 passenger vans for three days: $800; Registration for 22 students: $1,645.16; Registration for 2 adults: $194.40; Lodging: $3,260.44
NOT TO EXCEED: $5,900

BACKGROUND: PCC Engineering students participating in the AMETLL program will travel to San Mateo to attend the 11th Annual Bay Area Maker Faire event to showcase their projects, learn new skills, network with other students and professionals, and stimulate entrepreneurship thinking as engineers.

Recommended for Approval:

[Signature]
Associate VP, Student Affairs

Approved by:

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President

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

Board Meeting Date: April 6, 2016

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.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2015-2016 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:

Assistant Superintendent/ Senior Vice President
Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires all signatures)
<table>
<thead>
<tr>
<th>Contract No.</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Services</th>
<th>Dates of Services</th>
<th>Department</th>
<th>Account No.</th>
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</thead>
<tbody>
<tr>
<td>B160299</td>
<td>Ability First</td>
<td>No Cost</td>
<td>To implement and operate a college support program for students dually enrolled in PCC and the AbilityFirst College to Career Program. EMP: D</td>
<td>4/7/16 thru 3/31/18</td>
<td>Student Affairs</td>
<td>N/A</td>
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<tr>
<td>B160298</td>
<td>UCLA Mobile Eye Clinic</td>
<td>No Cost</td>
<td>To provide vision screening and eye examination to preschool children. EMP: K</td>
<td>1/7/16 thru 12/31/17</td>
<td>Child Development Center</td>
<td>N/A</td>
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<tr>
<td>B160300</td>
<td>Learning Resources Network, Inc.</td>
<td>No Cost</td>
<td>To provide UGotClass Online Certificates and Courses/Classes, an online course platform designed to support asynchronous, teacher-led, noncredit online education. EMP: I4</td>
<td>4/1/16 thru 3/31/21</td>
<td>PCC Extension</td>
<td>N/A</td>
</tr>
<tr>
<td>B160296</td>
<td>KNN Public Finance, LLC</td>
<td>No Cost</td>
<td>To provide pricing consultant services on the refunding of the General Obligation Bonds at no cost to the District. EMP: I1</td>
<td>3/28/16 thru 8/30/16</td>
<td>Business &amp; College Services</td>
<td>N/A</td>
</tr>
<tr>
<td>B160311</td>
<td>Patrick Communications</td>
<td>No Cost</td>
<td>To increase revenue and provide operating and brokerage consultations on broadcasting and media transactions for a not-to-exceed commission of 4% for the first $10 Million and 3% thereafter. Costs to be advanced by Media provider(s). EMP: I1</td>
<td>4/7/2016 thru 4/6/2017</td>
<td>Business &amp; College Services</td>
<td>N/A</td>
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<tr>
<td>B160303</td>
<td>Runner Technologies</td>
<td>$36,233.20</td>
<td>To provide RunnerTech Clean Address software used to maintain valid street addresses in the LancerPoint/Banner system for a not-to-exceed total of $36,233.20. EMP: C1-3</td>
<td>5/16/16 thru 5/15/19</td>
<td>Information Technology Services</td>
<td>100000-470000-581000-6780</td>
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<tr>
<td>B160293</td>
<td>BoardDocs</td>
<td>$10,000.00</td>
<td>To provide a proprietary, web-based service that will enable the District to enhance aspects of the governance process and communications between the administration, the public and the board for a not-to-exceed total of $10,000.00. EMP: F</td>
<td>4/7/16 thru 4/6/17</td>
<td>Board of Trustees</td>
<td>100000-410000-582000-6600</td>
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<tr>
<td>B160313</td>
<td>Association of Community College Trustees</td>
<td>$6,000.00</td>
<td>To provide consultative services and assist the Board of Trustees in evaluating the College President for a not-to-exceed total of $6,000.00. EMP: F</td>
<td>4/7/16 thru 6/30/16</td>
<td>Board of Trustees</td>
<td>100000-410000-582000-6600</td>
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<tr>
<td>Contract No.</td>
<td>Contractor</td>
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<td>Dates of Services</td>
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<td>Account No.</td>
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<td>B160178</td>
<td>Sarah Daum</td>
<td>$10,000.00</td>
<td>Amendment No. 1, to increase from a not-to-exceed total of $10,000.00 to a not-to-exceed total of $20,000.00, an increase of $10,000.00 to develop advisory committee practices with Deans and Faculty who oversee the Career, Technology and Education programs. EMP: D4</td>
<td>4/7/16 thru 6/30/16</td>
<td>Economic and Workforce Development</td>
<td>215112-511200-582000-6090</td>
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<tr>
<td>B160301</td>
<td>Luis Rodriguez</td>
<td>$3,000.00</td>
<td>To provide a key note address to students at an honoring event to Mr. Luis Rodriguez's climb from homelessness to appointment as LA's poet laureate for a not-to-exceed total of $3,000.00. EMP: A1, A2</td>
<td>5/2/16 thru 5/2/16</td>
<td>Student Services</td>
<td>225337-535200-514000-6320</td>
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<tr>
<td>B160302</td>
<td>Win Win Every Time LLC</td>
<td>$3,000.00</td>
<td>To engage over 550 students in motivational messaging and activities at the Career and Technical Development Education Open House on April 27, 2016 for a not-to-exceed total of $3,000.00. EMP: D4</td>
<td>4/27/16 thru 4/27/16</td>
<td>Economic and Workforce Development</td>
<td>215112-511200-582000-6090</td>
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<tr>
<td>B160297</td>
<td>AcademicWorks</td>
<td>$19,472.67</td>
<td>To assist the Foundation and Financial Aid Departments in processing and awarding scholarships held at the Foundation to PCC students for a not-to-exceed total of $19,472.76. EMP: A, E, G</td>
<td>3/14/16 thru 3/13/19</td>
<td>Financial Aid</td>
<td>225316-531600-581000-6460</td>
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<td>B160258</td>
<td>Pedro Noguera</td>
<td>$5,000.00</td>
<td>Keynote speaker on the topic of Unintentional Bias for a not-to-exceed $5,000.00. EMP: A1, A2</td>
<td>2/16/16 thru 2/16/16</td>
<td>Student Equity</td>
<td>225337-533700-514000-6320</td>
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<td>B160304</td>
<td>Lerch Bates</td>
<td>$7,600.00</td>
<td>To provide consulting services for the Community Education Center elevator upgrade project for a not-to-exceed total of $7,600.00. EMP: L</td>
<td>4/7/16 thru 6/30/17</td>
<td>Project Center</td>
<td>420000-741100-621800-7100</td>
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<td>B150037</td>
<td>Atkinson, Andelson, Loya, Rudd &amp; Romo</td>
<td>$7,500.00</td>
<td>Amendment No. 4, to increase from a not-to-exceed total of $65,000.00 to a not-to-exceed total of $72,500.00, an increase of $7,500.00 for additional legal services. EMP: L3</td>
<td>4/7/16 thru 6/30/17</td>
<td>Project Center</td>
<td>420000-740400-573000-7100</td>
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<tr>
<td>B160292</td>
<td>RSM US LLP</td>
<td>$15,000.00</td>
<td>To forensically source, identify and analyze electronic and paper evidence in database breaches according to industry standards for a not-to-exceed total of $15,000.00. EMP: C1</td>
<td>3/21/16 thru 9/30/16</td>
<td>Property Damage and Public Liability</td>
<td>620000-401600-541000-6770</td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve/Ratify Purchasing Transactions

Board Meeting Date: April 6, 2016

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 purchase orders, P1601997 through P1602200. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2015-2016 Adopted District Budget in the funds indicated and charged to the requestors’ cost center.

