NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, February 7, 2007

6:00 P.M.
Call to Order, Roll Call, Public Comment on Closed Session Items, Closed Session

7:00 P.M.
Open Session

MEETING NO. 4
Regular Business Meeting

Circadian
Pasadena City College
1570 East Colorado Boulevard
Pasadena, California 91106

Enclosed is the Agenda for Meeting No. 4, a Regular Business Meeting. The meeting will begin at 6:00 P.M. with the Call to Order, Roll Call, Public Comment on Closed Session Items, and the Closed Session. The Regular Business Meeting will begin at 7:00 P.M. The Board will meet in the Circadian of Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
MEETING NO. 4
REGULAR BUSINESS MEETING
Wednesday, February 7, 2007
6:00 P.M. Closed Session
7:00 P.M. Open Session
Circadian
1570 East Colorado Boulevard, Pasadena, California 91106

AGENDA

Notice: Members of the public may request the opportunity to address the Board regarding any item on the agenda. To do so, please complete a “Request to Address the Board” form and give it to the Board Secretary prior to the deliberation of the agenda item. Individual speakers are limited to five 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

II. CLOSED SESSION
   Government Code §54956.9(a)  Existing Litigation (Mueller)
   Government Code §54957  Public Employee Appointment
                            (Vice President for Administrative
                            Services; Division/Athletic Coordinator
                            Public Employee Discipline,
                            Dismissal, Release
                            Labor Negotiations
                            (CSEA 777, Aguñiga)

   Government Code §54957
   Government Code §54957.6

III. OPEN SESSION
   A. PLEDGE OF ALLEGIANCE
   B. INTRODUCTIONS
   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, but members may make a brief comment or ask questions in response to public comments.
   D. APPROVAL OF MINUTES – Meeting No. 3, Regular Business Meeting,
      January 17, 2007
   E. APPROVAL OF CONSENT ITEMS (See page 3-4, attached)
   F. OATH OF OFFICE
      James Karch, College Safety Officer
   G. PRESENTATION, WITH DISCUSSION AND POSSIBLE ACTION: ANNUAL
      REPORT ON KPCC OPERATIONS [Board]
   H. DISCUSSION, WITH POSSIBLE ACTION: ISSUES FROM THE BOARD AD-
      HOC SUBCOMMITTEE WITH PUSD [Board]
I. DISCUSSION, WITH POSSIBLE ACTION: BOARD PROTOCOLS AND NORMS [Board]

J. DISCUSSION, WITH POSSIBLE ACTION: SELECTION OF THE COLLEGE PRESIDENT [Board]

K. PRESIDENT’S REPORT (INCLUDING VICE PRESIDENTS)

L. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND MEMBERS OF THE BOARD

M. FUTURE BOARD MEETING DATES

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT
CONSENT ITEMS

33-S  Approval of Student Travel for PCC Cross Cultural Center, Pasadena, CA, March 14, 2007
34-S  Approval of Student Travel for PCC Cross Cultural Center, Los Angeles, CA May 17, 2007
35-S  Approval of Student Travel for PCC Cross Cultural Center, Manzanar, CA April 28, 2007
36-S  Approval of Student Travel for PCC Cross Cultural Center, Mountain Center, CA March 23-25, 2007
37-S  Approval of Student Travel for ASPCC Lobby Committee, Washington, D.C. March 2-7, 2007
38-S  Approval of Student Travel for ASPCC Lobby Committee, Sacramento, CA February 8, 2007
39-S  Approval of Student Travel for Upward Bound Math/Science Program, San Diego, CA March 16 and 17, 2007
40-S  Approval of Student Travel for Upward Bound Math-Science Program, Pasadena, CA February 8, 2007
41-S  Approval of Student Travel for Upward Bound math/Science Program, Pasadena, CA March 16 and 17, 2007
42-S  Approval of Student Travel for Upward Bound Classic Program, Riverside, CA March 3, 2007
43-S  Approval of Instructional Trip for Ujima Program for College Tour and Black Caucus on Leadership in Higher Education
44-S  Approval of Student Travel for PCC Cross Cultural Center, Los Angeles, CA February 8, 2007
45-S  Approval of Instructional Trip for Puente Project to California State University, Fullerton
46-S  Approval of Student Travel for Program for Academic Support Services (PASS), Pasadena, CA, February 17, 2007
47-S  Approval of Student Travel for Associated Students Executive Board Annual Retreat, Pasadena, CA, February 10, 2007

95-I  Amendment to Consent Item 37-I, Approval of Instructional Trip for Music 61, November 18, 2006
96-I  Approval of Instructional Trip for GRCOM 115 and 116, February 13, 2007
98-I  Approval of Instructional Trip for Geology 30B, March 16-18, 2007
99-I  Approval of Instructional Trips for PCC Men’s and Women’s Track Team, 2006-2007 Season

100-I Approval of Instructional Trip for Geology 30B, April 6-8, 2007
100-I Approval of Instructional Trip for Geology 2F, April 26-29, 2007
101-I Approval of Instructional Trip for Geology 12F, May 11-13, 2007
102-I Approval of Instructional Trip for Geology 2F, March 31, 2007

Withdrawn

145-B  Approve Purchasing Transactions
146-B  Interfund Transfer
148-B  Approve/Ratify/Amend Contracts
149-B  Approve/Ratify Staff Development Activities
150-B  Approve/Ratify Career and Technical Education Activities
151-B  Reporting and Approval of Revolving Fund Reimbursement
152-B  Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation
77-P  Stipends for Academic Personnel
78-P  Employment of Hourly Credit Teachers and Substitute Teachers, Winter 2007
79-P  Employment of Hourly Noncredit Teachers and Substitute Teachers, Winter 2007
80-P  Employment of Hourly Credit Teachers and Substitute Teachers, 2006-07
82-P  Employment, Change of Status, Leave of Absence, and Separation of Classified Employees, 2006-2007
83-P  Amend Consent Item No. 67-P Sabbatical Leaves, 2007-2008
PASADENA AREA COMMUNITY COLLEGE DISTRICT
MINUTES OF MEETING NO. 3
OF THE BOARD OF TRUSTEES
Pasadena City College
Circadian
1570 East Colorado Boulevard
Pasadena, California 91106
6:00 Closed Session
7:00 Open Session
Wednesday, January 17, 2007

To listen to the full deliberation of the Board, please go to the college website, www.pasadena.edu/board, and click on “Audiocast of Meetings”.

Meeting No. 3
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 3 on Wednesday, January 17, 2007, in the Circadian of Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL, PUBLIC COMMENT ON NON-AGENDA ITEMS
The meeting was called to order at 6:02 p.m. by Dr. Consuelo Rey Castro, President.

ROLL CALL
Trustees Present
Dr. Consuelo Rey Castro, President
Mr. John Martin, Vice President
Ms. Susanna Miele, Clerk
Mr. Geoffrey L. Baum (arrived 6:25 p.m.)
Dr. Hilary Bradbury-Huang
Dr. Jeanette Mann
Mrs. Beth Wells-Miller
Mr. Michael Sansosti, Student Trustee

Administrative Officers in Attendance
Dr. James Kossler, Superintendent/President
Dr. James Albanese, Interim Vice President, Administrative Services
Dr. Jacqueline Jacobs, Vice President, Instruction
Dr. Lisa Sugimoto, Vice President, Student and Learning Services
Dr. Jorge Aguñiga, Dean, Human Resources
Mrs. Elaine Chapman, Interim Dean, External Relations

Administrative Officers Absent
Dr. Stuart Wilcox, Dean, Institutional Planning and Research

The Academic Senate was represented by Ms. Kay Dabelow.
The Classified Senate was represented by Ms. Denise Albright.
The Associated Students Board was represented by Ms. Natalie Courtney.
The Management Association was represented by Ms. Ellen Ligons.

PUBLIC COMMENT ON CLOSED SESSION ITEMS
There was no public comment on Closed Session items.

Dr. Rey Castro adjourned the Board to Closed session at 5:05 p.m.
II. CLOSED SESSION
  Government Code §54956.9 Existing Litigation (Mueller)
  Government Code §54957 Public Employee Discipline, Dismissal, Release
  Government Code §54957 Public Employee Evaluation (College President)
  Government Code §54957.6 Labor Negotiations (All Units)

Closed Session was adjourned at 6:45 p.m.

III. OPEN SESSION
Dr. Rey Castro reconvened the Open Session at 7:10 p.m. and reported that no action was taken during the Closed Session.

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

B. INTRODUCTIONS
There were no introductions.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS
Mr. Les Hammer addressed the Board regarding his concerns about MEChA and provided the student trustee with some materials.

Dr. Jim Arnowine told the Board about a new collaboration between the PCC and PUSD music programs.

D. APPROVAL OF MINUTES: Meeting No. 1, Annual Organizational Meeting and Regular Business Meeting, and Meeting No. 2, Board Retreat, December 9, 2006
Ms. Dabelow pointed out that the Senate newsletter is actually the SLO newsletter.

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Ms. Miele, the Board voted by a unanimous vote of the seven members present to approve the Minutes of Meeting No. 1, the Annual Organizational Meeting and Regular Business Meeting, December 6, 2006, as corrected.
  Advisory Vote: Abstain

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Mr. Martin, the Board voted by a unanimous vote of the seven members present to approve the Minutes of Meeting No. 2, the Board Retreat, December 9, 2006.
  Advisory Vote: Abstain

The following item was taken out of order.

F. DISCUSSION, WITH POSSIBLE ACTION: RECEIPT OF 2005-2006 DISTRICT FINANCIAL AUDIT
Ms. Heidi White of Vavrinek, Trine, Day & Co., LLP, reviewed the audit report with the Board, noting that the audit rendered no findings and resulted in an unqualified report for financial statements, federal awards and state awards.

Dr. Mann questioned the findings of non-compliance related to State program laws and regulations. Ms. White responded that the compliance areas were not communicated to districts until May and this was a common finding this year for many community colleges.
F. DISCUSSION, WITH POSSIBLE ACTION: RECEIPT OF 2005-2006 DISTRICT FINANCIAL AUDIT (Continued)

Mr. Martin reported that the Board ad-hoc audit subcommittee met twice and asked insightful questions about any concerns. He said he feels confident that the college finances are being well managed.

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Mr. Martin, the Board voted by a unanimous vote of the seven members present to receive the 2005-2006 District Financial Audit.

Advisory Vote: Abstain

E. APPROVAL OF CONSENT ITEMS

130-B – Approval of 2007-2008 Non-Resident Tuition Fee, Education Code §76140 & 76141

Mr. Baum noted that non-resident tuition at Glendale and Santa Monica is significantly lower. Dr. Kossler said that tuition has not been an issue in attracting international students and Dr. Albanese stated that it is best to charge the state average.

132-B – Approve/Ratify/Amend Contracts

B-96972-7 First Church of the Nazarene

Ms. Miele asked why PCC would offer classes at a private school. Mr. Robert Miller responded that this is part of the High School Bridge Program. Mr. Martin commented that it is a way to leverage outreach and is a good means to recruit students. Mr. Miller responded that PCC offers classes in most public high schools.

B-96975-7 – Community College League of California

Ms. Miele asked about the online collective bargaining database. Dr. Aguirre answered that bargaining information is shared between member community colleges via this database.

134-B – Approve/Ratify Career and Technical Education Activities

Ms. Miele questioned why this program is taking place in La Crescenta, which is not in the PCC area. Ms. Ligons explained that the Quick Start money is to be used in the Los Angeles/Orange County area. Ms. Miele asked for more information about the Quick Start Biotechnologies/Biosciences funding.

67-P – Sabbatical Leaves, 2007-2008

Dr. Mann asked if the sabbaticals meet the contract requirements and if there is ample staff to cover for employees who are on sabbatical. Dr. Jacobs responded in the affirmative to both questions.

72-P - Employment, Change of Status, Leave of Absence, and Resignation of Academic Employees

Dr. Mann recognized the retirement of James Kosmicki and thanked him for his 25.5 years of service to PCC.

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Dr. Mann, the Board voted, by a unanimous vote of the seven members present, to approve the Consent Items, with 133-B, 135-B, and 71-P revised.

Advisory Vote: Abstain

G. DISCUSSION, WITH POSSIBLE ACTION: ANNUAL REPORT ON KPCC OPERATIONS

This discussion was postponed pending arrival of Mr. Bill Davis.
H. DISCUSSION, WITH POSSIBLE ACTION: UPDATE ON INFORMATION TECHNOLOGY
Dr. Kossler gave an overview of the information technology progress, including desktop equipment, data/voice infrastructure and MIS. He stated that the funding has already been set aside to complete the improvements, and said that the college will move the database over to a SQL server-based system. Dr. Kossler suggested that technology planning might be integrated into the strategic planning, rather than being guided by a Technology Master Plan.

