NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, September 21, 2005

7:00 P.M.
Open Session

MEETING NO. 17
Regular Business Meeting
Pasadena City College
Circadian
1570 East Colorado Boulevard
Pasadena, California 91106

Enclosed is the Agenda for Meeting No. 17, a Regular Business Meeting. There will be no Closed Session. Open Session will convene at 7:00 p.m. in the Circadian of Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
MEETING NO. 17
REGULAR BUSINESS MEETING
Wednesday, September 21, 2005
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. OPEN SESSION
   A. CALL TO ORDER
   B. ROLL CALL
   C. PLEDGE OF ALLEGIANCE
   D. INTRODUCTIONS
      New Faculty
   E. 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.
   F. APPROVAL OF MINUTES – Meeting No. 16, Regular Business Meeting,
      September 7, 2005
   G. AMENDMENT OF MINUTES – Meeting No. 14, Summer Board Retreat,
      August 3, 2005
   H. APPROVAL OF CONSENT ITEMS (See page 3, attached)
   I. OATH OF OFFICE
      Campus Safety Officer, Christine Salandino
   J. PRESENTATION/DISCUSSION, WITH POSSIBLE ACTION: ADMINISTRATOR’S RECOMMENDATIONS [Board]
   K. PRESENTATION/DISCUSSION, WITH POSSIBLE ACTION: FALL 2005 ACADEMIC HIRING [Staff]
   L. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF ACCREDITATION MIDTERM REPORT [Staff]
   M. PRESENTATION/DISCUSSION, WITH POSSIBLE ACTION: NEW ACCREDITATION STANDARD I, INSTITUTIONAL MISSION AND EFFECTIVENESS [Board]
N. PRESIDENT’S REPORT (INCLUDING VICE PRESIDENTS)
O. ANNOUNCEMENTS BY FACULTY, STAFF, STUDENTS AND BOARD OF TRUSTEES
P. FUTURE BOARD MEETING DATES
Q. FUTURE AGENDA ITEMS
R. ADJOURNMENT
CONSENT ITEMS

18-S Approval of Instructional Trip for Puente Project to Cal State University Northridge
19-S Approval of Student Trip – ASPCC Executive Board to CCCSAA Conference – San Jose, CA October 21-23, 2005
20-S Approval of Student Trip – PCC DANA Club to Mineral Dig, Trona, CA, October 7-9, 2005
21-S Approval of Student Trip – PCC M.E.Ch.A. to Statewide Conference, Fullerton, CA, October 7-9, 2005

24-I Ratification of Instructional Trip for Radtc 117C September 21, 2005
25-I Approval of Instructional Trip for Geology 1F, September 24, 2005
26-I Approval of Instructional Trip for Geology 1F, October 7-9, 2005
27-I Approval of Instructional Trip for Geology 3F, October 21-23, 2005
28-I Approval of Instructional Trip for Geology 30E, October 28-30, 2005
29-I Approval of Instructional Trip for Biology 25, October 20-24, 2005
30-I Approval of Instructional Trip for Music 61, November 12, 2005
31-I Approval of Instructional Trip for Music 61, November 19, 2005
32-I Approval of Instructional Trip for Music 61, November 5, 2005
33-I Approval of Instructional Trip for MESA Program, September 29-October 2, 2005

53-B Ratify Mileage Authorization
54-B Approve Purchasing Transactions

Withdrawn

55-B

56-B Reporting and Approval of Revolving Fund Reimbursement
57-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation
58-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation
59-B Budget Augmentation
60-B Budget Augmentation
61-B Approve/Ratify Contracts
62-B Approve/Ratify Staff Development Activities
63-B Ratify Approval to Enter into an Agreement with Los Angeles County Superintendent of Schools Data Processing Services
64-B Ratify Vocational Education Activity

28-P Stipends for Classified and Unclassified Personnel
29-P Stipends for Academic Personnel
30-P Employment of Hourly Credit Teachers and Substitute Teachers, 2005-2006
31-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
32-P Employment, Change of Status, Leave of Absence, and Resignation of Academic Employees, 2005-2006
Meeting No. 16
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 16 on Wednesday, September 7, 2005, 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. Jeanette Mann, President.