BACKGROUND: Purchase orders of any amount have been issued in accordance with legal requirements and attached hereto.

Recommended for Approval:

Executive Director, Business Services

Approved by:

Assistant Superintendent/ Senior Vice President
Business and College Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Superintendent/President

(Requires all signatures)
**PURCHASE ORDER TRANSACTIONS**

<table>
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<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>PO Amount</th>
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* Indicates Vendor is located within the Pasadena Area Community College District. POs may appear more than once due to multiple funding sources.
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<th>PO Number</th>
<th>Vendor Name</th>
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2016-2017 Enrollment Assessment Fee

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Pool Chemicals

Total General Fund | 668,814.83 |

RESTRICTED GENERAL FUND (Including Grants)

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Sony professional camcorders and tripods

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Roll-Abouts salon carts

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Document camera

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* Indicates Vendor is located within the Pasadena Area Community College District. POs may appear more than once due to multiple funding sources.
<table>
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<tr>
<th>PO Number</th>
<th>Vendor Name</th>
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POs may appear more than once due to multiple funding sources.
## PURCHASE ORDER TRANSACTIONS

### CAPITAL OUTLAY

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<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total PO Amount</th>
<th>YTD Total PO Amount</th>
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**Total Capital Outlay Fund** 46,839.88

### BUILDING FUND

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**Total Building Fund** 5,794.55

### SCHEDULED MAINTENANCE FUND

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**Total Scheduled Maintenance Fund** 4,743.20

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

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### SELF INSURANCE - LIABILITY AND PROPERTY FUND

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**Total Self Insurance - Liability and Property Fund**: 1,531.81

**Total**: $1,111,326.16
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approve/Ratify Information Technology Purchasing Transactions

Board Meeting Date: April 6, 2016

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve all Information Technology purchase orders P1601997 through P1602200. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2015-2016 Adopted District Budget in the funds indicated and charged to the requestors' cost center.

BACKGROUND: Orders have been issued in accordance with legal requirements and attached hereto. The purchase orders listed on the attached report consist of orders 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:

Assistant Superintendent/ Senior Vice President Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires all 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>Information Tech Services</td>
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**RESTRICTED GENERAL FUND (Including Grants)**

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<th>Description</th>
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<td>Lenovo Thinkpad</td>
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<td>62 Optiplex desktop systems</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P1602165</td>
<td>Dell Inc</td>
<td>Computer Equipment between $500-4999</td>
<td>CTE: Enhancement Funds</td>
<td>3,744.43</td>
<td>677,392.31</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dell Precision Mobile Laptop</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total Restricted General Fund (Including Grants)</td>
<td>61,626.69</td>
<td></td>
</tr>
</tbody>
</table>

**CAPITAL OUTLAY**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Requestor</th>
<th>Total PO Amount</th>
<th>YTD Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1602088</td>
<td>Apple Computer</td>
<td>Computer Equipment between $500-4999</td>
<td>C/O Virtualization/Lab Upgrade</td>
<td>1,414.25</td>
<td>33,895.44</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mac Mini Tablet for Room CC208 lectern</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total Capital Outlay Fund</td>
<td>1,414.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td>$67,471.54</td>
<td></td>
</tr>
</tbody>
</table>

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

POs may appear more than once due to multiple funding sources.
CONSENT ITEM TITLE:
Approve Professional Conference Attendances

Board Meeting Date: April 6, 2016

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 conference attendances outside the United States and/or with anticipated cost in excess of $2,500.00.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2015-2016 Adopted District Budget, in the account number shown.

APPROVE:

ATTENDEE: Robert Tirapelle
LOCATION: VMWare vSphere: Install, Configure, and Manage, Pasadena California
DATES: April 7, 2016 to training completion
PURPOSE: Greater knowledge of VMWare which will lead to a more efficient server farm.
CHARGES: $3,780.00
ACCOUNT NO.: 100000-4 70000-521000-6780
RECOMMENDED BY: Joe Simoneschi
EMP: C1.1, C1.2

ATTENDEE: Cecilia D. Medina Adamo
LOCATION: American Association of Community Colleges 96th Annual Convention, Chicago, Illinois
DATES: April 9-12, 2016*
PURPOSE: Professional development and convening of National Community College Hispanic Council.
CHARGES: $2,840.00
ACCOUNT NO.: 100010-230000-521000-6310
RECOMMENDED BY: Cynthia Olivo
EMP: A2, B1, B1.1, B1.4, B2.1, E1, E4.1
*April 8 – additional travel day

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Requires all signatures
BACKGROUND: District Policy BP7400 reserves to the Board of Trustees, approval of any professional conference attendance outside of the United States or with anticipated cost in excess of $2,500.00, in accordance with District Procedure BP7400, the requested trips have been recommended by the College President.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Accept Notice of Completion P1601904. 1st California Construction

Board Meeting Date: April 6, 2016

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, accept as complete on purchase order P1601904 to 1st California Construction for Art Window Shade Upgrade.

FISCAL IMPLICATIONS: No Additional financial obligation is created by the action

BACKGROUND: At its meeting of March 16, 2016, Consent item 186-B the Board of Trustees approved Purchase Order P1601402 for the Art Window Shade Upgrade. The Facilities Services Department has identified this project as complete

Recommended for Approval:

[Signature]
Executive Director, Facilities Services

Approved by:

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President

(Requires all signatures)
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, accept the reporting and approval of Revolving Fund Reimbursement for the Pasadena Area Community College District Revolving Cash Fund in the amount of $2,684.40. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are expended in the 2015-2016 Adopted District Budget in the Revolving Cash Fund.

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBERS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/29/2016</td>
<td>22784378</td>
<td>$1,466.57</td>
</tr>
<tr>
<td>03/15/2016</td>
<td>22823218</td>
<td>$1,217.83</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$2,684.40</td>
</tr>
</tbody>
</table>

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

CONSENT ITEM TITLE:
Approve Budget Augmentation

Board Meeting Date: April 06, 2016

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 2015-2016 Adopted District Budget for the grant and programs listed below.

FISCAL IMPLICATIONS:

SMALL BUSINESS DEVELOPMENT CENTER Augmentation 2015-2016: EMP: D4

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Budget</th>
<th>Increase</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016 Adopted District Budget:</td>
<td>$ 112,497</td>
<td>$ 200,000</td>
<td>$ 312,497</td>
</tr>
</tbody>
</table>

BACKGROUND: Recently, we learned that the Small Business Development Department funded by the Federal Government was renewed for the next calendar year. The adopted budget represents the last six months of the grants calendar year for 2015 (7/1/2015 to 12/31/2015). The increase represents the budget for the grant new calendar year for 2016 (1/1/2016 to 6/30/2016). As a result, the District is updating its budget both on the revenue and expense sides. This increase is based on the most recent information available.