Mrs. Wells-Miller thanked Dr. Kossler for a very clear, comprehensive report. Dr. Rey Castro expressed pleasure that the Board recommendations are being addressed.

I. DISCUSSION, WITH POSSIBLE ACTION: AUTHORIZATION TO TRANSMIT SECOND QUARTERLY FINANCIAL STATUS REPORT
Dr. Albanese reviewed the report with the Board, pointing out a projected 1.5% growth and a 5%+ reserve. Dr. Mann commented that the college is in excellent financial shape.

MOTION: ON MOTION OF Mr. Baum and seconded by Dr. Mann, the Board voted, by a unanimous vote of the seven members present, to authorize transmittal of the Second Quarterly Financial Status Report.
Advisory Vote: Aye

J. DISCUSSION, WITH POSSIBLE ACTION: BOARD PROTOCOLS
Dr. Mann stated that these protocols were developed by the Board at a retreat in December, and that she would like to see them kept accessible. There was some discussion, and wording changes were suggested. Dr. Kossler will bring back a new version at the next meeting.

K. PRESIDENT’S REPORT [INCLUDING VICE PRESIDENTS]
Dr. Kossler
- reported that enrollment for the winter intersession is going well;
- reported that the Governor’s budget looks reasonably good for community colleges;
- announced that there were two Martin Luther King, Jr. events held on campus; and
- pointed out a copy of a letter from the Tournament of Roses and thanked everyone involved with making Bandfest a success.

L. ANNOUNCEMENTS FACULTY, STAFF, STUDENTS, AND BOARD OF TRUSTEES
Ms. Kay Dabelow, Academic Senate
- announced that the Academic Senate/Board of Trustees Faculty Lecture/Performance Award presentation will be on March 27 at noon in Harbeson Hall.

Ms. Denise Albright, Classified Senate
- announced that Classified Days will be held on January 31 and February 1 at CEC.

Ms. Natalie Courtney, Associated Students
- announced that the AS Board has changed their meeting time to Wednesdays at noon; and reported that the AS Board will have a retreat on February 8.
L. ANNOUNCEMENTS  FACULTY, STAFF, STUDENTS, AND BOARD OF TRUSTEES

Ms. Ellen Ligons, Management Association
- thanked the Board for approving the Management Association pay raise.

Mr. Michael Sansosti, Student Trustee
- reported that the AS Lobby Committee is beginning to prepare for upcoming lobby trips to Sacramento and Washington D.C.

Mr. Geoffrey Baum, Board of Trustees
- expressed enthusiasm for the women's basketball program.

Ms. Susanna Miele, Clerk, Board of Trustees
- thanked the Management Association for the holiday reception; reported that she will attend the Legislative Conference in Sacramento, and announced the passing of Anne Pursel.

Dr. Jeanette Mann, Board of Trustees
- reported on the Board of Governors' meeting and commented on Professor Zarate's project to gather petitions to save Monster Park.

Dr. Hilary Bradbury-Huang, Board of Trustees
- reported that she met with the Principal at San Marino High School and shared a letter from the South Pasadena Tournament of Roses.

Dr. Consuelo Rey Castro, President, Board of Trustees
- reported that she has invited each of the shared governance groups to meet with her; announced that the Community College Initiative will be submitted to appear on the November ballot; and announced that she attended the Southern Christian Leadership Conference dinner.

M. FUTURE BOARD MEETINGS
The next meeting of the Board of Trustees will be held on Wednesday, February 7, 2007, in the Circadian of Pasadena City College.

N. FUTURE AGENDA ITEMS
Dr. Rey Castro indicated that the KPCC presentation will be rescheduled.

Mrs. Wells-Miller requested an update on the Teacher Prep program and again requested a report on emergency preparedness.

Mr. Baum requested a status report on the construction projects.

Dr. Rey Castro asked that the Board discuss the PUSD joint Board meeting and subcommittee meetings.

Dr. Rey Castro requested a review of Board sub-committee assignments.

Dr. Bradbury-Huang suggested that the Board discuss goals and objectives as well as the self-evaluation instrument.

O. ADJOURNMENT
A moment of silence was observed in memory of Anne Pursel. Meeting No. 3 was adjourned at 9:22 p.m.
MOTIONS CARRIED AT MEETING NO. 3– January 17, 2007

1. Approval of Minutes of Annual Organizational Meeting and Regular Business Meeting No.1, December 6, 2006, and Board Retreat, December 9, 2006, as corrected.


3. Approval of Consent Items, with 133-B, 135-B, and 71-P revised.


James Kessler, Secretary
Board of Trustees
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   Government Code §54956.9(a)                           Existing Litigation (Mueller)
   Government Code §54957                           Public Employee Discipline, Dismissal, Release
   Government Code §54957                               Public Employee Evaluation
   Government Code §54957.6                            (College President)
                                                                 Labor Negotiations (CSEA 777, Aguiñiga)

III. OPEN SESSION
A. PLEDGE OF ALLEGIANCE

B. INTRODUCTIONS

C. PUBLIC COMMENT ON NON-AGENDA ITEMS
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D. APPROVAL OF MINUTES – Meeting No. 1, Annual Organizational Meeting and Regular Business Meeting, December 6, 2006, and Board Retreat, December 9, 2006

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

F. PRESENTATION, WITH DISCUSSION AND POSSIBLE ACTION: RECEIPT OF 2005-2006 DISTRICT FINANCIAL AUDIT [Board]

G. PRESENTATION, WITH DISCUSSION AND POSSIBLE ACTION: ANNUAL REPORT ON KPCC OPERATIONS [Board]

H. PRESENTATION, WITH DISCUSSION AND POSSIBLE ACTION: UPDATE ON INFORMATION TECHNOLOGY [Board]
I. DISCUSSION, WITH POSSIBLE ACTION: SECOND QUARTERLY FINANCIAL STATUS REPORT [Staff]

J. DISCUSSION, WITH POSSIBLE ACTION: BOARD PROTOCOLS [Board]

K. PRESIDENT'S REPORT (INCLUDING VICE PRESIDENTS)

L. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND MEMBERS OF THE BOARD

M. FUTURE BOARD MEETING DATES

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT
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<td>DISCUSSION, WITH POSSIBLE ACTION:</td>
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<td>BOARD PROTOCOLS AND NORMS</td>
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<td>DISCUSSION, WITH POSSIBLE ACTION:</td>
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<td>BOARD BY-LAW 1690, SELECTION OF</td>
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<td>THE COLLEGE PRESIDENT</td>
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February 7, 2007
Office of the President

MEMORANDUM

Date: November 1, 2006

To: PUSD Board Subcommittee
   PACCD Board Subcommittee

From: Jim Kossler

Re: Requested Reports

Attached please find the requested reports from our September 27th meeting.

- Newman/Ligons Concept Paper on Bridge Program
  (with Academy Enrollment Data)
- Newman/Ligons Status Report on Articulation Agreements
- McCabe Report on Teacher Internships
- Hodge/Jacobs Report on JOBLINKS
- McKenna/Jacobs Report on Faculty Dialogues

Distribution: Bill Bibbiani
              Scott Phelps
              Peter Soelter
              Consuelo Rey Castro
              Jeanette Mann
              Sue Miele

              George McKenna
              Eddie Newman
              Ellen Ligons
              Jackie Jacobs
CONCEPT PAPER ON A POSSIBLE PUSD/PCC CAREER AND TECHNICAL EDUCATION BRIDGE PROGRAM

The purpose of this paper is to reflect the ideas that arose out of a discussion between members of the joint subcommittee of the Board of Trustees for the Pasadena Unified School District (PUSD) and the Pasadena Community College District (PCC) on the need to build a strong Career and Technical Education Bridge between the two districts.

A strong bridge is needed to ensure that there is an effective sequence of study for vocational education students in the PUSD system to pathway to PCC. With the right elements in place, the bridge could become an important tool in the effort to decrease the number of high school dropouts and increase the number of students who continue their education in a vocational program at PCC and beyond. The foundation for the bridge exists in the programs that are currently in place.

CURRENT STATUS OF CAREER TECHNICAL EDUCATION AT PCC

Pasadena City College (PCC) currently has 75 Certificates of Achievement and 38 Certificates of Completion Programs and hundreds of academic and vocational education courses where pathways could be developed to ensure PUSD students have an opportunity to concurrently enroll during high school and matriculate to PCC after graduation.

The Carl Perkins Act of 1998, provides federal funds for the development and implementation of Tech Prep pathway programs, which are a planned sequence of study in a technical field or pathway program beginning as early as ninth grade. This sequence extends through two or more years of postsecondary education, or through an apprenticeship program of at least two years following secondary instruction. The sequence should culminate in an associate degree, a certificate, and/or a bachelor’s degree. PCC also receives funds through the state’s Economic and Workforce Development Program and SB70 Career and Technical Education Grants. Each of these funding sources may be used to strengthen the existing Career and Technical Education bridge.

For several years, the College has used Tech Prep funds to create articulation agreements and memorandums of understanding, which serve as pathways for concurrent enrollment and advanced placement in career programs. Currently, there are 44 articulation agreements with the seven Academies, 12 computer course articulations, and 9 course-to-course agreements. Program pathways are also in the developmental process for automotive technologies, welding and metal fabrication.
CURRENT STATUS OF CAREER AND TECHNICAL EDUCATION IN PUSD

The Pasadena Unified School District (PUSD) currently has seven Partnership Academies with a career technical education focus that are funded by the state. The following chart shows the enrollments in Academies for the past two years, and the structure of the partnership between the PUSD and PCC faculty who teach in each program.

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During the 2005-2006 year, 773 students were enrolled in the Academies. In June, 2006, 194 students graduated from the Academies district wide, and 67 registered at PCC for the summer intersession and/or the fall semester. There were 40 PUSD students concurrently enrolled in PCC summer school. Approximately 969 students graduated from PUSD in June of 2006, and of that number, 243 enrolled in PCC.

Pasadena Unified School District’s Regional Occupation Program (ROP) is one of 22 districts funded by the Los Angeles County Office of Education ROP. PUSD is currently serving over 2,000 students in more than 30 programs. The programs are located on all five PUSD high school campuses, the Armory, Northwest College, and International Cosmetology Academy. The PUSD ROP program also offers classes with both paid and unpaid on-the-job training experience where students work off-campus at a business or industry site in addition to attending weekly subject-related classes. Students receive additional school credits for up to 15 OJT hours per week. Paid OJT is referred to as Cooperative Vocational Education (CVE) and unpaid OJT is Community Classroom (CC). In December 2005, PUSD recorded approximately 400 students in 18 ROP classes who were receiving credit for OJT hours.

The ROP Program also partners with the City of Pasadena and the Foothill Workforce Investment Board (WIB) to provide the year-round Workforce Investment Act (WIA) Youth Services Program for low-income/disadvantaged in-school youth ages 16 to 18. WIA funds support work readiness and occupational skills training efforts, tutorial
programs, post secondary options and paid student internships for targeted students. PUSD is currently servicing 60 WIA students from Pasadena and Altadena.

PCC/PUSD CAREER TECHNICAL BRIDGE ACTIVITIES

To objectives of the 2006-2007 are to retain or increase the current number of students enrolled this academic year and to increase the number of students concurrently enrolled at PCC as well as the number who commit to enroll at the College when they graduate. To accomplish these objectives programs will be developed to bring together administrators, faculty, counselors, students and parents to participate in the following activities:

- An annual faculty to faculty day to develop additional pathway agreements
- An annual counselor to counselor day to develop strategies for assisting students with the admissions and registration processes at PCC
- Annual campus visits for 11th and 12th graders
- Parent/Teacher conferences
- A Parent Education Workshop about the Academies
- Field trips related to each discipline
- Annual Academy Career Days
- Monthly Advisory Committee meetings for each Academy
- Quarterly Partnership Academy Executive Council of Chairs meetings
- PCC faculty serve as guest speakers in various PUSD classes
- Purchase of equipment and instructional materials
- Advisory Board and Executive Committee meetings
- Development of curriculum for summer programs
- Recruitment activities conducted by each academy

FINDINGS

The following findings are based on the current status of the Career and Technical Education Programs in both districts and the activities associated with those pathways:

- Only 1/3 of (2006 graduates) PUSD Academy students enrolled in the existing pathways and/or made a commitment to enroll in PCC after high school graduation.
- There is a need to develop pathways for non Academy students.
- There are no career exploration activities other than Academies and ROP classes.
- There are limited activities to introduce students to new and emerging career opportunities other than ROP and Academy classes.
CONCLUSIONS

- A joint strategic plan designed to increase student success is needed for Career and Technical Education in both districts.
- Expenditures for Career and Technical Education need to be reviewed to determine if the funds are being used to support effective approaches to student success.
- Efforts need to be made to secure more funding.