ROLL CALL
Trustees Present
Dr. Jeanette Mann, President
Mr. Geoffrey L. Baum, Vice President (arrived at 6:29 p.m.)
Ms. Consuelo Rey Castro, Clerk
Mr. John Martin (arrived at 6:05 p.m.)
Ms. Susanna Miele (arrived at 6:10 p.m.)
Mr. Warren Weber
Mrs. Beth Wells-Miller
Mr. Nicholas Szamet, Student Trustee

Administrative Officers in Attendance
Dr. James Kossler, Superintendent/President
Mr. Peter J. Hardash, Vice President, Administrative Services
Dr. Jacqueline Jacobs, Vice President, Instruction
Dr. Lisa Sugimoto, Vice President, Student and Learning Services
Mr. Victor Collins, Interim Dean, Human Resources
Dr. Stuart Wilcox, Dean, Institutional Planning and Research
Ms. Janet Levine, Dean, External Relations

The Academic Senate was represented by Ms. Kay Dabelow.
The Classified Senate was represented by Mr. Hollis Stewart.
The Associated Students Board was represented by Mr. Steven Juarez.
The Management Association was represented by Mr. Dale Pittman.

PUBLIC COMMENT ON CLOSED SESSION ITEMS
There was no public comment on closed session items.

The Board adjourned to Closed Session at 6:02 p.m.

II. CLOSED SESSION
Government Code §54957
Government Code §54957
Government Code §54957.6

Public Employee Appointment
(Dance)
Public Employee Dismissal, Discipline, Release
Labor Negotiations
(CTA, Jacobs; CSEA 777, Hardash; CSEA 819, Hardash; ISSU, Sugimoto)

Closed Session was adjourned at 6:58 p.m.
III. OPEN SESSION
Dr. Mann reconvened the Open Session at 7:04 p.m. and reported that no action was taken during the Closed Session.

A. PLEDGE OF ALLEGIANCE
Mr. Martin led the Pledge of Allegiance.

B. INTRODUCTIONS
There were no introductions.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS
There were no public comments on non-agenda items.

D. APPROVAL OF MINUTES - Regular Business Meeting No. 15, August 17, 2005
Page 8434 - Future Board Meetings
Mr. Baum asked that the wording be changed to read, "Mr. Baum announced that the annual budget will be presented for adoption at the next meeting..."

Page 8433 - The 2005-06 Budget
Mrs. Wells-Miller asked that reference be made to her comment regarding additional core classes. Dr. Kossler pointed out that Mr. Hardash had indicated that there would be additional class sections, but not necessarily core classes.

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Ms. Rey Castro, the Board voted, by a majority vote of the seven members present, to approve the Minutes of Meeting No. 15, a Regular Business Meeting, August 17, 2005, as amended.

Yes: Baum, Rey Castro, Miele, Martin, Wells-Miller, Weber
Abstain: Mann
Advisory Vote: Aye

Mr. Martin requested that language in the minutes of the August 3, 2005 Board Retreat be reworded. Ms. Miele pointed out that in order to do so, it must be agendized. It will be addressed at the next meeting.

E. APPROVAL OF CONSENT ITEMS
46-B – Approve Change Orders, Measure P, Parking Structure
Mr. Baum asked why there were still change orders when the Board had approved the Notice of Completion with Kajima at the last meeting. Mr. Hardash explained that often the paperwork continues for sometime after completion of the project, and these are all anticipated changes.

48-B – Approve/Ratify/Amdend/Renew Contracts
Ms. Miele requested that items funded by grant money not only include the name of the grant, but the name of the division as well.

B-96358-5
Mr. Baum asked why this is not a permanent position. Dr. Kossler responded that it is a grant position which is funded year to year.

22-I – Approval of Instructional Trip for Geology 3F
Dr. Mann questioned why advisors from the English Division will be included in this trip. Dr. Jacobs replied that it is part of the Learning Communities program.