Recommended for Approval:

Assistant Superintendent/ Senior Vice President
Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

(Requires all signatures)
BUDGET AUGMENTATION
AUGMENTATION 2015-2016
SMALL BUSINESS DEVELOPMENT CENTER (SBDC)
533500

<table>
<thead>
<tr>
<th>ADOPTED BUDGET</th>
<th>INCREASE</th>
<th>NEW BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>$112,497</td>
<td>$200,000</td>
<td>$312,497</td>
</tr>
</tbody>
</table>

SUBMITTED 04/06/2016 EMP: D4

FUNDING: FEDERAL APPORTIONMENT
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Budget Augmentation

Board Meeting Date: April 06, 2016

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 2015-2016 Adopted District Budget for the grant and programs listed below.

FISCAL IMPLICATIONS:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016 Adopted District Budget:</td>
<td>$ 4,673</td>
<td>$ 4,378</td>
<td>$ 9,913</td>
</tr>
<tr>
<td>$ 4,673</td>
<td></td>
<td>$ 862</td>
<td>$ 9,913</td>
</tr>
</tbody>
</table>

*Consent Item 121-B Approved on December 9, 2015

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

Recommended for Approval:

Executive Director, Business Services

Approved by:

Assistant Superintendent/ Senior Vice President Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires all signatures)
BUDGET AUGMENTATION
AUGMENTATION 2015-2016
AB1725: STAFF DIVERSITY
550200

<table>
<thead>
<tr>
<th>ADOPTED BUDGET</th>
<th>1ST INCREASE</th>
<th>2ND INCREASE</th>
<th>NEW BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,673</td>
<td>$4,378</td>
<td>$862</td>
<td>$9,913</td>
</tr>
</tbody>
</table>

Consent #121-B

SUBMITTED 04/06/2016   EMP: B1

FUNDING: STATE APPORTIONMENT
CONSENT ITEM TITLE: Approve Budget Augmentation

Board Meeting Date: April 06, 2016

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 2015-2016 Adopted District Budget for the grant and programs listed below.

FISCAL IMPLICATIONS:

**CALWORKS Augmentation 2015-2016:** EMP: A2 & E1.1

<table>
<thead>
<tr>
<th></th>
<th>2015-2016 Adopted District Budget: $218,916</th>
<th>Increase $99,788</th>
<th>2015-2016 $318,704</th>
</tr>
</thead>
</table>

**TANF Augmentation 2015-2016:** EMP: A2 & E1.1

<table>
<thead>
<tr>
<th></th>
<th>2015-2016 Adopted District Budget: $50,947</th>
<th>Increase $22,493</th>
<th>2015-2016 $73,440</th>
</tr>
</thead>
</table>

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

Recommended for Approval:

Executive Director, Business Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires all signatures)
BUDGET AUGMENTATION
AUGMENTATION 2015-2016
CALWORKS
532000

<table>
<thead>
<tr>
<th>ADOPTED BUDGET</th>
<th>INCREASE</th>
<th>NEW BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>$218,916</td>
<td>$99,788</td>
<td>$318,704</td>
</tr>
</tbody>
</table>

SUBMITTED 04/06/2016   EMP: A2 & E1.1

FUNDING: STATE APPORTIONMENT
BUDGET AUGMENTATION
AUGMENTATION 2015-2016
TANF
531900

<table>
<thead>
<tr>
<th>ADOPTED BUDGET</th>
<th>INCREASE</th>
<th>NEW BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,947</td>
<td>$22,493</td>
<td>$73,440</td>
</tr>
</tbody>
</table>

SUBMITTED 04/06/2016 EMP: A2 & E1.1

FUNDING: STATE APPORTIONMENT
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Budget Augmentation

Board Meeting Date: April 06, 2016

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 2015-2016 Adopted District Budget for the grant and programs listed below.

FISCAL IMPLICATIONS:

CHILD DEVELOPMENT Augmentation 2015-2016: EMP: E1.1
2015-2016 Adopted District Budget: $418,751
Increase 2015-2016 $14,463 $433,214

CHILD DEVELOPMENT Augmentation 2015-2016: EMP: E1.1
2015-2016 Adopted District Budget: $363,134
Increase 2015-2016 $12,186 $375,320

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

Recommended for Approval:

Executive Director, Business Services

Approved by:

Assistant Superintendent/ Senior Vice President Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

(Requires all signatures)
# BUDGET AUGMENTATION

**AUGMENTATION 2015-2016**

**CHILD DEVELOPMENT**

522800  
CCTR-5110

<table>
<thead>
<tr>
<th>ADOPTED BUDGET</th>
<th>INCREASE</th>
<th>NEW BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>$418,751</td>
<td>$14,463</td>
<td>$433,214</td>
</tr>
</tbody>
</table>

SUBMITTED 04/06/2016   EMP: E1.1

FUNDING: CA DEPT OF ED (STATE & FEDERAL)
BUDGET AUGMENTATION
AUGMENTATION 2015-2016
CHILD DEVELOPMENT
523200
CSPP-5213

<table>
<thead>
<tr>
<th>ADOPTED BUDGET</th>
<th>INCREASE</th>
<th>NEW BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>$363,134</td>
<td>$12,186</td>
<td>$375,320</td>
</tr>
</tbody>
</table>

SUBMITTED 04/06/2016 EMP: E1.1

FUNDING: CA DEPT OF ED (STATE & FEDERAL)
CONSENT ITEM TITLE: Approve Budget Augmentation

Board Meeting Date: April 6, 2016

CONSENT ITEM TITLE: Approve Budget Augmentation

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

FISCAL IMPLICATIONS:

DSPS (Disabled Student Programs & Services) 2015-2016: EMP: A1 & E1

<table>
<thead>
<tr>
<th>2015-2016 Adopted District Budget:</th>
<th>Increase</th>
<th>2015-2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 971,877</td>
<td>$ 54,874 *</td>
<td>$ 1,026,751</td>
</tr>
</tbody>
</table>

*Access to Print and Electronic Info $15,536
Deaf and Hard of Hearing $39,338

BACKGROUND:

Recently, we learned that we are the recipient of two state awards from the Chancellor’s Office. The awards are related to DSPS for Access to Print and Electronic Info & Deaf and Hard of Hearing. Both awards are part of the DSPS program. As a result, the District is updating its budget both on the revenue and expense sides.

Recommended for Approval:

Executive Director, Business Services

Approved by:

Assistant Superintendent/ Senior Vice President Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires all signatures)
BUDGET AUGMENTATION  
COST CENTER 531800  
DSPS - DISABLED STUDENT PROGRAMS AND SERVICES  
AUGMENTATION 2015-2016

<table>
<thead>
<tr>
<th>ADOPTED BUDGET</th>
<th>INCREASE</th>
<th>NEW BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>$971,877</td>
<td>$54,874</td>
<td>$1,026,751</td>
</tr>
</tbody>
</table>

SUBMITTED 04/06/2016 EMP: A1 & E1

FUNDING: STATE APPORTIONMENT
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Budget Augmentation

Board Meeting Date: April 6, 2016

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

FISCAL IMPLICATIONS:

<table>
<thead>
<tr>
<th>Project Leap 2015-2016</th>
<th>Community Development Block Grant - City of Pasadena</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP: A1 &amp; E1.1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2015-2016 Adopted District Budget:</th>
<th>Increase</th>
<th>2015-2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 0</td>
<td>$ 28,835</td>
<td>$ 28,835</td>
</tr>
</tbody>
</table>

BACKGROUND:

We are the recipient of a subaward from the City of Pasadena for Project LEAP (Leadership, Employability and Advocacy Project). As a result, the District is updating its budget both on the revenue and expense sides.