RECOMMENDATIONS

The members of the PUSD/PCC joint subcommittee should propose a policy direction that is grounded in the consensus that the two districts will commit to building a Career and Technical Education Bridge using the elements of the College’s Tech Prep, Economic and Workforce Development, SB70 Quick Start Programs, and PUSD’s Regional Occupational Programs and Partnership Academies.

Members of the subcommittee should work to ensure that both districts have a strategic plan for Career and Technical Education and that collaboration occurs on the preparation of applications for funding for SB70 Career Exploration and Capacity Building grants, which are designed to strengthen California’s workforce development efforts. Funds from these grants would enable both districts to keep moving in new, emerging directions and build a Career and Technical Education Bridge that would strengthen the linkages between the two districts and provide the support needed for student success.

The sub-committee members should ensure that the following concepts are embodied in all projects related to this effort:

1. **The need to build exemplars**— projects that are designed to energize the learning communities and to signal what robust, high-end, career and technical education can and should be. Quick Start activities should be a major element, and should be built around components of high-skill, high-wage, high-demand existing and emerging industries.

2. **The importance of strengthening the existing foundation of Career and Technical Education:** The two districts serve an area that has many current and emerging occupations with promising futures for our students. However, training at the secondary level for those occupations has languished due to funding constraints and other priorities. To strengthen the existing foundation, a Career and Technical Education Bridge should have elements that require such things as developing curriculum at the secondary level that is compatible with the community college, updating secondary program and course content to include
learning communities, work-based learning opportunities, and career ladders of life-long learning and career upward mobility.

3. **The need to address program capacity and infrastructure:** The Career and Technical Education structure for both districts has several weak links. For example, the articulation agreements, which are designed to provide seamless education and training, are not attracting large enough numbers of students; high school students have a difficult time with the college’s registration process for concurrent enrollment; counselors on both levels need to be better prepared to advise students about career and technical education opportunities; and secondary faculty need training on how to prepare their students for emerging technologies. Solutions that address each of these weaknesses (and others) need to be devised in order to strengthen the infrastructure.

There is also a need for strong career exploration opportunities in the middle grades where young people begin the process of decision-making about their future careers. These students would benefit by understanding the connections between learning, the development of skills, and career opportunities.

Another example of needed capacity is preparing students for tomorrow’s educational career and technical education programs, such as nanotechnology and hydrogen-based fuels. Little effort exists to prepare public instruction for the impact of these breaking technologies.

The policy direction for building a strong *Career and Technical Education Bridge* between the two districts should also exemplify the following elements:

- **Collaborative Work in Governance:** Strong partnerships should be the framework for all activities. Success is dependent on a stalwart relationship between the members of both districts, including elected officials, administrators, faculty, and counselors, as well as business, industry, and the community.

- **Excellence in Instructional Content and Delivery:** Success in building a strong bridge is dependent on many elements, including, but not limited to, the following:
  
  o Program goals and outcomes
  o Student enrollment levels and flexible career ladders
  o Pathways that maximize the students’ options for employment or continuing education
  o Sustainable program design
  o Aligned career-technical education curriculum between K-12, ROC/Ps, and community colleges to provide more targeted industry-driven programs through the existing Tech Prep 2+2 Model
  o New articulation agreements created between the Districts
  o New industry partnerships
Model course sequence standards that serve as a basis to ensure that transitions require neither career and technical education "catch-up" efforts nor redundant enrollment

- **An effective Strategic Plan that includes:**
  - A strong advisory committee
  - An effective planning team
  - Faculty-to-faculty interaction that allows for identification of the courses that high school students should take as prerequisites for entrance into PCC’s career and technical education (vocational education) programs
  - Counselor-to-counselor interaction to provide support for concurrently enrolled students and high school graduates who commit to attending PCC
  - A process for providing high school students with college credit for demonstrated learning outcomes from advanced courses taken in high school
  - Outreach by PCC to encourage PUSD students to continue their education and to facilitate their enrollment in the college’s vocational education programs
  - An effective system for measuring (evaluating) success and taking corrective action.

Prepared by
Ellen Ligons, Associate Dean
Economic Development/Vocational Education
And Dr. Eddie Newman, Director of Partnership Academies
October 23, 2006
# Status Report

PCC/PUSD High School Articulation Agreements
October 2006

## Articulation Agreements Between the Pasadena Unified School District Partnership Academies and Pasadena City College 2005-2006

<table>
<thead>
<tr>
<th>High School</th>
<th>Program</th>
<th>Number of Articulation Agreements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muir</td>
<td>Biotechnology (Option 1)</td>
<td>1 (currently being developed)</td>
</tr>
<tr>
<td></td>
<td>Biotechnology (Option 2)</td>
<td>1 (currently being developed)</td>
</tr>
<tr>
<td></td>
<td>Health Careers Academy</td>
<td>2</td>
</tr>
<tr>
<td>Muir</td>
<td>Business and Finance Academy</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Science, Engineering &amp; Technology</td>
<td>5</td>
</tr>
<tr>
<td>Marshall</td>
<td>Computer Careers Academy</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Education Careers Academy</td>
<td>4</td>
</tr>
<tr>
<td>Pasadena</td>
<td>Graphic Arts Academy</td>
<td>5 (currently being developed)</td>
</tr>
<tr>
<td></td>
<td>Visual Arts and Design Academy</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>44</strong></td>
</tr>
</tbody>
</table>

**Articulation agreements for each academy:**

**Blair IB Health Careers Academy (2)**
- Dental Assisting
- Dental Hygiene

**Marshall Fundamental Education Careers Academy (4)**
- Child Development Certification
- Special Education Assistant
- Associate Teacher Level
- School-Age Instructional Assistant

**Marshall Fundamental Computer Careers Academy (12)**
- Microcomputer Support
- Operations
- Programming
- Small Computer Applications
- E-Commerce
CISCO Certified Network Associate (CCNA) Preparation
CISCO Certified Network Professional (CCNP) Preparation
CISCO Certified Systems Engineer Preparation (MCSE)
Interactive Software Development
Video Operations
Video Operations Technology
Radio Broadcast Technology

John Muir High School Business & Finance Academy (8)
Business Administration-Entrepreneurship
Business Administration
Business Administration-E-Commerce
Business Administration-Retail Management
Business Administration-Marketing Merchandising
Business Administration-Management
Business Administration-International Business/Trade
Business Administration-Financial Investment

John Muir High School Science, Engineering & Technology Academy (5)
CAD Designer-Architectural/Engineering/Construction
CAD Designer- Mechanical Design and Manufacturing
CAD Modeling and Animation Architecture/Engineering/Construction
CAD Technician- Architectural/Engineering/Construction
CAD Technician-Mechanical Design and Manufacturing

Pasadena High School Visual Arts and Design Academy (6)
Digital Media-Graphics Design
Digital Media-Interactive Multimedia Design
Product Design
Product Design-Technology
Product Design Graphics
Photography

In addition, the two districts have developed twelve (12) Computer Course Articulations and (9) Course-to-Course articulation agreements in the following areas:

Computer Course Articulations:

Accounting-Bookkeeping Assistant
Accounting-Bookkeeping
Business Administration-Retail Management
Hospitality Management
Business Administration-Management
Business administration – Entrepreneurship
Business Administration – Financial Investments
Business Administration – International Business/Trade
Library Technology  
Data Entry Technician  
Business Information Technology – Administrative Assistant  
Business Information Technology – Business Software Specialist  

Course-To-Course Articulations:  

<table>
<thead>
<tr>
<th>PUSD Course/Academy</th>
<th>PCC Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Applications Classes</td>
<td>CIS 1</td>
</tr>
<tr>
<td></td>
<td>CIS 10</td>
</tr>
<tr>
<td></td>
<td>CIS 80</td>
</tr>
<tr>
<td></td>
<td>BIT 25</td>
</tr>
<tr>
<td>Business &amp; Finance Academy</td>
<td>Business 9, pending</td>
</tr>
<tr>
<td>Visual Arts &amp; Design</td>
<td>Art 11A, pending</td>
</tr>
<tr>
<td>Education Careers</td>
<td>CHDV 13C, pending</td>
</tr>
<tr>
<td>Science &amp; Engineering</td>
<td>Drafting 8A</td>
</tr>
<tr>
<td>Graphics Communications</td>
<td>Graphics Communication 10 (pending)</td>
</tr>
</tbody>
</table>

Please reference attached summary for courses articulated with each partnership academy.

THE ROLE OF PASADENA CITY COLLEGE

The role of Pasadena City College is to provide support for the partnership Academy students, administrators, faculty, and staff by:

- Facilitating the development of articulation agreements and memorandums of understanding (MOU) between the college and the unified district, which support and encourage students to continue their education beyond high school
- Assisting students with the college’s admission and registration process
- Providing guidance and counseling for the Academy students
- Providing career awareness and college-level technical and vocational education learning experiences for 11th and 12th grade students
- Providing staff development activities for administrators, faculty and staff in the areas of curriculum development, instructional techniques, and strategies to ensure student success
- Participating in the process of implementing recruitment and retention strategies for the academies
- Serving on the Partnership Academy Steering Committee and advisory boards
- Assisting with the coordination of partnership Academy activities
THE ROLE OF PASADENA UNIFIED SCHOOL DISTRICT

- Coordinate and partner with Pasadena City College (PCC) to develop and prepare the curriculum needed to transition from high school to college.
- Provide necessary information to PCC to identify students for admission and placement.
- Work with PCC staff to coordinate field trips, guest speakers, advisory meetings and other activities.
- Continue to participate in joint professional development activities in order to strengthen our articulation agreements.

PASADENA CITY COLLEGE’S GOALS FOR 2006-2007

The Office of Economic Development/Vocational Education at Pasadena City College will continue working with the administrators and staff of the PUSD Partnership Academies to:

- Increase enrollments and retention in the Academies
- Increase the number of students that matriculate to PCC from the Academies
- Strengthen the link between secondary and post-secondary vocational and technical education programs by:
  - Ensuring that there are articulation agreements and memorandums of understanding between the College and each of the Partnership Academies
  - Providing greater support and monitoring of Academy students who are concurrently enrolled or enrolling as freshmen at PCC
- Strengthen the academic and vocational skills of students participating in the academies
- Provide students with strong experiences in and an understanding of all aspects of their chosen field of vocational study
- Provide professional development opportunities for vocational teachers, counselors, and administrators
- Provide services and activities that enable the students to make a seamless transition to PCC

PASADENA UNIFIED SCHOOL DISTRICT’S GOALS FOR 2006-2007

The Pasadena Unified School District will continue to work with Pasadena City College to strengthen our relationships in order to:

- Increase the number of courses that will articulate from PUSD to PCC
- Increase the number of students that will concurrently enroll at PCC.
- Increase the number of students that will enroll at PCC upon graduating from high school.
- Increase staff to staff awareness of courses and programs offered to better inform our students.

Prepared by
Ellen Ligons, Associate Dean
Economic Development/Vocational Education
And Dr. Eddie Newman, Director of Partnership Academies
October 7, 2006
Teacher Preparation Program Field Experience and Internships

Field Experience Requirements

A major requirement for students enrolled in the Teacher Preparation Program involves field experience. Students enrolled in Education 30 and Education 13 classes must complete a total of fifty hours of observational field experience. This requirement can be especially challenging for many of the TPP students because the field experience requires the student to work with the TPP Coordinator to find a placement and put in the hours, in addition to the courses that they must take, as well as paying for Tuberculosis Screening and Live Scan background checks prior to entering the classroom. The Coordinator works closely with administrators in the surrounding school districts to place students with “expert teachers”. This close partnering with the local schools helps to make for a more meaningful field experience, as the students are placed with teachers who are recognized by their administration and their peers as exceptional teachers.

Student Internships by District

Data was collected for the Fall Semester of 2007 to determine which of the local school districts were selected by students and rational behind their decision to do so. As Figure I below indicates, Pasadena Unified School and Los Angeles Unified Districts were the most popular among PCC students, with each district drawing 22% of Teacher Prep Interns. Glendale Unified and Alhambra Unified School Districts proved to be the second most popular draws for student interns.