24-P – Resignation of Academic Employees 2005-06
Ms Rey Castro noted the resignation of Ralph Gutierrez and commended him on 34 years of service to the college.
E. APPROVAL OF CONSENT ITEMS (Continued)

MOTION: ON MOTION OF Mr. Weber and seconded by Mrs. Wells-Miller, the Board voted, by a unanimous vote of the seven members present, to approve the Consent Items.
Advisory Vote: Aye

F. PUBLIC HEARING AND APPROVAL OF THE 2005-2006 ADOPTED BUDGET
Dr. Mann opened the Public Hearing. When there was no comment, the hearing was closed.

Mr. Baum reviewed several line items in the budget, including supplemental taxes, non-resident tuition, long-term subs, increase of academic teaching budgets, and energy costs. Mr. Hardash responded to Mr. Baum’s observations and questions. Mr. Baum also commended the administration for maintaining a healthy reserve. Dr. Mann commented that the Board manages a conservative budget. Ms. Rey Castro pointed out that PCC’s performance indicators are consistently higher than many colleges that receive far more funding. Mrs. Wells-Miller commended Mr. Hardash and his staff for their diligence in the preparation of this budget.

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Ms. Rey Castro, the Board voted, by a unanimous vote of the seven members present, to approve the 2005-2006 Budget.
Advisory Vote: Aye

G. DISCUSSION, WITH POSSIBLE ACTION: CURRICULUM ADDITIONS
Dr. Jacobs explained that these course additions enable licensed cosmetologists to become cosmetology instructors.

MOTION: ON MOTION OF Mrs. Wells-Miller, and seconded by Ms. Rey Castro, the Board voted, by a unanimous vote of the seven members present, to approve the Curriculum Additions.
Advisory Vote: Aye

H. DISCUSSION, WITH POSSIBLE ACTION: BOARD ANNUAL SELF-EVALUATION
Prior to discussion of the self-evaluation, Ms. Inez Yslas addressed the Board, commending them for their oversight of the financial management of the college. She suggested that the trustees be more visible at community events, and expressed hope that the issue of diversity will move from discussion to visible results.

Dr. Mann suggested that the evaluation instrument be scored by a rating scale. She cautioned that the evaluation should reflect the Board’s progress as a whole, and not be personalized.

Mr. Szamet suggested that a new category related to the Board’s relationship with students should be added to the evaluation form. After further discussion, it was decided that some refinement and clarification of the instrument might be needed, and the Board officers will look and it and discuss possible changes at a future meeting.

I. DISCUSSION, WITH POSSIBLE ACTION: BOARD GOALS FOR 2005-2006, ASSIGNMENT OF RESPONSIBILITIES
Ms. Yslas addressed the Board regarding Goal #05-8, which is related to diversity by stating that she hopes to hear more about the status of the creation of a career ladder program and opportunities for upward mobility.

After assigning responsibilities for each goal to the Trustees, Dr. Mann asked if it might be wise to establish standards in order to evaluate if a goal has been met. Mr. Weber suggested that scoring the goals could be included as a section of the Board self-evaluation. Mr. Baum recommended that the responsible parties write a short paragraph describing how the goal was met. Dr. Kossler reminded the members that the evaluation
J. **DISCUSSION, WITH POSSIBLE ACTION: BOARD GOALS FOR 2005-2006, ASSIGNMENT OF RESPONSIBILITIES (Continued)**

is a measure how well the Board has succeeded in accomplishing what they set out to do, even though it might not be reflected in the institutional achievements. Dr. Mann requested that some objectives or standards be written by the responsible parties and brought back at the October 5 meeting.

K. **DISCUSSION, WITH POSSIBLE ACTION: STATUS REPORT ON ADMINISTRATOR'S RECOMMENDATIONS**

Dr. Mann stated that she felt many of the recommendations have not been met. Dr. Kossler replied that the Time, Place and Manner policy has been given to the College Coordinating Council, and once it has passed through the shared governance process, it will come to the Board for approval. He also pointed out that several of the recommendations, as written, cannot be legally implemented. District counsel is looking at how to best address this issue.

Ms. Rey Castro stated that there are policies and procedures in place which address the ethical standards of conduct for students, staff, and police officers, as well as a handbook for club advisors.