Recommended for Approval:

[Signature]
Executive Director, Business Services

Approved by:

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President

(Requires all signatures)
# BUDGET AUGMENTATION

**COST CENTER 532600**  
**PROJECT LEAP**  
**AUGMENTATION 2015-2016**

<table>
<thead>
<tr>
<th>ADOPTED BUDGET</th>
<th>INCREASE</th>
<th>NEW BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$28,835</td>
<td>$28,835</td>
</tr>
</tbody>
</table>

SUBMITTED 04/06/2016 EMP: A1 & E1.1  

FUNDING: LOCAL
CONSENT ITEM TITLE: Accept Notice of Completion for P1003214, MCI Network Services, Inc. dba Verizon Business Services

Board Meeting Date: April 6, 2016

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, accept as complete work on purchase order P1003214 to MCI Network Services, Inc. dba Verizon Business Services for structured cabling requirements for the new Center for the Arts. EMP: L

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

BACKGROUND: At its Board meeting of June 16, 2010, Consent Item 185-B, the Board of Trustees awarded purchase order P1003214 to MCI Network Services, Inc. dba Verizon Business Services for the structured cabling requirements for the new Center for the Arts Building. Facilities and Information Technology Departments have now identified this project as complete.

Recommended for Approval:

____________________
Executive Director, Facilities and Construction Services

Approved by:

____________________
Assistant Superintendent/Senior Vice President Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

____________________
Superintendent/President

(Requires all signatures)
CONSENT ITEM TITLE: Accept Notice of Completion for P1601774 Day Wireless, Inc.

Board Meeting Date: April 6, 2016

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, accept as complete work on purchase order P1601774 to Day Wireless for Wireless Network Communication Between the Shatford Library and Center for the Arts. EMP: L

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

BACKGROUND: At its Board meeting of February 24, 2016, Consent Item 170-B, the Board of Trustees awarded purchase order P1601774 to Day Wireless for Wireless Network Communication between the Shatford Library and Center for the Arts. Facilities and Information Technology Departments have now identified this project as complete.

Recommended for Approval:

Executive Director, Facilities and Construction Services

Approved by:

Assistant Superintendent/Senior Vice President Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires all signatures)
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Change Order Number Three (3) for Contract Number, C160006, for the Math Resource Center Offices and Tutoring Center. As part of the agreement between JR Universal Construction, Inc., and the District. Change Orders may be related to the contract labor, equipment and/or material. EMP: L

Change Order # 3: Provides for the cost of labor and materials to add extra “Wall Talker” material to walls in various office areas in the Math Resource Center. The total cost of this change order is Three Thousand Three Hundred Forty Dollars ($3,340.00).

FISCAL IMPLICATIONS: Funds for this purpose are in the 2015-2016 District Budget in the account number shown:

420000-742700-625000-7100 (Math Center 2nd Space)

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 December 9, 2015, Consent Item 138-B the Board awarded Bid 938 to JR Universal Construction, Inc., and approved contract number C160006 for Math Resource Center Offices and Tutoring Center.

Recommended for Approval:

Executive Director, Facilities and Construction Services

Approved by:

Assistant Superintendent/Senior Vice President Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

(Requires all signatures)
<table>
<thead>
<tr>
<th>CO #</th>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>C.O. AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01/20/16</td>
<td>Add to the Contract for labor and materials to add a wall-to-window condition in RM R-406-A, vs the wall-to-wall detail as shown in the Construction Documents.</td>
<td>$855 $61,120</td>
</tr>
<tr>
<td>2</td>
<td>02/18/16</td>
<td>Add to the Contract for added electrical in conference room R-404C for a future TV. Add to the Contract for added electrical for a future &quot;KRONOS&quot; time clock.</td>
<td>$1,248 $59,872</td>
</tr>
<tr>
<td>3</td>
<td>02/29/16</td>
<td>Add to the Contract for labor and materials to add extra &quot;Wall Talker&quot; material to walls in various offices in the Math Resource Center.</td>
<td>$3,340 $56,532</td>
</tr>
</tbody>
</table>

VALUE OF EXECUTED CHANGE ORDERS  $5,443
CONTRACT AMOUNT WITH EXECUTED CHANGE ORDERS  $625,196
REMAINING PROJECT CONTINGENCY  $56,532
PERCENTAGE OF IMPACT BY CHANGE ORDERS TO OVERALL CONTRACT (of 10%)  0.00870607
CONSENT ITEM TITLE: Approve Change Order, Sierra Group, Inc., C160009

Board Meeting Date: April 6, 2016

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Change Order Number One (1) for Contract Number, C160009, for the Surveillance System Update. As part of the agreement between Next Venture, Inc. dba Sierra Group, and the District. Change Orders may be related to the contract labor, equipment and/or material.

EMP: L

Change Order # 1: Removes labor and equipment to install Four (4) additional security cameras. This change reduces the cost of the contract by Eight Thousand Three Hundred Forty Two Dollars and Sixty Six Cents (-$8,342.66).

FISCAL IMPLICATIONS: Funds for this purpose are in the 2015-2016 District Budget in the account number:

235000-330800-518900-6950 (Parking Lot Technology)

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 February 24, 2016, the Board awarded Bid 947R to Next Venture, Inc. (dba) Sierra Group and approved contract number C160009 for Surveillance System Update.

Recommended for Approval:

Executive Director, Facilities and Construction Services

Approved by:

Assistant Superintendent/Senior Vice President
Business and College Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Superintendent/President

(Requires all signatures)
### Change Order Record

**Original Contract Award** - C160009 Sierra Group, Inc.
**Original Project Contingency (10%)**

<table>
<thead>
<tr>
<th>CO #</th>
<th>Date</th>
<th>Description</th>
<th>C.O. Amount</th>
<th>Contingency Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>04/06/16</td>
<td>Removes labor and equipment to install Four (4) additional security Cameras.</td>
<td>-8,343</td>
<td>24,894</td>
</tr>
</tbody>
</table>

**Value of Executed Change Orders**

- $8,343

**Contract Amount with Executed Change Orders**

- $157,174

**Remaining Project Contingency**

- $24,894
CONSENT ITEM TITLE:
Authorize Award: Bid 944R HVAC Upgrade

Board Meeting Date: April 6, 2016

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 C160011 to EMCOR / Mesa Energy Systems Inc., as the lowest responsive, responsible bidder meeting all requirements of Bid 944R HVAC Upgrade for the amount of One Million One Hundred Fifty Seven Thousand Eight Hundred Thirty Three Dollars ($1,157,833.00) (Base Bid $1,066,440.00 + Add Alternates below $91,393.00 = $1,157,833.00). 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 Contract Number C160011 for unforeseen conditions and/or District requested modification(s), thus expediting the project and delivery of services. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2015-2016 District Budget in the account number shown:
410000-713500-625000-7100 (Proposition 39 HVAC)