The infusion of the field experience component into the course work provides an avenue for TPP students, who would likely be at risk of dropping out due to outside responsibilities that might prevent them from completing all of the field experience hours. Sections of courses are offered that provide an option for field experience: Geology 3 – Earth and Space Science; History 2A – History of World Civilizations to 1500; Political Science 1 – Introduction to American Government; Psychology 21 – Developmental Psychology: The Child; Education 13 – Teacher Preparation Foundations and Field Experience; and Math 38 – Foundations of Elementary School Mathematics. Students can transfer up to ten hours of field experience from these courses and put them toward their field experience hours in either Education 13 or Education 30. The opportunity to earn field experience credit in this manner requires planning on the part of numerous faculty who teach in the various subject areas, and who are willing to add this component to their course. The field experience component is successful because of the support of the administration and the faculty “buy in” that is so much a part of the supportive atmosphere at Pasadena City College.
Reasons for Choosing District

As Figure II indicates, students reason for selecting a district to conduct their field work in is as diverse as the students themselves. Student decisions for selecting a particular district ranged from proximity to home to student diversity. 25% of student interns selected their district based on its proximity to their home, 20% of student interns selected their district based on the diversity of the student body. 15% of student interns selected their district based on the proximity to PCC, and 15% selected their district because they want to eventually teach in that district.

Figure II: Reasons For Choosing District

- I was a student in this district.
- The district has a diverse student body.
- I want to work in this district as a teacher.
- This district is close to my home.
- This district is close to PCC.
- I know someone that works for this district.

Paid Internships

Pasadena City College, in partnership with Polytechnic School in Pasadena, established a paid Mentor/Internship program that takes place during the spring semester. This program is advertised in the winter and applications are submitted from TPP students, close to transfer. Through a competitive screening process, the TPP selects a number of qualified candidates, and sends them to Polytechnic for interview and final selection. This program is very successful and provides the student with valuable in-class experience and a supportive mentor-teacher. The internship lets the student in on the day-to-day process of teaching that includes attending faculty meetings, developing teaching lessons supervised by the master-teacher, and developing curriculum. Both the TPP student and the mentor-teacher at Polytechnic have reported that the experience is mutually valuable. Some of the TPP students have been asked to continue at Polytechnic in paid positions after completing the internship.

Also available is a paid field laboratory experience at the University of California Riverside. The Copernicus Project, funded by a grant from the U.S. Department of Education, sponsors a Science Summer Institute. The Internship program lasts two weeks for TPP science students. The students stay in the UCR dorms, experience university life and study with scientists from JPL and recognized science professors in their various fields of specialty.

Conclusion and Recommendations

The Teacher Preparation Programs (TPP) at Pasadena City College provides numerous pathways that can ultimately result in a career in the teaching profession for all educational levels. However moving the student from a generic interest in teaching to providing them with the keys to the classroom is a long journey. The success of the TPP involves the intricate and coordinated efforts and interactions among school district administrators and teachers and PCC counselors and the Teacher Preparation Coordinator.
Ongoing efforts to streamline the process for placement of TPP students in classrooms should continue. Financial assistance to aid students in paying for their Live Scan background checks should be considered as well. While it is early to tout the success of our program as a solution to the teacher attrition crisis, we believe that Pasadena City College’s Teacher Preparation Program may provide a model for successful teacher recruitment and retention through our interdepartmental outreach strategies; our rigorous academic program; our ongoing partnerships with both public and private K-12 schools; and our partnerships with four year institutions.

This report was prepared by:
David S. McCabe
Teacher Preparation Program Coordinator
Social Sciences Division, C349
(626)585-3279
dsmccabe@pasadena.edu
Memorandum

DATE: November 1, 2006

TO: President James Kossler

FROM: Jacqueline Jacobs

SUBJECT: Status Report on the JOBLINKS Pre-Apprenticeship Training Program

Per Dean Rick Hodge, Community Education Center, the following activities related to the JOBLINKS Pre-Apprenticeship Program have been conducted to date:

- Two meetings were held with Mr. John David Duncan, Pasadena city officials, PUSD personnel, and others assisting in the development of the program.
- A meeting with Duncan and CEC personnel to discuss assessment for the program.
- Modified Pre-Apprenticeship curriculum submitted to and approved by the PCC Curriculum & Instruction Committee in October.
- Discussion with principal of John Muir High School re: a pre-apprenticeship feeder program established at Muir.
- Plans being developed to hold an information meeting with CEC students and interested community members to form the initial class.

Anticipated upcoming activities include:

- Receive final approval of the modified curriculum.
- Initial class to be scheduled for Spring, 2007 or Summer, 2007.
- Assess students to determine the need of some to be referred to English and/or Math as prerequisite enrollment for the Apprenticeship course.
- Hold student information meetings.
- Meet with Dr. George McKenna, PUSD to co-plan future activities.

If you have questions or require additional information please let me know.
Memorandum

DATE: October 31, 2006

TO: President James Kossler

FROM: Jackie Jacobs

SUBJECT: PUSD & PCC Math and English Faculty Dialogues

Dr. George McKenna of PUSD and I were assigned to organize meetings between the Math and English instructors.

Dr. McKenna and I agreed to hold the first meeting with PCC deans and department chairs of Math and English from PUSD schools on November 27, 2006 from 7:30 - 9:00 am. The second meeting will involve faculty and that can be determined at the first meeting.

I will continue to follow-up with Dr. McKenna.
I. PROTOCOL FOR RESPONDING TO NEEDS OR COMPLAINTS EXPRESSED TO AN INDIVIDUAL BOARD MEMBER

1. Be accessible; listen respectfully and impartially.
2. If the concern is not urgent or does not have policy implications:
   a. Refer the individual or group to the appropriate college process / person.
   b. Do not make any promises to the individual or group.
   c. Do not attempt to solve the problem.
   d. Inform the college president and receive clarification.
3. If the concern is urgent or could have policy implications:
   a. Refer the individual or group to the appropriate college process / person.
   b. Do not make any promises to the individual or group.
   c. Do not attempt to solve the problem.
   d. Inform the college president and receive clarification.
   e. College president will alert the Board president.
   f. Board officers, with college president, will decide how to handle the issue.
      1) May request written report.
      2) May place on the Board agenda for further discussion.

II. PROTOCOL FOR RESPONDING TO NEEDS OR COMPLAINTS EXPRESSED IN BOARD MEETINGS DURING PUBLIC COMMENT ON NON-AGENDA ITEMS

1. The Board president thanks the speaker(s) and acknowledges that the need or complaint has been heard by the Board.
2. If appropriate, the Board president may make a brief statement about the issue.
3. The Board president will ask the college president if there is any comment from the administration.
4. The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda, but members may make a brief comment or ask questions in response to public comments.
5. The Board president will ask the college president to look into the issue and report back to the Board. The Board president will determine what form the report will take (e-mail, formal written report, etc.).
6. After receiving the report from the administration, the Board may decide to place the issue on a future Board agenda.

III. PROTOCOL FOR RESPONDING TO CONCERNS EXPRESSED DURING A CRISIS

1. Be respectful; listen respectfully and impartially.
2. Refer the individual or group to the appropriate college process / person.
3. Do not make any promises to the individual or group.
4. Do not attempt to solve the problem.
5. Inform the college president and receive clarification.
6. College president will alert the Board president.
7. Board officers, with college president, will decide how to handle the issue.
8. Any written communication with the individual or group expressing the concern, or with the media, will be made by the college president and/or the Board president.
9. The Board may request a more formal investigation of the concerns.
IV. PROTOCOL FOR THE CONFIDENTIALITY OF CLOSED SESSIONS

1. The confidentiality of Closed Session creates a safe space for the candid discussion of appropriate topics.
2. All participants in Closed Session are required to maintain the absolute confidentiality of Closed Session discussions.
3. Any suspected breach of Closed Session confidentiality should be referred to the Board President immediately in accordance with Bylaw 1450.
BOARD NORMS

In public session:

1. Assume everyone means well.

2. Listen with an open mind; be open to new ideas; try it on.

3. Allow all opinions to be heard without interruption.

4. Hold each other accountable.

5. Hold yourself accountable: be responsible; do your homework and follow through on assignments.

6. Approach issues professionally, not personally.

7. Seek consensus that all can support.

In closed session:

1. Assume everyone means well.

2. Listen with an open mind; be open to new ideas; try it on.

3. Allow all opinions to be heard without interruption.

4. Hold each other accountable.

5. Hold yourself accountable: be responsible; do your homework and follow through on assignments.

6. Approach issues professionally, not personally.

7. Seek consensus that is in best interest of PCC that all can support.

8. Honor absolute confidentiality.

9. Create a safe space for open discussion and frank discussion through check in/check out (start and finish of session).
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Student Travel for
PCC Cross Cultural Center
Pasadena, CA March 14, 2007

Board Meeting Date: February 7, 2007

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

GROUP: PCC Cross Cultural Center
NUMBER: 40 (39 Students, 1 Staff)
DATES: March 14, 2007
TIMES: 7:00 p.m. to 11:00 p.m.
DESTINATION: Pasadena Playhouse
Pasadena, CA

EVENT: Stage production – Cuttin’ Up
TRANSPORTATION: Personal vehicles
ADVISOR: C. Afuso

NOT TO EXCEED: $700.00

FISCAL IMPLICATIONS: Costs associated with this trip to be funded by the: 2006-2007 Student Service Fund Board of Directors Annual Budget line-item: Cross Cultural Center. Cost categories and amounts are $600.00 (40 x $15.00), tickets and $100.00, publicity.

BACKGROUND: This activity involves travel by students to a stage production in Pasadena.

Submitted by:
Assistant Dean, Student Affairs

Recommended for Approval:
Vice President, Student/Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
CONSENT ITEM TITLE: Approval of Student Travel for PCC Cross Cultural Center Los Angeles, CA May 17, 2007

Board Meeting Date: February 7, 2007

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

GROUP: PCC Cross Cultural Center
NUMBER: 25 (24 students, 1 staff)
DATES: May 17, 2007
TIMES: 5:00 p.m. to 10:00 p.m.
DESTINATION: Mark Taper Forum Los Angeles, CA
EVENT: Stage production – Yellow Face
TRANSPORTATION: District-arranged vehicles
ADVISOR: C. Afuso
NOT TO EXCEED: $306.00

FISCAL IMPLICATIONS: Costs associated with this trip to be funded by the: 2006-2007 Student Service Fund Board of Directors Annual Budget line-item: Cross Cultural Center. Cost category and amount is: $ 306.00 ($12.24 x 25) tickets.

BACKGROUND: This activity involves travel by students to a stage production in Los Angeles.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Student Travel for
PCC Cross Cultural Center
Manzanar, CA

April 28, 2007

Board Meeting Date: February 7, 2007

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

GROUP: PCC Cross Cultural Center
NUMBER: 50 (48 Students, 2 Staff)
DATES: April 28, 2007
TIMES: 5:30 a.m. to 7:30 p.m.
DESTINATION: Manzanar National Park
Manzanar, CA
EVENT: Tours
TRANSPORTATION: District-arranged buses
ADVISOR: C. Afuso and P. Carreon

NOT TO EXCEED: $1,200.00

FISCAL IMPLICATIONS: Costs associated with this trip to be funded by the: 2006-2007 Student Service Fund Board of Directors Annual Budget line-item: Cross Cultural Center-APAIS. Cost category and amount is: $1,200.00, transportation.

BACKGROUND: This activity involves travel by students to a national park for a historical exhibit and tour.

Submitted by:
[Signature]
Assistant Dean, Student Affairs

Recommended for Approval:
[Signature]
Vice President, Student/Learning Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:
[Signature]
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Student Travel for
PCC Cross Cultural Center
Mountain Center, CA March 23-25, 2007

Board Meeting Date: February 7, 2007

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

GROUP: PCC Cross Cultural Center
NUMBER: 50 (45 Students, 5 Staff)
DATES: March 23-25, 2007
TIMES: Various
DESTINATION: Scherman Conference Center
Mountain Center, CA
EVENT: Annual Cross Cultural Retreat
TRANSPORTATION: District-arranged buses, vans, and personal vehicles
ADVISOR: C. Afuso, R. Cobb and S. Thayer
NOT TO EXCEED: $8,200.00

FISCAL IMPLICATIONS: Costs associated with this trip to be funded by the: 2006-2007 Student Service Fund Board of Directors Annual Budget line-item: Cross Cultural Center Retreat. Cost categories and amounts are: $2,000.00 ($307.00 x 2 nights, $247.00 x 2 nights x 2 rooms, $199.00 x 2 nights), lodging; $3,200.00 ($32.00 x 50 x 2 days), meals; $1,500.00, transportation; $800.00, participants' memento t-shirts, and $700.00, materials.

BACKGROUND: This activity involves travel by students to an annual college-wide student development retreat.