Mr. Baum suggested that previous minutes be reviewed to determine what direction the administration was given with respect to a progress report on the recommendations. Mr. Martin indicated that perhaps the completion of the recommendations was not yet recognized, and proposed that the administration "triage" the recommendations and report back which ones had been completed and what progress was being made on the remainder. It was agreed that the Board wants assurance that the recommendations have been identified, addressed and handled.

L. **DISCUSSION, WITH POSSIBLE ACTION: ATHLETICS**

Mrs. Wells-Miller stated that she was interested in knowing the cost of maintenance for various sports. She indicated that she has not yet gathered all the data, withdrew this item, and asked that it be addressed at some future meeting. Dr. Mann suggested that if the Board is going to look at athletics, the entire Educational Master Plan should be examined. Mr. Weber commented that perhaps this topic should be discussed at a retreat.

L. **PRESIDENT'S REPORT [INCLUDING VICE PRESIDENTS]**

Dr. Kossler

- announced that the college has received grants from the National Science Foundation and Nissan, as well as having the Biotech Center grant reinstated;
- reported on how the college is responding to the Hurricane Katrina disaster including sensitivity to displaced students and local students affected by it, fundraising efforts; and relaxed admission requirements.

M. **ANNOUNCEMENTS FACULTY, STAFF, STUDENTS, AND BOARD OF TRUSTEES**

Ms. Kay Dabelow, Academic Senate

- reported that the Academic Senate will have their retreat on September 10 and the first meeting will be held on September 12.

Mr. Hollis Stewart, Classified Senate

- announced that the Classified Senate will have a retreat in October and that the newsletter will be published next week.

Mr. Steven Juarez, Associated Students

- reported on the Associated Students Welcome Week activities including a pep rally and club week and announced that the AS Board will meet on September 9.
M. ANNOUNCEMENTS FACULTY, STAFF, STUDENTS, AND BOARD OF TRUSTEES (Continued)

Mr. Nick Szamet, Student Trustee

- requested the Board to sign a letter of support for AB982 which relates to campus health centers.

Mr. John Martin, Board of Trustees

- voiced his support of a fee waiver for students displaced by Hurricane Katrina

Ms. Susanna Miele, Board of Trustees

- congratulated the Welcome Day committee for another successful event.

Mr. Geoffrey Baum, Vice President, Board of Trustees

- expressed sympathy for the victims of Hurricane Katrina, and suggested that a letter be sent to the Board of Governors encouraging consideration of a waiver of non-resident tuition for displaced students.

Mrs. Beth Wells-Miller, Board of Trustees

- complimented Dr. Wilcox on the new edition of Observations, noting that the trustees were not listed, and commended Juan Gutierrez for keeping the community informed of PCC events.

Mr. Warren Weber, Board of Trustees

- introduced Dr. Hilary Huang who is running for election to the Board of Trustees in Area 5.

Dr. Jeanette Mann, President, Board of Trustees

- reported that a letter was sent to Governor Schwarzenegger urging him to sign SB930 into law.

N. FUTURE BOARD MEETINGS

The next regular meeting of the Board of Trustees will be on September 21, 2005, at 6:00 p.m. in the Circadian at Pasadena City College.

O. FUTURE AGENDA ITEMS

Mrs. Wells-Miller asked for a report on safety and evacuation plans for the college in the event of a disaster.

Ms. Rey Castro requested a presentation and accompanying report on Title V services and performance outcomes. Dr. Kossler replied that it is already scheduled for the October 5 meeting.

Ms. Miele requested discussion of the Board’s role in the accreditation standards. Dr. Kossler responded that the discussion is scheduled to begin at the September 21 meeting, with one standard being addressed then, and one each at subsequent meetings on October 19, November 18 and January 18.