BACKGROUND: At its Board meeting of October 21, 2015, Consent Item 78-B, the Board of Trustees authorized the solicitation of bid for the HVAC Upgrade project and estimated the project at $1,200,000.00. At its Board meeting of February 3, 2016, Consent Item 154-B the Board approved the Contractor Prequalification Package and Rating Sheet for the HVAC Upgrade project. The project was advertised in the Pasadena Star News, trade journals and made available on the District's website. Six (6) Contractors submitted the project prequalification package. Five (5) Contractors were qualified for the project. Four (4) qualified Contractors attended the District's mandatory job walk and Three (3) bid proposals were received as follows:

<table>
<thead>
<tr>
<th>CONTRACTORS</th>
<th>Base Bid Amount</th>
<th>R Building Alterate 1</th>
<th>LL Building Alterate 1</th>
<th>LL Building Alterate 2</th>
<th>LL Building Alterate 3</th>
<th>LL Building Alterate 5</th>
<th>LL Building Alterate 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMCOR / Mesa Energy Systems, Inc.</td>
<td>$1,066,440.00</td>
<td>$8,271.00</td>
<td>$9,612.00</td>
<td>$18,845.00</td>
<td>$25,950.00</td>
<td>$12,539.00</td>
<td>$16,176.00</td>
</tr>
<tr>
<td>Allison Mechanical, Inc.</td>
<td>$1,469,990.00</td>
<td>$18,000.00</td>
<td>$18,400.00</td>
<td>$37,880.00</td>
<td>$43,000.00</td>
<td>$33,000.00</td>
<td>$23,500.00</td>
</tr>
<tr>
<td>LA Air Conditioning, Inc.</td>
<td>$1,925,000.00</td>
<td>$20,000.00</td>
<td>$29,800.00</td>
<td>$51,000.00</td>
<td>$49,600.00</td>
<td>$49,500.00</td>
<td>$49,500.00</td>
</tr>
</tbody>
</table>

Recommended for Approval:

[Signature]
Executive Director, Facilities and Construction Services

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

(Requires three signatures)
Consent Item 213-B
April 6, 2016

After review of the bids received, it is recommended that the District award the project, Bid 944R HVAC Upgrade to EMCOR / Mesa Energy System, Inc. as the lowest, responsive, responsible bidder meeting bid requirements.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Authorize Award: Bid 945 Dental Laboratory Renovations

Board Meeting Date: April 6, 2016

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 C160010 to JR Universal Construction, Inc. as the lowest responsive, responsible bidder meeting all requirements of Bid 945 Dental Laboratory Renovations for the Base Bid amount of Four Hundred Forty Five Thousand Six Hundred Thirty Five ($445,635.00). 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 Contract Number C160010 for unforeseen conditions and/or District requested modification(s), thus expediting the project and delivery of services. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2015-2016 District Budget in the account number shown:

   420000-742500-625000-7100 (M/P 2nd Space Project: Dental Program)

BACKGROUND: At its Board meeting of October 7, 2015, Consent Item 60-B, the Board of Trustees authorized the solicitation for bid for the District’s Dental Laboratory project. The project was advertised in the Pasadena Star News, specified trade journals and made available on the District’s website. Seven (7) vendors attended the District’s mandatory job and Three (3) bid proposals were received as follows:

<table>
<thead>
<tr>
<th>CONTRACTORS</th>
<th>Base Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>JR Universal Construction, Inc.</td>
<td>$445,635.00</td>
</tr>
<tr>
<td>1st California Construction, Inc.</td>
<td>$464,000.00</td>
</tr>
<tr>
<td>Ian Thomas Group</td>
<td>$629,000.00</td>
</tr>
</tbody>
</table>

After review of the bids received, it is recommended that the District award the Bid 945 Dental Laboratory Renovations to JR Universal Construction, Inc. as the lowest, responsive, responsible bidder meeting bid requirements.

Recommended for Approval:

[Signature]
Executive Director, Facilities and Construction Services

Approved by:

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President

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

CONSENT ITEM TITLE:
Authorization to Solicit Bids: Dental Chairs

Board Meeting Date: April 6, 2016

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 dental chairs with accessories. EMP: L3

FISCAL IMPLICATIONS: No financial obligation is created by the authorization to solicit bids. However, the anticipated cost for purchase is One Hundred Ten Thousand Dollars ($110,000.00). Funds for this purpose are provided in the 2015-2016 District Budget, under the following cost center:

220500-130600-641200-1200 (Equipment above $5,000.00)

BACKGROUND: The Dental Hygiene Department seeks to replace the existing dental chairs. The current chairs are outdated and in need of replacement.

Recommended for Approval:

[Signature]
Executive Director, Facilities and Construction Services

Approved by:

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President

(Requires all signatures)
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the persons on the attached list to be employed in a special project as listed, approved for the fiscal year 2015-16, 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 2015-2016 Adopted District Budget.

BACKGROUND: The assignment shall be determined by College need.

Recommended for Approval:

Approved by:

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

(Requires all signatures)
<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knott-Silva, Tammy</td>
<td>2,000.00</td>
<td>Accreditation—work on the continuing progress of the assessment, reflection, and improvement cycle for area courses. Help develop and present professional opportunities for faculty regarding SLO development and the assessment cycle; coordinate the faculty in their representative area to develop and conduct SLO assessment and annual assessment plans and reports. Meet regularly to plan and report out on progress and projects, 08-31-15 to 12-20-15, EMP: B1</td>
</tr>
<tr>
<td>Knott-Silva, Tammy</td>
<td>2,000.00</td>
<td>Accreditation—work on the continuing progress of the assessment, reflection, and improvement cycle for area courses. Help develop and present professional opportunities for faculty regarding SLO development and the assessment cycle; coordinate the faculty in their representative area to develop and conduct SLO assessment and annual assessment plans and reports. Meet regularly to plan and report out on progress and projects, 01-11-16 to 05-08-16, EMP: B1</td>
</tr>
<tr>
<td>Stoddard, Sheri</td>
<td>2,000.00</td>
<td>PCC Extension—summer swim coach, 06-01-16 to 06-30-16, EMP: I4</td>
</tr>
</tbody>
</table>