Submitted by:

[Signature]
Assistant Dean, Student Affairs

Recommended for Approval:

[Signature]
Vice President, Student/Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
CONSENT ITEM TITLE:  Approval of Student Travel for ASPCC Lobby Committee
Washington, DC  March 2-7, 2007

Board Meeting Date:  February 7, 2007

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

GROUP:  ASPCC Lobby Committee
NUMBER:  15 (13 Students, 2 Staff)
DATES:  March 2-7, 2007
TIMES:  Various
DESTINATION:  Washington Court Hotel
Washington, DC
EVENT:  Washington, DC Experience and USSA Legislative Conference
TRANSPORTATION:  Air, shuttles, and taxi
ADVISOR:  R. Cobb and A. Schaefer
NOT TO EXCEED:  $ 22,680.00

FISCAL IMPLICATIONS:  Costs associated with this trip to be funded by the: 2006-2007 Associated Students Lobby Fee Finance Committee Annual Budget line-items: Lobbying: Conference/USSA-Spring. Cost categories and amounts are: $6,750.00 (15 x $450.00), airfare; $2,880.00 (15 x $32.00 x 6 days), meals; $1,500.00, ground transportation; $9,600.00 ($240.00 x 10 rooms x 5 nights), lodging; and $1,950.00 ($150.00 x 13), registration.

BACKGROUND:  This activity involves travel to the annual legislative conference and lobbying in federal government offices.

Submitted by:
Assistant Dean, Student Affairs

Recommended for Approval:
Vice President, Student/Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Student Travel for ASPCC Lobby Committee
Sacramento, CA    February 8, 2007

Board Meeting Date:    February 7, 2007

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

GROUP: ASPCC Lobby Committee
NUMBER: 10 (9 Students, 1 Staff)
DATES: February 8, 2007
TIMES: Various
DESTINATION: State Capitol Building
Sacramento, CA
EVENT: Sacramento Lobby Day
TRANSPORTATION: Air and shuttle
ADVISOR: A. Schaefer
NOT TO EXCEED: $ 3,670.00

FISCAL IMPLICATIONS: Costs associated with this trip to be funded by the: 2006-2007 Associated Students Lobby Fee Finance Committee Annual Budget line-items: Conferences and Lobbying. Cost categories and amounts are: $2,550.00 (10 x $255.00), airfare; $320.00 (10 x $32.00), meals; and $800.00, ground transportation.

BACKGROUND: This activity involves travel to the state capitol for lobbying on state legislative matters as identified by the ASPCC Lobbying Committee.

Submitted by:

[Signature]
Assistant Dean, Student Affairs

Recommended for Approval:

[Signature]
Vice President, Student/Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Student Travel for
Upward Bound Math/Science Program
San Diego, CA    March 16 and March 17, 2007

Board Meeting Date: February 7, 2007

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

GROUP: Upward Bound Math/Science Program
NUMBER: 12 (10 students, 2 staff)
DATE: Friday, March 16 and Saturday, March 17, 2007
TIME: 10:00 a.m. to 8:00 p.m.
DESTINATION(S): University of San Diego
San Diego, CA
EVENT: Educational Event – “Expanding Your Horizons”
Social Activity – Theater
TRANSPORTATION: 1 PCC van
ADVISOR(S): Upward Bound Math/Science Staff
NOT TO EXCEED: $1,813.48

FISCAL IMPLICATIONS: Funds for these activities are budgeted in the 2006-2007 Upward Bound Math/Science
Program, 03-5250-5301-0000. Cost categories and amounts are: Registration fees, $240.00 ($20.00 x 12);
Theater tickets, $120.00 ($10.00 x 12); Transportation, $200.00 ($100.00 x 2 days for van); Meals, $438.00
(lunch, $6.50 x 12 x 1 day = $78.00 and dinners, $15.00 x 12 x 2 days = $360.00); Parking, $15.00; Hotel,
$600.48 (1 night @ $150.12 each room x 4 rooms), and $200.00 for necessary out of pocket expenses for
students.

BACKGROUND: The Upward Bound Math/Science Program is a federal program designed to provide
comprehensive academic, cultural and recreational activities to high school students to enable them to succeed in
post secondary education, to enter and graduate from an institution of higher education, and facilitate careers in
the areas of mathematics and the sciences.

The San Diego, “Expanding Your Horizons”, event will provide opportunities for female students to meet with
women scientists and engineers, and participate in hands-on workshops.

Submitted by:

[Signature]
Assistant Dean of EOP&S

Recommended for Approval:

[Signature]
Vice President, Student/Learning Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Student Travel for Upward Bound Math/Science Program Pasadena, CA February 8, 2007

Board Meeting Date: February 7, 2007

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

GROUP: Upward Bound Math/Science Program
NUMBER: 25 (23 students, 2 staff)
DATE: Thursday, February 8, 2007
TIME: 7:00 p.m. to 10:30 p.m.
DESTINATION: Pasadena Playhouse
Pasadena, CA
EVENT: Cultural Event – Theater Performance “Defiance”
TRANSPORTATION: Transportation will be provided by parents
ADVISOR(S): Upward Bound Math/Science Staff
NOT TO EXCEED: $700.00

FISCAL IMPLIEDATIONS: Funds for these activities are provided in the 2006-2007 budget for Upward Bound Math/Science Program 03-5250-5301-0000. Cost categories and amounts are: Admission tickets, $500.00 ($20.00 x 25), and $200.00 for necessary out-of-pocket expenses incurred by staff for students.

BACKGROUND: The Upward Bound Math/Science Program is a federal program designed to provide comprehensive academic, cultural and recreational activities to high school students to enable them to succeed in secondary education, to enter and graduate from an institution of higher education, and facilitate careers in the areas of mathematics and science.

The Pasadena Playhouse production “Defiance” gives the Upward Bound Math/Science students an opportunity to experience live theater addressing social issues that remain timely.

Submitted by:
[Signature]
Assistant Dean of EOP&S

Recommended for Approval:
[Signature]
Vice President, Student/Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
[Signature]
Superintendent/President
CONSENT ITEM TITLE: Approval of Student Travel for Upward Bound Math/Science Program
Pasadena, CA March 16 and April 13, 2007

Board Meeting Date: February 7, 2007

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

GROUP: Upward Bound Math/Science Program
NUMBER: 17 (15 students, 2 staff)
DATE: Friday, March 16, 2007 and April 13, 2007
TIME: 8:00 p.m. to 10:00 p.m.
DESTINATION: Beckman Auditorium
Pasadena, CA
“Thunder Drums of China” on April 13, 2007
TRANSPORTATION: Transportation will be provided by parents
ADVISOR(S): Upward Bound Math/Science Staff
NOT TO EXCEED: $440.00

FISCAL IMPLICATIONS: Funds for these activities are provided in the 2006-2007 budget for Upward Bound Math/Science Program 03-5250-5301-0000. Cost categories and amounts are: Admission tickets, $340.00 ($10.00 youth tickets x 17x 2 shows), and $100.00 for necessary out-of-pocket expenses incurred by staff for students.

BACKGROUND: The Upward Bound Math/Science Program is a federal program designed to provide comprehensive academic, cultural and recreational activities to high school students to enable them to succeed in secondary education, to enter and graduate from an institution of higher education, and facilitate careers in the areas of mathematics and the sciences.

The performing arts events allow Upward Bound Math/Science students to experience cultural activities they would not otherwise be able to attend.

Submitted by:

[Signature]
Assistant Dean of EOP&S

Recommended for Approval:

[Signature]
Vice President, Student/Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approval of Student Travel for Upward Bound Classic Program Riverside, CA March 3, 2007

Board Meeting Date: February 7, 2007

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

GROUP: Upward Bound Classic and Upward Bound Math/Science Programs
NUMBER: 34 (30 students and 4 staff)
15 students and 2 staff from Upward Bound Classic Program
15 students and 2 staff from Upward Bound Math/Science Program
DATE: Saturday, March 3, 2007
TIME: 7:00 a.m. to 6:00 p.m.
DESTINATION: University of California at Riverside
Riverside, CA
EVENT: 17th Annual WESTOP Student Leadership Conference
TRANSPORTATION: 1 school bus
ADVISOR: Upward Bound Classic Program Staff
NOT TO EXCEED: $2,035.00

FISCAL IMPLICATIONS: Funds for these activities are budgeted in the 2006-2007 Upward Bound Classic Program, 03-5250-5300-0000 and Upward Bound Math/Science Program, 03-5250-5301-0000. Cost categories and amounts are: Registration fees (includes breakfast and lunch), $1,360.00 ($40.00 x 17 for UBC and 17 for UBMS = 34); Transportation, $575.00 (1 bus), and $100.00 for necessary out of pocket expenses incurred by staff for students.

BACKGROUND: The Upward Bound Classic and Upward Bound Math/Science Programs are federal programs designed to provide comprehensive academic, cultural and recreational activities to high school students to enable them to succeed in secondary education, and to enter and graduate from an institution of higher education.

The Student Leadership Conference is designed to help students develop their leadership skills, provide networking opportunities and to give them a sense of accomplishment in achieving their academic goals.

Submitted by:

[Signature]
Assistant Dean of EOP&S

Recommended for Approval:

[Signature]
Vice President, Student/Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for Ujima Program for College Tour and Black Caucus on Leadership in Higher Education

Board Meeting Date: February 7, 2007

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

GROUP: Ujima Program
NUMBER: 12 (10 students, 2 advisors)
DATE: February 14 – 18, 2007
TIME: Departure on February 14 at 5 a.m. and returning on February 18 at approximately 5 p.m.
DESTINATION: University of California at Berkeley
San Francisco State University
EVENT: College Tour and Black Caucus on Leadership in Higher Education
TRANSPORTATION: Airfare (Burbank to San Francisco); BART (travel through San Francisco)
ADVISOR: Chiara Thomas, Ujima Counselor; Michelle Banks, Ujima English Instructor
NOT TO EXCEED: $10,452.45

FISCAL IMPLICATIONS: Funds for these activities are budgeted in the 2006-2007 Ujima Program Partnership for Excellence Grant 01-5250-2300-2234 will cover up to $9,982.00 of the trip expenses. Additional funds for this excursion will be covered by the 2006-2007 Student Services Fund Board of Directors Annual Budget Line Items for the Ujima Program in the amount of $470.45. Cost categories and amounts are: airfare $3,720.00 ($310.00 x 12), transportation $397.20 (BART $33.10 x 12), conference registration $950.00 ($75.00 x 12 plus a one-time group fee of $50.00), City Pass (transportation within city and includes museum entrance fees) $609.25 ($49.00 x 12 plus a one-time handling fee of $21.25), hotel $2,856.00 ($119.00 per night x 6 rooms x 4 nights), and meals $1,920.00 ($32.00 x 12 x 5 days).

BACKGROUND: The Ujima Program College Tour will provide eligible Ujima students with the opportunity to familiarize them with prospective universities in Northern California. Travelers will also attend the Black Caucus on Leadership in Higher Education. This conference will address academic success, educate and empower student leaders of African ancestry, and the organizational development of Afrocentric organizations at the community college level. Students will also participate in various trips to Museums and other historical or cultural points of interest.

Submitted by:

[Signature]
Associate Dean, Counseling and Career Services

Recommended for Approval:

[Signature]
Vice President, Student and Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
CONSENT ITEM TITLE: Approval of Student Travel for PCC Cross Cultural Center Los Angeles, CA February 8, 2007

Board Meeting Date: February 7, 2007

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

GROUP: PCC Cross Cultural Center
NUMBER: 20 (19 Students, 1 Staff)
DATES: February 8, 2007
TIMES: 8:00 p.m. to 10:00 p.m.
DESTINATION: Frida Kahlo Theater Los Angeles, CA
EVENT: Stage production – Frida Kahlo
TRANSPORTATION: Personal vehicles
ADVISOR: C. Afuso
NOT TO EXCEED: $300.00

FISCAL IMPLICATIONS: Costs associated with this trip to be funded by the: 2006-2007 Student Service Fund Board of Directors Annual Budget line-item: Cross Cultural Center. Cost category and amount is: $ 300.00 ($15.00 x 20), tickets.

BACKGROUND: This activity involves travel by students to a stage production in Los Angeles.

Submitted by:

[Signature]
Assistant Dean, Student Affairs

Recommended for Approval:

[Signature]
Vice President, Student/Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for Puente Project to California State University, Fullerton

Board Meeting Date: February 7, 2007

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

GROUP: Puente Project
NUMBER: 32 (29 students, 3 advisors)
DATE: February 9, 2007
TIME: Departure on February 9th at 8 a.m. and returning at approximately 5 p.m.
DESTINATION: California State University, Fullerton
EVENT: Campus Tours and Workshops
TRANSPORTATION: Two twelve-passenger vans and private vehicles
ADVISOR: Robert S. Oventile, Puente English Instructor, Sara Aldas, Puente Project Counselor, and James Aragon, Counselor

NOT TO EXCEED: $200.00

FISCAL IMPLICATIONS: Funds for this activity are provided in the 2006-2007 Counseling budget 01-5250-2300-0010.