P. ADJOURNMENT

A moment of silence was observed in remembrance of the victims of Hurricane Katrina. Meeting No. 16 was adjourned at 9:23 p.m.
MOTIONS CARRIED AT MEETING NO. 16—September 7, 2005

1. Approval of Minutes of Meeting No. 16, a Regular Business Meeting, August 17, 2005, as amended.

2. Approval of Consent Items.


4. Approval of Curriculum Additions.

Jeanette Mann, President
Board of Trustees

James Kossier, Secretary
Board of Trustees
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
MEETING NO. 16
REGULAR BUSINESS MEETING
Wednesday, September 7, 2005
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 §54957   Public Employee Appointment
      (Interim Division Dean, Performing & Communication Arts)
   Government Code §54957   Public Employee Discipline, Dismissal, Release
   Government Code §54957.6  Labor Negotiations
      (CTA, Jacobs; CSEA 777, Hardash; CSEA 819, Hardash; ISSU, Sugimoto;
      Mgmt/Conf, Hardash/Kossler)

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. 15, Regular Business Meeting, August 17, 2005
   E. APPROVAL OF CONSENT ITEMS (See page 3, attached)
   F. PUBLIC HEARING AND APPROVAL OF THE 2005-2006 ADOPTED BUDGET [Board]
   G. DISCUSSION, WITH POSSIBLE ACTION: CURRICULUM ADDITIONS [Staff]
   H. DISCUSSION, WITH POSSIBLE ACTION: BOARD ANNUAL SELF-EVALUATION [Board]
I. DISCUSSION, WITH POSSIBLE ACTION: BOARD GOALS FOR 2005-2006, ASSIGNMENT OF RESPONSIBILITIES [Board]

J. DISCUSSION, WITH POSSIBLE ACTION: STATUS REPORT ON ADMINISTRATOR'S RECOMMENDATIONS [Board]

K. DISCUSSION, WITH POSSIBLE ACTION: ATHLETICS [Board]

L. PRESIDENT'S REPORT (INCLUDING VICE PRESIDENTS)

M. ANNOUNCEMENTS BY FACULTY, STAFF, STUDENTS AND BOARD OF TRUSTEES

N. FUTURE BOARD MEETING DATES

O. FUTURE AGENDA ITEMS

P. ADJOURNMENT
<table>
<thead>
<tr>
<th>Tab No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.</td>
<td>PRESENTATION/DISCUSSION, WITH POSSIBLE ACTION:</td>
</tr>
<tr>
<td></td>
<td>ADMINISTRATOR'S RECOMMENDATIONS</td>
</tr>
<tr>
<td>I.</td>
<td>PRESENTATION/DISCUSSION, WITH POSSIBLE ACTION:</td>
</tr>
<tr>
<td></td>
<td>FALL 2005 ACADEMIC HIRING</td>
</tr>
<tr>
<td>J.</td>
<td>DISCUSSION, WITH POSSIBLE ACTION:</td>
</tr>
<tr>
<td></td>
<td>APPROVAL OF ACCREDITATION MIDTERM REPORT</td>
</tr>
<tr>
<td>K.</td>
<td>PRESENTATION/DISCUSSION, WITH POSSIBLE ACTION:</td>
</tr>
<tr>
<td></td>
<td>NEW ACCREDITATION STANDARD 1,</td>
</tr>
<tr>
<td></td>
<td>INSTITUTIONAL MISSION AND EFFECTIVENESS</td>
</tr>
<tr>
<td>RECOMMENDATION</td>
<td>STATUS</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1 Time, Place, and Manner Policy</td>
<td>Draft Revised Policy Under Shared Governance Review</td>
</tr>
<tr>
<td>2 Club Advisors</td>
<td>Completed</td>
</tr>
<tr>
<td>Review responsibilities of advisors (S&amp;LS)</td>
<td>Not yet done. Concern by ICC and Stu Aff about losing volunteer advisors</td>
</tr>
<tr>
<td>Establish procedure regarding inappropriate conduct of advisors (S&amp;LS)</td>
<td>Not yet done. Concern by ICC and Stu Aff about losing volunteer advisors</td>
</tr>
<tr>
<td>3 Students in Clubs</td>
<td>Completed</td>
</tr>
<tr>
<td>4 Responsibilities in Investigations</td>
<td>Not yet done. Received advice from counsel; Dean HR to draft policy/procedure</td>
</tr>
<tr>
<td>Define for faculty staff and managers (HR)</td>
<td>Completed (Policy 4520: Student Conduct and Academic Honesty)</td>
</tr>
<tr>
<td>Define for students ((S&amp;LS)</td>
<td>Completed</td>
</tr>
<tr>
<td>5 Badges / Uniforms</td>
<td>Completed</td>
</tr>
<tr>
<td>6 Police/Student Leaders Dialogue</td>
<td>Completed</td>
</tr>
<tr>
<td>7 POST Training</td>
<td>Completed</td>
</tr>
<tr>
<td>8 Public Comment / Board Meetings</td>
<td>Not yet done. Board officers to develop/revise Bylaw for Board approval</td>
</tr>
<tr>
<td>Revise guidelines with respect to making accusations (Board)</td>
<td>Completed</td>
</tr>
<tr>
<td>9 Pepper Spray</td>
<td>Completed</td>
</tr>
</tbody>
</table>
J. APPROVAL OF CONSENT ITEMS (Continued)