**FUND 03**

<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPENSATION</th>
<th>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>D'Elia, Angelo</td>
<td>300.00</td>
<td>ASE (Adult Secondary Education) High School—attend a series of CASAS (Comprehensive Adult Student Assessment System) workshops to familiarize with the testing procedures, content standards and competencies as well as to learn the CASAS funding requirements and the program's achievement goals, 02-26-16 to 06-30-16, EMP: B2.1</td>
</tr>
<tr>
<td>Fernandez-Presa, Rocio</td>
<td>300.00</td>
<td>ASE (Adult Secondary Education) High School—attend a series of CASAS (Comprehensive Adult Student Assessment System) workshops to familiarize with the testing procedures, content standards and competencies as well as to learn the CASAS funding requirements and the program's achievement goals, 02-26-16 to 06-30-16, EMP: B2.1</td>
</tr>
<tr>
<td>Ford, Wendy</td>
<td>300.00</td>
<td>ASE (Adult Secondary Education) High School—attend a series of CASAS (Comprehensive Adult Student Assessment System) workshops to familiarize with the testing procedures, content standards and competencies as well as to learn the CASAS funding requirements and the program's achievement goals, 02-26-16 to 06-30-16, EMP: B2.1</td>
</tr>
<tr>
<td>Hebron, Jeffrey</td>
<td>300.00</td>
<td>ASE (Adult Secondary Education) High School—attend a series of CASAS (Comprehensive Adult Student Assessment System) workshops to familiarize with the testing procedures, content standards and competencies as well as to learn the CASAS funding requirements and the program's achievement goals, 02-26-16 to 06-30-16, EMP: B2.1</td>
</tr>
</tbody>
</table>
Houlihan, Wayne | 2,000.00 | CTEA Engineering and Technology—curriculum development for AUTO 228 – hybrid and electric vehicle course and program; research existing programs at Rio Hondo College, LA Trade Technical College and Skyline Community College, 04-07-16 to 06-30-16, EMP: A2.1, A3.2, B1, B2, C2, C4

Huh, Jason | 3,000.00 | CTE Enhancement Funds—design and create for a new VMware class (CIS151); perform research about changes to CISCO’s CCNP certificate requirements and modify CIS 165, 167 and 168 to reflect the changes; research new equipment and update CCNA and CCNP programs from CISCO and provide appropriate lab equipment for all CISCO classes (CIS161-169), 04-07-16 to 06-30-16, EMP: A2.1, A3.2, B1, B2, C2, C4

Kim, Jung | 300.00 | ASE (Adult Secondary Education) High School—attend a series of CASAS (Comprehensive Adult Student Assessment System) workshops to familiarize with the testing procedures, content standards and competencies as well as to learn the CASAS funding requirements and the program’s achievement goals, 02-26-16 to 06-30-16, EMP: B2.1

Lee, Dina | 300.00 | ASE (Adult Secondary Education) High School—attend a series of CASAS (Comprehensive Adult Student Assessment System) workshops to familiarize with the testing procedures, content standards and competencies as well as to learn the CASAS funding requirements and the program’s achievement goals, 02-26-16 to 06-30-16, EMP: B2.1

Lopez, Angel | 300.00 | ASE (Adult Secondary Education) High School—attend a series of CASAS (Comprehensive Adult Student Assessment System) workshops to familiarize with the testing procedures, content standards and competencies as well as to learn the CASAS funding requirements and the program’s achievement goals, 02-26-16 to 06-30-16, EMP: B2.1

Martinez-Kaufman, Liliana | 300.00 | ASE (Adult Secondary Education) High School—attend a series of CASAS (Comprehensive Adult Student Assessment System) workshops to familiarize with the testing procedures, content standards and competencies as well as to learn the CASAS funding requirements and the program’s achievement goals, 02-26-16 to 06-30-16, EMP: B2.1

Marulanda, Christian | 300.00 | ASE (Adult Secondary Education) High School—attend a series of CASAS (Comprehensive Adult Student Assessment System) workshops to familiarize with the testing procedures, content standards and competencies as well as to learn the CASAS funding requirements and the program’s achievement goals, 02-26-16 to 06-30-16, EMP: B2.1

Mata-Flores, Cynthia | 300.00 | ASE (Adult Secondary Education) High School—attend a series of CASAS (Comprehensive Adult Student Assessment System) workshops to familiarize with the testing procedures, content standards and competencies as well as to learn the CASAS funding requirements and the program’s achievement goals, 02-26-16 to 06-30-16, EMP: B2.1
Perkins, Julie 300.00  ASE (Adult Secondary Education) High School—attend a series of CASAS (Comprehensive Adult Student Assessment System) workshops to familiarize with the testing procedures, content standards and competencies as well as to learn the CASAS funding requirements and the program’s achievement goals, 02-26-16 to 06-30-16, EMP: B2.1

Rutzen, Dean 300.00  ASE (Adult Secondary Education) High School—attend a series of CASAS (Comprehensive Adult Student Assessment System) workshops to familiarize with the testing procedures, content standards and competencies as well as to learn the CASAS funding requirements and the program’s achievement goals, 02-26-16 to 06-30-16, EMP: B2.1

Slocum, Richard 300.00  ASE (Adult Secondary Education) High School—attend a series of CASAS (Comprehensive Adult Student Assessment System) workshops to familiarize with the testing procedures, content standards and competencies as well as to learn the CASAS funding requirements and the program’s achievement goals, 02-26-16 to 06-30-16, EMP: B2.1

Tang, Shua Hua 300.00  ASE (Adult Secondary Education) High School—attend a series of CASAS (Comprehensive Adult Student Assessment System) workshops to familiarize with the testing procedures, content standards and competencies as well as to learn the CASAS funding requirements and the program’s achievement goals, 02-26-16 to 06-30-16, EMP: B2.1

Thompson, Catherine 300.00  ASE (Adult Secondary Education) High School—attend a series of CASAS (Comprehensive Adult Student Assessment System) workshops to familiarize with the testing procedures, content standards and competencies as well as to learn the CASAS funding requirements and the program’s achievement goals, 02-26-16 to 06-30-16, EMP: B2.1

Williams, Rhonda 300.00  ASE (Adult Secondary Education) High School—attend a series of CASAS (Comprehensive Adult Student Assessment System) workshops to familiarize with the testing procedures, content standards and competencies as well as to learn the CASAS funding requirements and the program’s achievement goals, 02-26-16 to 06-30-16, EMP: B2.1

Wurst, Sonia 2,400.00  CTEA—Across All—work with high school faculty teaching BIT 25; ensure the high school courses meet all SLO requirements and are college level rigor; provide assignments, CANVAS materials, exams and projects, 04-07-16 to 06-30-16, EMP: A2.1, A3.2, B1, B2, C2, C4

Yablonka, Marc 300.00  ASE (Adult Secondary Education) High School—attend a series of CASAS (Comprehensive Adult Student Assessment System) workshops to familiarize with the testing procedures, content standards and competencies as well as to learn the CASAS funding requirements and the program’s achievement goals, 02-26-16 to 06-30-16, EMP: B2.1
Yang, Tae | 300.00 | ASE (Adult Secondary Education) High School—attend a series of CASAS (Comprehensive Adult Student Assessment System) workshops to familiarize with the testing procedures, content standards and competencies as well as to learn the CASAS funding requirements and the program's achievement goals, 02-26-16 to 06-30-16, EMP: B2.1

Yankey, Juliana | 300.00 | ASE (Adult Secondary Education) High School—attend a series of CASAS (Comprehensive Adult Student Assessment System) workshops to familiarize with the testing procedures, content standards and competencies as well as to learn the CASAS funding requirements and the program's achievement goals, 02-26-16 to 06-30-16, EMP: B2.1

Yehia, Silvia | 300.00 | ASE (Adult Secondary Education) High School—attend a series of CASAS (Comprehensive Adult Student Assessment System) workshops to familiarize with the testing procedures, content standards and competencies as well as to learn the CASAS funding requirements and the program's achievement goals, 02-26-16 to 06-30-16, EMP: B2.1
CONSENT ITEM TITLE: Employment of Hourly Unclassified Employees, College Assistants and Volunteers for 2015-2016

Board Meeting Date: April 6, 2016

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 2015-2016.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2015-2016 Adopted District Budget.