BACKGROUND: The college tour will provide Puente students with the opportunity to familiarize themselves with the California State University, Fullerton campus and the process for transferring. Robert Oventile and James Aragon will drive the two vans. Additional transportation for the remaining participants will be via private vehicles.

Submitted by:

[Signature]
Associate Dean, Counseling and Career Services

Recommended for Approval:

[Signature]
Vice President, Student and Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Student Travel for Program for Academic Support Services (PASS) Pasadena, CA February 17, 2007

Board Meeting Date: February 7, 2007

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

GROUP: Program for Academic Support Services (PASS)
NUMBER: 31 (30 students, 1 staff)
DATE(S): Saturday, February 17, 2007
TIME: 8:00 p.m. to 11:00 p.m.
DESTINATION: Pasadena City College
Pasadena, CA
EVENT: Cultural Event – Theatrical Performance "Paul Robeson: A Historical Drama"
TRANSPORTATION: Students will provide their own transportation
ADVISOR: Dr. Charles Clay
NOT TO EXCEED: $465.00

FISCAL IMPLICATIONS: Funds for these activities are budgeted in the 2006-2007 Program for Academic Support Services budget, 03-5210-5302-0000. Cost category and amount is: Admission tickets, $465.00($15.00 X 31 = $465.00).

BACKGROUND: The Program for Academic Support Services is funded by the United States Department of Education. As part of the funding provided by the grant, students are required to attend at least three (3) cultural/social events each semester. This program provides a variety of support services to students including exposure to an array of cultural events.

Submitted by:

[Signature]
Assistant Dean, EOP&S

Recommended for Approval:

[Signature]
Vice President, Student/Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Student Travel for Associated Students Executive Board Annual Retreat
Pasadena, CA February 10, 2007

Board Meeting Date: February 7, 2007

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

GROUP: PCC Associated Students Executive Board
NUMBER: 15 (13 Students, 2 Advisors)
DATES: February 10, 2007
TIMES: 8:00 a.m. to 5:00 p.m.
DESTINATION: Cal Tech Athenaeum Library
             Pasadena, CA
EVENT: PCCAS Executive Board Retreat
TRANSPORTATION: College-arranged vans
ADVISOR: S. Thayer and R. Cobb
NOT TO EXCEED: $950.00

FISCAL IMPLICATIONS: Costs associated with this trip to be funded from the following two accounts: 2006-2007 Associated Students Executive Board Annual Budget line item: Business Support-Retreat and Discretionary. Cost categories and amounts are: $300.00, room rental; $480.00 (15 x $32.00), meals; $150.00, materials; and $20.00, parking.

BACKGROUND: This activity involves traveling for an annual Associated Students Executive Board development retreat.

Submitted by:

Assistant Dean, Student Affairs

Recommended for Approval:

Vice President, Student/Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
CONSENТ ITEM TITLE:
Amendment to Consent Item 37-I
Approval of Instructional Trip for Music 61,
November 18, 2006

Board Meeting Date: February 7, 2007

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following amendment to Consent Item 37-I, approved September 6, 2006:

GROUP: Music 61 students
NUMBER: 80 students
DATE: November 18, 2006
TIME: To be determined
DESTINATION: Moorpark College, 7075 Campus Road, Moorpark, California
EVENT: Marching band competition
TRANSPORTATION: Bus, truck (25-foot enclosed)
ADVISOR: Division of Performing and Communication Arts: Charles Carpenter, Instructor; Victor Hernandez, Instructional Aide
NOT TO EXCEED: $1,600.00 $2,396.00 (transportation)

It is also recommended that approved Campus Police and Safety drivers be permitted to drive a Pasadena City College vehicle and to purchase gasoline and services outside of Los Angeles County.

Some shifting of time, date and place may be necessary due to weather conditions or other unforeseen circumstances.

FISCAL IMPLICATIONS: Funds for this purpose will be budgeted for in the 2006-07 Adopted Budget in account code 01-5250-1554-0000 (Performing and Communication Arts).

BACKGROUND: This instructional field trip is requested by the Division Dean, Performing and Communication Arts.

Submitted by:

[Signature]
Division Dean, Performing and Communication Arts

Recommended for Approval:

[Signature]
Vice President, Instruction

[Signature]
Superintendent/President

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approval of Instructional Trip for GRCOM 115 and 116, February 13, 2007

Board Meeting Date: February 7, 2007

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

GROUP: GRCOM 115 and 116 students
NUMBER: 21 students
DATE: February 13, 2007
TIME: 9:30 a.m. – 1:30 p.m.
DESTINATION: Coastal Printworks, 7344 Hinds Ave., North Hollywood, California
EVENT: Visit mid-sized commercial printer of textiles; view production and employment
TRANSPORTATION: District vehicle, private automobiles
ADVISOR: Division of Engineering and Technology: Kris Pilon, Assistant Professor.
NOT TO EXCEED: $214.00 (transportation)

It is also recommended that approved Campus Police and Safety drivers be permitted to drive a Pasadena City College vehicle.

Some shifting of time, date and place may be necessary due to weather conditions or other unforeseen circumstances.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 2006-07 Adopted Budget in account code 01-5250-1201-0000 (Engineering and Technology: Technology).

BACKGROUND: This instructional field trip is requested by the Interim Division Dean, Engineering and Technology.

Submitted by:
Interim Division Dean, Engineering and Technology

Recommended for Approval:
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approval of Instructional Trip for ELTRY 240A-D and ELTRY 248A-D, February 23, 2007

Board Meeting Date: February 7, 2007

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

GROUP: ELTRY 240A-D and 248A-D students
NUMBER: 60 students
DATE: February 23, 2007
TIME: 7:00 a.m. – 6:00 p.m.
DESTINATION: Electric West Exposition and Conference, Long Beach Convention Center, 300 Ocean Blvd., Long Beach California
EVENT: Visit and tour Electric West Exposition and Conference
TRANSPORTATION: District vehicle, private automobiles
ADVISOR: Division of Engineering and Technology: Virgil James, Professor; Adrian Pina, Student Aide.

NOT TO EXCEED: $100.00 (transportation)

It is also recommended that approved Campus Police and Safety drivers be permitted to drive a Pasadena City College vehicle.

Some shifting of time, date and place may be necessary due to weather conditions or other unforeseen circumstances.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 2006-07 Adopted Budget in account code 01-5250-1201-0000 (Engineering and Technology: Technology).

BACKGROUND: This instructional field trip is requested by the Interim Division Dean, Engineering and Technology.

Submitted by:

Interim Division Dean, Engineering and Technology

Recommended for Approval:

Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for Geology 30B, March 16-18, 2007

Board Meeting Date: February 7, 2007

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

GROUP: Geology 30B students
NUMBER: 19 students
DATE: March 16-18, 2007
TIME:
Depart: 3/16/07, 7:30 a.m.
Return: 3/18/07, 4:30 p.m.
DESTINATION: Coachella Valley, Salton Sea, Anza-Borrego, California
EVENT: Field observations of geologic relationships
TRANSPORTATION: District vehicles (vans, pickup)
ADVISOR(S): Natural Sciences: Yuet- Ling O’Connor, Associate Professor.
NOT TO EXCEED: $1,000.00 (transportation)

Students will be camping out and providing their own meals.

It is also recommended that approved Campus Police and Safety drivers be permitted to drive a Pasadena City College vehicle and to purchase gasoline and services outside of Los Angeles County.

Some shifting of time, date and place may be necessary due to weather conditions or other unforeseen circumstances.

FISCAL IMPLICATIONS: Funds for this purpose will be budgeted for in the 2006-07 Adopted Budget in account code 01-5250-1502-2317 (Physical Sciences).

BACKGROUND: This instructional field trip is requested by the Division Dean of Natural Sciences.

Submitted by:
Division Dean, Natural Sciences

Recommended for Approval:
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
CONSEIT ITEM TITLE: Approval of Instructional Trip for Geology 30B, April 6-8, 2007

Board Meeting Date: February 7, 2007

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

GROUP: Geology 30B students

NUMBER: 19 students

DATE: April 6-8, 2007

TIME: Depart: 4/6/07, 7:30 a.m.
Return: 4/8/07, 4:30 a.m.

DESTINATION: Hole-in-the-Wall, Cima volcanic field, Boron Mine, Mojave Desert, California

EVENT: Field observations of geologic relationships

TRANSPORTATION: District vehicles (vans, pickup)

ADVISOR(S): Natural Sciences: Yuet- Ling O'Connor, Associate Professor.

NOT TO EXCEED: $1,000.00 (transportation)

Students will be camping out and providing their own meals.

It is also recommended that approved Campus Police and Safety drivers be permitted to drive a Pasadena City College vehicle and to purchase gasoline and services outside of Los Angeles County.

Some shifting of time, date and place may be necessary due to weather conditions or other unforeseen circumstances.

FISCAL IMPLICATIONS: Funds for this purpose will be budgeted for in the 2006-07 Adopted Budget in account code 01-5250-1502-2317 (Physical Sciences).

BACKGROUND: This instructional field trip is requested by the Division Dean of Natural Sciences.

Submitted by:

Division Dean, Natural Sciences

Recommended for Approval:

Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for Geology 2F, April 26-29, 2007

Board Meeting Date: February 7, 2007

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

GROUP: Geology 2F students
NUMBER: 20 students
DATE: April 26-29, 2007
TIME: Depart: 4/26/07, 8:00 a.m.
Return: 4/29/07, 8:00 p.m.
DESTINATION: White Mountains, Bishop, California
EVENT: Geological field mapping
TRANSPORTATION: District vehicles (special equipment: trailer, tow hitch)
ADVISOR: Division of Natural Sciences: Martha House, Instructor; Gerald Lewis, Instructor; Bryan Wilbur, Instructor; David Douglass, Division Dean and Professor.
NOT TO EXCEED: $1,000.00 (transportation)

Students will be camping out and providing their own meals.

It is also recommended that approved Campus Police and Safety drivers be permitted to drive a Pasadena City College vehicle and to purchase gasoline and services outside of Los Angeles County.

Some shifting of time, date and place may be necessary due to weather conditions or other unforeseen circumstances.

FISCAL IMPLICATIONS: Funds for this purpose will be budgeted for in the 2006-07 Adopted Budget in account code 01-5250-1502-2317 (Physical Sciences).

BACKGROUND: This instructional field trip is requested by the Division Dean, Natural Sciences.

Submitted by:

Division Dean, Natural Sciences

Recommended for Approval:

Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for Geology 12F, May 11-13, 2007

Board Meeting Date: February 7, 2007

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

GROUP: Geology 12F students
NUMBER: 30 students
DATE: May 11-13, 2007
TIME: Depart: 5/11/07, 8:00 a.m.
Return: 5/13/07, 5:00 p.m.
DESTINATION: Northern San Diego Country and southern Orange County coastlines
EVENT: Study coastal oceanographic processes along San Diego and Orange counties
TRANSPORTATION: District vehicles (special equipment: trailer, tow hitch)
ADVISOR: Division of Natural Sciences: Martha House, Instructor.
NOT TO EXCEED: $1,000.00 (transportation)

Students will be camping out and providing their own meals.

It is also recommended that approved Campus Police and Safety drivers be permitted to drive a Pasadena City College vehicle and to purchase gasoline and services outside of Los Angeles County.

Some shifting of time, date and place may be necessary due to weather conditions or other unforeseen circumstances.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2006-07 Adopted Budget in account code 01-5250-1502-2317 (Physical Sciences).

BACKGROUND: This instructional field trip is requested by the Division Dean of Natural Sciences.

Submitted by:
Division Dean, Natural Sciences

Recommended for Approval:
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for Geology 2F, March 31, 2007

Board Meeting Date: February 7, 2007

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

GROUP: Geology 2F students
NUMBER: 20 students
DATE: March 31, 2007
TIME: 7:00 a.m. – 7:00 p.m.
DESTINATION: Rainbow Basin, Barstow, San Bernardino County, California
EVENT: Introduction to geological mapping
TRANSPORTATION: District vehicles
ADVISOR(S): Natural Sciences: Martha House, Instructor; Gerald Lewis, Instructor; Bryan Wilbur, Instructor; David Douglass, Division Dean and Professor.
NOT TO EXCEED: $200.00 (transportation)

It is also recommended that approved Campus Police and Safety drivers be permitted to drive a Pasadena City College vehicle and to purchase gasoline and services outside of Los Angeles County.

Some shifting of time, date and place may be necessary due to weather conditions or other unforeseen circumstances.

FISCAL IMPLICATIONS: Funds for this purpose will be budgeted for in the 2006-07 Adopted Budget in account code 01-5250-1502-2317 (Physical Sciences).

BACKGROUND: This instructional field trip is requested by the Division Dean of Natural Sciences.

Submitted by:

Division Dean, Natural Sciences

Recommended for Approval:

Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
CONSENT ITEM TITLE: Approve Purchasing Transactions

Board Meeting Date: February 7, 2007

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve purchasing transactions 121922 through 122153.

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2006-2007 District Budget in the fund indicated and charged to the cost centers shown.

BACKGROUND: Orders have been issued in accordance with legal requirements and with Purchasing Policies adopted by the Board of Trustees on April 20, 1994. The purchase orders listed on the attached report include orders that are $250.00 or more.

Submitted by:

Director, Purchasing Services

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
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<tr>
<th>PO Number</th>
<th>Vendor Name</th>
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<th>Fund Amount</th>
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<td>122106</td>
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<td>122109</td>
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<td>CUSTODIAL SUPPLIES</td>
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<td>122127</td>
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<td>CONSULTING PSYCHOLOGISTS</td>
<td>BOOKS</td>
<td>CAREER</td>
<td>1</td>
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<td>122132</td>
<td>WARD'S NATURAL SCIENCE</td>
<td>LABORATORY SUPPLY</td>
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<td>1</td>
<td>$271.81</td>
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* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of the District as required by Vendor.
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Site</th>
<th>FD</th>
<th>Fund Amount</th>
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<tr>
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<td>122136</td>
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<td>122137</td>
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<td>MCLOGAN SUPPLY</td>
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* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of the District as required by Vendor.
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<td>B-07262</td>
<td>CARRIER: ALICIA</td>
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<td>T.A.N.F.</td>
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<td>CONNER: MARIO</td>
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$ 22,525.61
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Interfund Transfer

Board Meeting Date: February 7, 2007

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 following interfund transfer from the Unrestricted General Fund to the Capital Outlay and Scheduled Maintenance Funds.

FISCAL IMPLICATIONS:

<table>
<thead>
<tr>
<th>PAC#</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Decrease Appropriations:</td>
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<tr>
<td>01-7900-3000-0000</td>
<td>Contingencies</td>
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<tr>
<td>Increase Appropriations:</td>
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<tr>
<td>01-7310-3000-0000</td>
<td>Other Outgo, Transfers</td>
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<tr>
<td>41-8980-0000-0000</td>
<td>Capital Outlay, Projects Fund,</td>
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<td></td>
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<tr>
<td>41-6250-7108-0000</td>
<td>District Asbestos Removal</td>
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<td>41-6250-7112-0000</td>
<td>Campus Telecommunications</td>
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<tr>
<td>43-8980-0000-0000</td>
<td>Scheduled Maintenance,</td>
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<tr>
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<td>43-6289-3000-0000</td>
<td>Scheduled Maintenance</td>
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<td></td>
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</tbody>
</table>

BACKGROUND: Transfer from the Unrestricted General Fund to the Capital Outlay and Scheduled Maintenance Funds. The Balance in Contingencies after this Transfer is $3,192,543.

Submitted by:  
Odess Walker  
Director, Fiscal Services

Recommended for Approval:  
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:  
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve/Ratify/Amend Contracts

Board Meeting Date: February 7, 2007

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify/amend the contracts listed on the attached pages.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the cost centers shown.

BACKGROUND: The contracts have been requested by the area cost center manager and reviewed for compliance with legal requirements and with District policies.

Submitted by:

Director, Business Services

Recommended for Approval:

Inform Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
## REVIEW OF TRANSACTIONS AND CONTRACTS

### PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
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<tr>
<td>B-96984-7</td>
<td>Ngugi wa Thion’o</td>
<td>$1,500.00</td>
<td>To provide services as guest speaker for Borders of Diversity Student Conference 5/17/07</td>
<td>College Diversity Initiative &amp; Cross Cultural Center 4005-0000</td>
<td>01-5140</td>
</tr>
<tr>
<td>B-96985-7</td>
<td>Roshell Butler</td>
<td>5,400.00</td>
<td>To provide services as facilitator for Early Start Emancipation Program and Independent Living Program – B 2/08/07 thru 6/30/07</td>
<td>CEC: &amp; Independent Living Program – B and Early Start Emancipation Program 5214-0000 &amp; 5217-0000</td>
<td>03-5140</td>
</tr>
<tr>
<td>B-96986-7</td>
<td>DeAnna Quesada</td>
<td>3,600.00 plus approved conference &amp; travel related expenses</td>
<td>To provide services as trainer for Independent Living Program – LA 2/08/07 thru 6/30/07</td>
<td>CEC: Independent Living Program – LA 5214-0000</td>
<td>03-5140</td>
</tr>
<tr>
<td>B-96987-7</td>
<td>Theresa Patterson</td>
<td>1,680.00</td>
<td>To provide services as trainer for Independent Living Program – B 2/08/07 thru 6/30/07</td>
<td>CEC: Independent Living Program – B 5214-0000</td>
<td>03-5140</td>
</tr>
<tr>
<td>B-96988-7</td>
<td>Bobbie Andrews</td>
<td>300.00</td>
<td>To provide services as trainer for Independent Living Program – B 2/09/07 thru 6/30/07</td>
<td>CEC: Independent Living Program – B 5214-0000</td>
<td>03-5140</td>
</tr>
</tbody>
</table>

Consent Item No. 148-B
February 7, 2007
<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-96990-7</td>
<td>Dr. Marilee Bresciani</td>
<td>$2,800.00</td>
<td>To provide services as trainer for Student and Learning Services managers on the creation of an assessment plan for the Division's Student Learning Outcomes 2/12/07 thru 3/13/07</td>
<td>Student &amp; Learning Services 2000-0402 (Professional Training)</td>
<td>01-5120</td>
</tr>
<tr>
<td>B-96991-7</td>
<td>The Help Group</td>
<td>No cost to District</td>
<td>To provide use of facilities for clinical experience for Speech Language Pathology Assistant students 2/20/07 until terminated</td>
<td>PCA: Speech Language Pathology Assistant Program</td>
<td>N/A</td>
</tr>
<tr>
<td>B-96989-7</td>
<td>Richard Johnston</td>
<td>1,840.00</td>
<td>To provide services to review and summarize Requests for Applications from the state for Economic Development, Tech Prep and Career &amp; Technical Education grants, and prepare application packet once approval is given to apply for the funds 11/07/06 thru 11/13/06</td>
<td>VTEA: Administration 5100-0000</td>
<td>03-5120</td>
</tr>
<tr>
<td>B-96992-7</td>
<td>Oscar Chavez</td>
<td>500.00</td>
<td>To provide photographic services on an as-needed basis 11/01/06 thru 6/30/07</td>
<td>Board of Trustees 4100-0000</td>
<td>01-5150</td>
</tr>
<tr>
<td>B-96876-7</td>
<td>Mary Meadows</td>
<td>600.00</td>
<td>To increase amount of agreement for additional training sessions for Kinship Education Program for an amount not-to-exceed $3,600.00</td>
<td>CEC: Kinship Education Program 5216-0000</td>
<td>03-5140</td>
</tr>
<tr>
<td>B-96877-7</td>
<td>Linda Hawes</td>
<td>4,200.00</td>
<td>To increase amount of agreement for additional training sessions for Kinship Education Program for an amount not-to-exceed $5,600.00</td>
<td>CEC: Kinship Education Program 5216-0000</td>
<td>03-5140</td>
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</table>
## REVIEW OF TRANSACTIONS AND CONTRACTS

### PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-96931-7</td>
<td>American Red Cross</td>
<td>N/A</td>
<td>To extend term of agreement for infant, child and adult CPR training for Foster Care Education and CEC staff from 11/03/06 to 6/30/07</td>
<td>CEC</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Consent Item No. 148-B
February 7, 2007
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Staff Development Activity

Board Meeting Date: February 7, 2007

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Staff Development activity listed below:

Approve

April 27, 2007 – Community Education Center Staff Retreat at Pasadena Hilton, to discuss student success through student retention and development of CEC growth and unit plan objectives for 2007-08. Anticipated expenses not-to-exceed $4,035.00 for supplies, materials, printing, facilities and refreshments for approximately 50 participants. Cost Center: 01-5210-1000-0402, Office of Instruction (Professional Training)

FISCAL IMPLICATIONS: Funds for this activity are budgeted in the cost centers indicated.

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

Submitted by:

Sherry Sasek
Director, Business Services

Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve/Ratify Career and Technical Education Activities

Board Meeting Date: February 7, 2007

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 Career and Technical Education activities listed below:

Approve:
March 3, 2007 – Girls’ Day in Science Program at PCC, to provide hands-on workshops in the sciences for middle school girls. Anticipated expenses not-to-exceed $2,000.00 for facilitators/speakers, supplies, materials, bus coordinators and refreshments for approximately 200 participants. Cost Centers: 03-5210-5115-0000, Tech Prep, and 03-5210-5118-0000, Center for Applied Biotechnology

Ratify:
January 29, 2007 – Career & Technical Education Luncheon at PCC, for principals to discuss opportunities to partner with PCC for career exploration for 7th and 8th graders. Anticipated expenses not-to-exceed $500.00 for materials, supplies and refreshments for approximately 12 participants. Cost Center: 03-5210-5100-0000, VTEA: Administration

FISCAL IMPLICATIONS: Funds for these activities are budgeted in the cost centers listed.

BACKGROUND: These activities are intended to promote Career and Technical Education programs.

Submitted by:

Sherry Hassan
Director, Business Services

Recommended for Approval:

[Signature]
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: February 7, 2007

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the reimbursement of the Pasadena Area Community College District Revolving Cash Fund in the amount of $5,424.78.

FISCAL IMPLICATIONS: The funds were expended for refunds, materials or services.

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
</tr>
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<tbody>
<tr>
<td>01-09-07</td>
<td>14675099</td>
<td>$1,107.75</td>
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<td>01-11-07</td>
<td>14682505</td>
<td>451.80</td>
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<td>01-17-07</td>
<td>14695825</td>
<td>1,367.98</td>
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<tr>
<td>01-18-07</td>
<td>14699795</td>
<td>1,899.73</td>
</tr>
<tr>
<td>01-22-07</td>
<td>14706585</td>
<td>597.52</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$5,424.78</td>
</tr>
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</table>

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

Submitted by:
Director, Fiscal Services

Recommended for Approval:
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>1/9/2007</td>
<td>14676099</td>
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<td>Supplies</td>
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<td>Postage</td>
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<td>Parking refunds</td>
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<tr>
<td>1/11/2007</td>
<td>14682505</td>
<td>$451.80</td>
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<tr>
<td></td>
<td>Supplies</td>
<td>$451.80</td>
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<tr>
<td>1/17/2007</td>
<td>14695825</td>
<td>$1,367.98</td>
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<tr>
<td></td>
<td>Supplies</td>
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<td>Dry cleaning</td>
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<td>Postage</td>
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<td></td>
<td>Bus passes</td>
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<td></td>
<td>ASB fee refund</td>
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<td></td>
<td>Health fee refund</td>
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<td>Parking refunds</td>
<td>$240.00</td>
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<td>1/18/2007</td>
<td>14699795</td>
<td>$1,899.73</td>
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<td>Books</td>
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<td>Duplicating</td>
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<td>Bus passes</td>
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<td>Citation refunds</td>
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<td>1/22/2007</td>
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<td>$597.52</td>
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<td>Supplies</td>
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<td>Postage</td>
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<td>Parking refunds</td>
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<tr>
<td><strong>Grand total:</strong></td>
<td></td>
<td><strong>$5,424.78</strong></td>
</tr>
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</table>
CONSENT ITEM TITLE: Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation

Board Meeting Date: February 7, 2007

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the reimbursement of the Workers' Compensation Self-Insurance Fund Bank account in the amount of $35,831.56.

FISCAL IMPLICATIONS: The funds were expended for Medical, Travel, Legal, and Benefit Payments.

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBERS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-11-07</td>
<td>14682515</td>
<td>$35,831.56</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>Medical</td>
<td>$22,518.02</td>
</tr>
<tr>
<td></td>
<td>Benefit Payments</td>
<td>$8,414.45</td>
</tr>
<tr>
<td></td>
<td>Mileage</td>
<td>$10.20</td>
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<tr>
<td></td>
<td>Legal</td>
<td>$4,907.31</td>
</tr>
<tr>
<td></td>
<td>Interest</td>
<td>-$18.42</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$35,831.56</td>
</tr>
<tr>
<td></td>
<td></td>
<td>========</td>
</tr>
</tbody>
</table>

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

Submitted by: [Signature]
Director, Fiscal Services

Recommended for Approval: [Signature]
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES: [Signature]
Superintendent/President
CONSENT ITEM TITLE: Stipends for Academic Personnel

Board Meeting Date: February 7, 2007

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 persons on the attached list to be employed in a special project as listed, approved for the College year 2006-07, unless otherwise indicated, or any portion thereof, as stated in their contracts. The length of time of the employment and the assignment shall be determined by College need.