BACKGROUND: The assignment shall be determined by College need.

Recommended for Approval:

Interim Executive Director, Human Resources

Approved by:

Assistant Superintendent/ Senior Vice President Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires all signatures)
<table>
<thead>
<tr>
<th>NAME</th>
<th>DIVISION/DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altamirano, Teresa</td>
<td>Police and Safety Services Parking and Traffic EMP:J1, J2</td>
</tr>
<tr>
<td>Arroba, Graciela</td>
<td>Non-Credit Division Non Credit Program EMP:A3.1</td>
</tr>
<tr>
<td>Bonyad, Adrineh</td>
<td>School of Science and Mathematics Biological Sciences EMP:E1</td>
</tr>
<tr>
<td>Canales, Marlene</td>
<td>EOP&amp;S</td>
</tr>
<tr>
<td>Chan, Han-Jade</td>
<td>Counseling</td>
</tr>
<tr>
<td>Delgado, Mariam</td>
<td>Police and Safety Services Parking and Traffic EMP:J1, J2</td>
</tr>
<tr>
<td>Enamorado, Alexa Giselle</td>
<td>Upward Bound Upward Bound: Math &amp; Science EMP:D1</td>
</tr>
<tr>
<td>Gadner, Jonathan</td>
<td>Counseling Office EMP:A3</td>
</tr>
<tr>
<td>Jackson-Williams, Tina</td>
<td>School of Business, Engineering &amp; Technology Title V - Design Technology Pathways EMP:E1</td>
</tr>
<tr>
<td>Karimian, Narineh</td>
<td>Student Affairs Credit Matriculation EMP:A3</td>
</tr>
<tr>
<td>Lee, Jeanne</td>
<td>Non-Credit Division Non Credit Program EMP:A1;A2</td>
</tr>
<tr>
<td>Madru, Lyndsay</td>
<td>Student Affairs Credit Matriculation EMP:A3</td>
</tr>
<tr>
<td>Marrufo, Joanna</td>
<td>Upward Bound Upward Bound: Math &amp; Science EMP:D1</td>
</tr>
<tr>
<td>Morrow, Mareena</td>
<td>Student Affairs Credit Matriculation EMP:A3</td>
</tr>
<tr>
<td>Nersisyan, Hayarpi</td>
<td>Counseling</td>
</tr>
<tr>
<td>Nguyen, Yvette</td>
<td>Student Affairs Credit Matriculation EMP:A3</td>
</tr>
<tr>
<td>Obermeit, Linda</td>
<td>School of Business, Engineering &amp; Technology Business Education EMP:A2</td>
</tr>
<tr>
<td>Orozco, Jordon</td>
<td>Student Affairs Blackademics EMP:E1</td>
</tr>
</tbody>
</table>
Consent Item No. 88-P  
April 16, 2016  
Page 3 of 3

Pinks, Elroy  
Outreach, Degree & Transfer Services  
Degree Transfer Center  EMP:E5

Pisanko, Seth  
Library and Distance Education  
Distance Education  EMP:E1

Rahimzadeh, Shahla  
Student Affairs  
Credit Matriculation  EMP:A1;E5

Sanders, Nicloe  
Student Affairs  
Blackademics  EMP:E1

Sanzon, Erick  
Student Affairs  
Credit Matriculation  EMP:A3

Seal, Joseph David  
School of Business, Engineering & Technology  
Business Education  EMP:A2

Shamirian, Garen  
Police and Safety Services  
Parking and Traffic  EMP:J1, J2  
Business Services  
Civic Center  EMP:E1, J1, J2

Streeter, Kimberly  
Student Affairs  
Credit Matriculation  EMP:A3

Sundermeier, Christina  
Student Affairs  
Credit Matriculation  EMP:A1;E5

Tolentino, Casimiro  
Upward Bound  
Upward Bound: Math & Science  EMP:D1

Torres, Selene  
Student Affairs  
Credit Matriculation  EMP:A1;E5

Fotiou, Claudia  
School of Health Sciences  
Emergency Medical Tech  EMP:A2

Honghua, Zheng  
Non-Credit Division  
Division Office  EMP:A1;A2

****

**VOLUNTEERS**

**NAME**  
**DIVISION/DEPARTMENT**

Minter, Tyrus  
Kinesiology, Health & Athletics  
Physical Education: Athletics  EMP:E1

Costa, Bruno  
Kinesiology, Health & Athletics  
Physical Education: Athletics  EMP:E1

Xia, Wei Li  
Non-Credit Division  
Division Office  EMP:A1;A2

Jebral, Marlin  
Non-Credit Division  
Division Office  EMP:A1;A2
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Employment of Hourly Unclassified Employees,
Student Workers for 2015-2016

Board Meeting Date: April 6, 2016

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 2015-2016.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2015-2016 Adopted District Budget.

BACKGROUND: The assignment shall be determined by College need.

Recommended for Approval:

Annette Sepia
Interim Executive Director, Human Resources

Approved by:

Robert B. Miller
Assistant Superintendent/ Senior Vice President
Business and College Services