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need.

Submitted by:
Office of Human Resources

Recommended for Approval:

Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
<table>
<thead>
<tr>
<th>NAME</th>
<th>STIPEND</th>
<th>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arenson, Lauren</td>
<td>2,500.00</td>
<td>Partnership for Excellence—to supervise the Social Sciences Learning Center for the winter intersession 2007</td>
</tr>
<tr>
<td>Berg, Thomas</td>
<td>1,000.00</td>
<td>Capacity Building Grant—RN coordinator for winter 2007</td>
</tr>
<tr>
<td>Burruss, Laurie</td>
<td>9,150.00</td>
<td>Multimedia and Entertainment Initiative—as the project director of the Los Angeles/Orange County Multimedia and Entertainment Center she is required to work year-round providing training opportunities for high school and community college faculty, conducting workshops, attending state-mandated MEI Director’s meetings, planning activities, and meeting with partners in the region, 12-18-06 to 2-20-07</td>
</tr>
<tr>
<td>Choate-Ciletti, Elisabeth</td>
<td>500.00</td>
<td>Biotechnology—coordination of Girls’ Day in Sciences for 2007 at PCC, 3-3-2007</td>
</tr>
<tr>
<td>Curtis, Carol</td>
<td>6,000.00</td>
<td>Student Learning Outcomes (SLO) Steering Committee—coordinating office set-up development and assessment plans, winter intersession 2007</td>
</tr>
<tr>
<td>Gallup, Daniel</td>
<td>3,000.00</td>
<td>Mathematics Division—assist dean as Division Coordinator during the winter intersession 2007</td>
</tr>
<tr>
<td>Trendler, Teri</td>
<td>500.00</td>
<td>Biotechnology—coordination of Girls’ Day in Sciences for 2007 at PCC, 3-3-2007</td>
</tr>
<tr>
<td>Tuason, Orenda</td>
<td>300.00</td>
<td>SB-70 Quick Start Biotechnology/Biosciences Project—to give 20 at-risk 8th grade students a chance to use biotechnology to do a forensic/investigation of DNA</td>
</tr>
<tr>
<td>Ward, Charles D.</td>
<td>4,000.00</td>
<td>Partnership for Excellence—facilitate On-course, 3-day intensive workshop for approximately 30 faculty, 4-26-07 to 4-28-07</td>
</tr>
<tr>
<td>Wiggins, Lynell</td>
<td>750.00</td>
<td>Partnership for Excellence—train student tutors in the PASS program, 9-1-06 to 12-15-06</td>
</tr>
<tr>
<td>Williams, Cynthia</td>
<td>2,500.00</td>
<td>Community Education Center—research to determine sequence of courses and activities that will comprise a new fashion non-credit program, spring 2005</td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Employment of Hourly Credit Teachers and Substitute Teachers, Winter 2007

Board Meeting Date: February 7, 2007

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 persons on the attached list to be employed as temporary teachers of credit classes in their respective major and/or minor at their respective hourly rates derived from the academic hourly salary schedule for teachers of credit classes approved for 2006-07. The length of time of the employment and the assignment shall be determined by College need.

It is further recommended that the Office of Human Resources be authorized to make adjustments in class and step pursuant to Board rules as published in the Faculty Handbook, 1982-83, pages 4.10-4.17, and to adjust overload rate for contract instructors pursuant to the CTA collective bargaining agreement.

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need.

Submitted by:
Office of Human Resources

Recommended for Approval:

Dean Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Meagan</td>
<td>Adj Nurse Practitioner</td>
<td>A</td>
<td>1</td>
<td>Student Health Services</td>
</tr>
<tr>
<td>Agregan, Louis</td>
<td>Adjunct Faculty</td>
<td>C</td>
<td>2</td>
<td>English</td>
</tr>
<tr>
<td>Arutian, Carol</td>
<td>Adjunct Faculty</td>
<td>B</td>
<td>12</td>
<td>Visual Arts &amp; Media Studies</td>
</tr>
<tr>
<td>Burton, Darlene</td>
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<td>13</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Cowper, David</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>7</td>
<td>English</td>
</tr>
<tr>
<td>Cruz, Cindy</td>
<td>Adjunct Counselor</td>
<td>A</td>
<td>2</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Fiedler, Robin</td>
<td>Adjunct Faculty</td>
<td>C</td>
<td>1</td>
<td>English</td>
</tr>
<tr>
<td>Gamarra, Jorge</td>
<td>Adjunct Faculty</td>
<td>D</td>
<td>8</td>
<td>Languages</td>
</tr>
<tr>
<td>Griffith, Barbara*</td>
<td>Adjunct Faculty</td>
<td>C</td>
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<td>Counseling</td>
</tr>
<tr>
<td>Hinds, Marina*</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>31</td>
<td>Community Education Center</td>
</tr>
<tr>
<td>Kawai, Beth*</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>22</td>
<td>Counseling</td>
</tr>
<tr>
<td>Kartalian, Lara</td>
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<td>A</td>
<td>2</td>
<td>English</td>
</tr>
<tr>
<td>Kellogg, Edmund</td>
<td>Adjunct Faculty</td>
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<td>Business &amp; Comp Studies</td>
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<tr>
<td>Kuroki, Mikage</td>
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<td>1</td>
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<td>Mohammadian, Parvaneh</td>
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<tr>
<td>Morrison, Philip</td>
<td>Adjunct Faculty</td>
<td>D</td>
<td>10</td>
<td>Visual Arts &amp; Media Studies</td>
</tr>
<tr>
<td>Peppers, Marla</td>
<td>Adjunct Librarian</td>
<td>B</td>
<td>7</td>
<td>Library</td>
</tr>
<tr>
<td>Ramachandran, Hema</td>
<td>Adjunct Librarian</td>
<td>A</td>
<td>15</td>
<td>Library</td>
</tr>
<tr>
<td>Ramirez, Nancy</td>
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<td>1</td>
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</tr>
<tr>
<td>Ramon, Alva</td>
<td>Adjunct Faculty</td>
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</tr>
<tr>
<td>Rodriguez, Bernardino*</td>
<td>Adjunct Faculty</td>
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<td>Engr &amp; Tech</td>
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<td>Schander, Mary</td>
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<td>A</td>
<td>12</td>
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<tr>
<td>Tate, Beverly*</td>
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<td>Tindol, Robert</td>
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<td>English</td>
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<td>Tsao, Jane*</td>
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<td>Health Sciences</td>
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<td>Vansistine, Mary</td>
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<td>Winslow, Aquita</td>
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<tr>
<td>Yanaga, Barron*</td>
<td>Adjunct Faculty</td>
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<td>14</td>
<td>Business &amp; Comp Studies</td>
</tr>
</tbody>
</table>

*Full-time faculty
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Employment of Hourly Noncredit Teachers and Substitute Teachers, Winter 2007

Board Meeting Date: February 7, 2007

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 person listed below to be employed as a temporary teacher of noncredit classes in the respective major and/or minor at the respective hourly rate derived from the academic hourly salary schedule for teachers of noncredit classes approved for the College year 2006-07 or any portion thereof as stated in their contracts. The length of time of the employment and the assignment shall be determined by College need.

It is further recommended that the Office of Human Resources be authorized to make adjustments in class and step pursuant to Board rules as published in the Faculty Handbook, 1982-83, pages 4.10-4.17, and to adjust overload rate for contract instructors pursuant to the CTA collective bargaining agreement.

NAME          POSITION          CLASS  STEP  DIVISION
Spurgeon, Brian Adj Noncredit Faculty  D     8  Community Education Center

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College needs.

Submitted by:
Office of Human Resources

Recommended for Approval:

Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
CONSENT ITEM TITLE:  
Employment of Hourly Credit Teachers and Substitute Teachers, 2006-07

Board Meeting Date: February 7, 2007

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 persons on the attached list to be employed as temporary teachers of credit classes in their respective major and/or minor at their respective hourly rates derived from the academic hourly salary schedule for teachers of credit classes approved for 2006-07. The length of time of the employment and the assignment shall be determined by College need.

It is further recommended that the Office of Human Resources be authorized to make adjustments in class and step pursuant to Board rules as published in the Faculty Handbook, 1982-83, pages 4.10-4.17, and to adjust overload rate for contract instructors pursuant to the CTA collective bargaining agreement.

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need.

Submitted by:
Office of Human Resources

Recommended for Approval:

Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aldred, Stephen*</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>English</td>
</tr>
<tr>
<td>Atwater, Teresa*</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>English</td>
</tr>
<tr>
<td>Barakat, Wissam*</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Billions, Ayoka*</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Browne, Philip*</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Performing &amp; Comm Arts</td>
</tr>
<tr>
<td>Corson, Louise*</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Davis, Danielle*</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>English</td>
</tr>
<tr>
<td>Estephan, Joseph*</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Joshua, Stacey*</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>English</td>
</tr>
<tr>
<td>Miller, Mark*</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Mkrtchian, Sourik*</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Nicolacopoulus, Toula*</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Languages</td>
</tr>
<tr>
<td>Seliger, Philip*</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Sosner, Jeffrey*</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>English</td>
</tr>
<tr>
<td>Standley, Paula*</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Thomas, Jessica*</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>English</td>
</tr>
<tr>
<td>Urangea, Carolina*</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Vega, Norma*</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Languages</td>
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</table>

*Initial placement pending verification of education and experience.*
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Board Meeting Date: February 7, 2007

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 changes pertaining to academic employees.

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Separations</td>
<td></td>
<td></td>
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<tr>
<td>Doud, Robert</td>
<td></td>
<td>Retirement</td>
<td>06/17/07</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td>22 years of service</td>
<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Johnson, Lance</td>
<td></td>
<td>Retirement</td>
<td>06/17/07</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td>36 years of service</td>
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<tr>
<td>Social Sciences</td>
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<td></td>
<td></td>
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<tr>
<td>Nishime, Jeanie</td>
<td></td>
<td>Resignation</td>
<td>03/01/07</td>
</tr>
<tr>
<td>Associate Dean</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling &amp; Career Services</td>
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</tbody>
</table>

FISCAL IMPLICATIONS: None

BACKGROUND: Routine personnel transactions within budget limits.

Submitted by:
Office of Human Resources
Recommended for Approval:

Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President

Board Meeting Date: February 7, 2007

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 changes pertaining to classified employees.

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>RANGE &amp; STEP</th>
<th>MONTHLY RATE</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adriano, Mi</td>
<td>34B</td>
<td>$2818.24</td>
<td>100% - 12 mo.</td>
<td>02/08/07</td>
</tr>
<tr>
<td>Financial Aid Technician</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships/Financial Aid</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funded Position</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Position</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carreon, Juan</td>
<td>46A</td>
<td>$2697.69</td>
<td>75% - 11 mo.</td>
<td>02/08/07</td>
</tr>
<tr>
<td>Educational Advisor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upward Bound Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funded Position</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing Jessica Ross</td>
<td></td>
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<td></td>
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</tbody>
</table>

SEPARATIONS

<table>
<thead>
<tr>
<th>NAME</th>
<th>RETIREMENT/REASON</th>
<th>EFFECTIVE DATE</th>
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</thead>
<tbody>
<tr>
<td>Dunn, Billie</td>
<td>Retirement</td>
<td>12/01/06</td>
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<tr>
<td>Custodian</td>
<td>21 years of service</td>
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<td>Facilities Services</td>
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<tr>
<td>Ludwig, James</td>
<td>Retirement</td>
<td>01/03/07</td>
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<td>Locksmith</td>
<td>16 years of service</td>
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<tr>
<td>Facilities Services</td>
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</tbody>
</table>

FISCAL IMPLICATIONS: None

BACKGROUND: Routine personnel transactions within budget limits

Submitted by:
Office of Human Resources
Recommended for Approval:
Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Pasadena City College

**CONSENT ITEM TITLE:**
Amend Consent Item No. 67-P  
Sabbatical Leaves, 2007-2008

**Board Meeting Date:** February 7, 2007

**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 changes pertaining to academic employees.

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burruss, Laurie</td>
<td></td>
<td>Rescission of 2007-2008 Sabbatical Leave</td>
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<tr>
<td>Visual Arts &amp; Media Studies</td>
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</tr>
</tbody>
</table>

**FISCAL IMPLICATIONS:** None

**BACKGROUND:** Routine personnel transactions within budget limits.

Submitted by:
Office of Human Resources
Recommended for Approval:

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signatures]