Superintendent/President

(Requires all signatures)
# STUDENT WORKERS

<table>
<thead>
<tr>
<th>NAME</th>
<th>DIVISION/DEPARTMENT</th>
<th>EMP:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chan, Visalbotr</td>
<td>Learning Assistance Center</td>
<td>E5</td>
</tr>
<tr>
<td>Chu, Karen</td>
<td>Learning Assistance Center</td>
<td>E5</td>
</tr>
<tr>
<td>Demianew, Danielle</td>
<td>Learning Assistance Center</td>
<td>E5</td>
</tr>
<tr>
<td>Divas, Abby</td>
<td>Learning Assistance Center</td>
<td>E5</td>
</tr>
<tr>
<td>Dixon, Amber</td>
<td>Learning Assistance Center</td>
<td>E5</td>
</tr>
<tr>
<td>Hernandez, Jason</td>
<td>Counseling</td>
<td>E1</td>
</tr>
<tr>
<td>Khodabakhshian, Teni</td>
<td>Learning Assistance Center</td>
<td>E5</td>
</tr>
<tr>
<td>Leyva, Shantel</td>
<td>Learning Assistance Center</td>
<td>E5</td>
</tr>
<tr>
<td>McCarthy, Ryan</td>
<td>School of Science and Mathematics</td>
<td>E5</td>
</tr>
<tr>
<td>Medina Mojarro, Brenda</td>
<td>Learning Assistance Center</td>
<td>E5</td>
</tr>
<tr>
<td>Mentrup, Jostua</td>
<td>School of Humanities and Social Sciences Writing Center</td>
<td>E2</td>
</tr>
<tr>
<td>Mouton, Annaell</td>
<td>International Students SVCS</td>
<td>E2</td>
</tr>
<tr>
<td>Noriega, Viridiana</td>
<td>Learning Assistance Center</td>
<td>E5</td>
</tr>
<tr>
<td>Orellana, Aida</td>
<td>Learning Assistance Center</td>
<td>E5</td>
</tr>
<tr>
<td>Perez, Evelyn</td>
<td>Learning Assistance Center</td>
<td>E5</td>
</tr>
<tr>
<td>Taesali, Hadassah</td>
<td>Counseling</td>
<td>A1;E1</td>
</tr>
<tr>
<td>Tso, Ian</td>
<td>Learning Assistance Center</td>
<td>E5</td>
</tr>
<tr>
<td>Vang, Yileng</td>
<td>School of Business, Engineering &amp; Technology</td>
<td>E5</td>
</tr>
<tr>
<td>Vazquez, Cristal</td>
<td>Non-Credit Division</td>
<td>A3.1</td>
</tr>
<tr>
<td>Wu, JiaJan</td>
<td>Learning Assistance Center</td>
<td>E5</td>
</tr>
<tr>
<td>Yang, Mengwen</td>
<td>Student Affairs</td>
<td>A3.2;E1.1;E5</td>
</tr>
<tr>
<td>Zarate, Cristian</td>
<td>Business Services</td>
<td>J1, J2</td>
</tr>
<tr>
<td>Zhang, Xiaoyu</td>
<td>School of Business, Engineering &amp; Technology</td>
<td>E5</td>
</tr>
<tr>
<td>NAME</td>
<td>DIVISION/DEPARTMENT</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Zhiheng, Jing</td>
<td>Learning Assistance Center</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Learning Assistance Center EMP:E5</td>
<td></td>
</tr>
</tbody>
</table>
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the employment, change of status and separation pertaining to academic employees listed on the attached. All changes were in accordance with Pasadena City College applicable policies and procedures and California government codes. EMP: A2

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2015-2016 Adopted District Budget.

BACKGROUND: Routine personnel transactions.

Recommended for Approval:

Annette Sore
Interim Executive Director, Human Resources

Approved by:

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President

(Requires all signatures)
<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT/DIVISION</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miller, Robert</td>
<td>Assistant Superintendent/Senior Vice President</td>
<td>Resignation</td>
<td>03/31/16</td>
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<td>Business and College Services</td>
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Consent Item No. 91-P

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Salary Compensation Factors—Large Group Instruction, Amend Consent Item 81-P, March 16, 2016

Board Meeting Date: April 6, 2016

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 spring 2016 semester. EMP: A3.1

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2015 – 2016 Adopted District Budget.

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

Recommended for Approval:

Annette Lopez
Interim Executive Director, Human Resources

Approved by:

Whitney Miller
Assistant Superintendent/Senior Vice President
Business and College Services

(Requires three signatures)

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES

Rogers Hurst
Superintendent/President
AMEND CONSENT ITEM 81-P, MARCH 16, 2016

ADD

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>DEPARTMENT/DIVISION</th>
<th>COURSE</th>
<th>SECTION</th>
<th>COMPENSATION</th>
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</thead>
<tbody>
<tr>
<td>Sepikas, John</td>
<td>School of Science &amp; Mathematics</td>
<td>ASTRON 12</td>
<td>30149</td>
<td>$1,800.00</td>
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<td>Godinez, Robert</td>
<td>School of Science &amp; Mathematics</td>
<td>KATH 093</td>
<td>34024</td>
<td>2 Hours/Week</td>
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CHANGE

<table>
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<tr>
<th>INSTRUCTOR</th>
<th>DEPARTMENT/DIVISION</th>
<th>COURSE</th>
<th>SECTION</th>
<th>COMPENSATION</th>
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<tbody>
<tr>
<td>Uranga, David</td>
<td>School of Humanities &amp; Social Sciences</td>
<td>POLSC 1</td>
<td>34546</td>
<td>From: $5,400.00 To: $4,500.00</td>
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<td>Uranga, David</td>
<td>School of Humanities &amp; Social Sciences</td>
<td>POLSC 1</td>
<td>32581</td>
<td>From: $900.00 To: $5,400.00</td>
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</table>
CONSENT ITEM TITLE: Approval of Request for Reduced Teaching Service With Full STRS Credit

Board Meeting Date: April 6, 2016

RECOMMENDATION: It is recommended that the Board of Trustees of the Pasadena Area Community College District of Los Angeles County, California, approve the attached request for part-time service effective academic year 2016-2017 continuing until June 30, 2026 unless changed by mutual agreement, pursuant to the provisions of Section 87483 of the Education Code. The instructor will be paid a salary which is the pro rata share of the salary the instructor would be earning if this option had not been exercised. However, the instructor will receive retirement allowances and any other benefits the instructor would have received if employed on a full-time basis.

FISCAL IMPLICATIONS: The District will continue to pay its contribution to State Teachers’ Retirement System and benefits to which the instructor would be entitled had the instructor continued to work full-time.

BACKGROUND: The Optional Pre-Retirement Program was approved for instructors by the Board of Trustees on December 19, 1974, and amended on June 20, 2001 to include all academic employees. The provision is included under Article 4.4 of the current labor agreement.

Recommended for Approval:

Annette Fries
Interim Executive Director, Human Resources

Approved by:

[Signatures]

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signatures]

(Requires all signatures)
STRS Reduced Teaching Service

Oberlander, Keith
Instructor
School of Science & Mathematics

Semester: Fall 2016
From: 100%
To: 66.67%
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

Board Meeting Date: April 6, 2016

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 are 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 2015-16 Adopted District Budget.

BACKGROUND: Routine personnel transactions.

Recommended for Approval:

Interim Executive Director, Human Resources

Approved by:

Assistant Superintendent/ Senior Vice President Business and College Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires all signatures)
<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>RANGE &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
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<tbody>
<tr>
<td><strong>EMPLOYMENT</strong></td>
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<tr>
<td>Basteris, Mayra</td>
<td>46B</td>
<td>100% - 12 mo.</td>
<td>4/7/2016</td>
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<td>Job Developer</td>
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<td>Non-Credit Division</td>
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<td>New Position</td>
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<td><strong>CHANGES</strong></td>
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<tr>
<td>Zamora, Cristina</td>
<td>36B</td>
<td>100% - 12mo</td>
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<tr>
<td>From: Intermediate Clerk II</td>
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<tr>
<td>Human Resources</td>
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<tr>
<td>To: Acting Benefits Technician</td>
<td>45A</td>
<td>100% - 12mo</td>
<td>3/01/16 – 6/30/16</td>
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<td>3/18/16</td>
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<td><strong>RESIGNATIONS</strong></td>
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<td>Ashkenasy, Diana</td>
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<td>Retirement</td>
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<tr>
<td>ITV Operations Coordinator</td>
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<td>Cave, Tracy</td>
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<td>Lead Interpreter</td>
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<td>22.5 years of service</td>
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<td>Disabled Students Programs &amp; Services</td>
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<td>Weisbart, Chris</td>
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<td>Distance Education Technologist / Developer</td>
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<td>Distance Education</td>
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<td>Duong, Trinh</td>
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<td>Reliford, Jess</td>
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