54-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
Mr. Baum pointed out the retirement of Chief Mullendore. Dr. Kossler said that the selection of a new Chief will be conducted through the established process.

57-P Sabbatical Leaves, 2004-05
Mrs. Miele announced that the Board Meeting date had been revised.

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 57-P revised.

K. OATH OF OFFICE: Pasadena City College Police Officer
Ms. Miele administered the oath of office to Anthony Hale, newly hired Pasadena City College Police Officer.

L. DISCUSSION, WITH POSSIBLE ACTION: INDEPENDENT ADMINISTRATOR’S RECOMMENDATIONS
Ms. Miele opened the discussion by explaining that the committee had assigned, for review, the nine recommendations (to the areas overseeing the particular department(s) involved in the recommendation. Mr. Martin reminded the Board that it is their responsibility to set policy and that the professionals who work at the college on a daily basis should offer suggestions on the best way to implement the recommendations. Ms. Rey Castro said that she felt the recommendations required more clarity. Mr. Baum suggested that the Board’s role is to establish a process by which the recommendations can be examined and, if necessary, policy can be re-written. Mr. Martin pointed out that the administrator’s responsibilities now need to shift from Judge Gutierrez back to the college president.

MOTION: ON MOTION OF Mr. Baum, and seconded by Dr. Mann, the Board voted, by a majority vote of the seven members present, to accept the suggestion of the Board officers to refer Independent Administrator’s recommendations to the appropriate college areas for review, with a progress report back to the Board at the February 4, 2004 meeting.

Aye: Weber, Baum, Martin, Mann, Miele
No: Rey-Castro, Wells-Miller
Advisory Vote: No

M. DISCUSSION, WITH POSSIBLE ACTION: REQUEST FOR SECOND LEGAL OPINION REGARDING RELEASE OF INVESTIGATOR’S REPORT OF MARCH 20TH INCIDENT
Mrs. Wells-Miller again requested that Board members who want to read the investigative report should be given a copy. Mr. Martin raised a point of order indicating that Mrs. Wells-Miller’s request was inconsistent with the agenda item and Ms. Miele ruled that it was out of order. Mrs. Wells-Miller stated that she was interested in obtaining a second opinion regarding the legality of releasing the investigative report. Mr. Baum and Dr. Mann both expressed their satisfaction with the current legal representation, and indicated that they did not want to invest additional money for another opinion. Mr. Weber reminded the Board that they had already received two legal opinions advising against reviewing the report and that violating that advice could result in a liability. Mr. Martin pointed out that the Board is the court of final appeal and reading the report could result in predetermination or prejudice. Dr. Mann added that, since the Board is the final decision-making body within the college, neutrality must be maintained to ensure a fair, unprejudiced hearing, should an appeal be filed. Ms. Rey Castro stated that the Board had requested that Judge Gutierrez report back his findings to which Mr. Martin responded by reading, verbatim, the original charge.
### MANAGEMENT

<table>
<thead>
<tr>
<th>Position</th>
<th>Applicants</th>
<th>1st Level</th>
<th>2nd Level</th>
<th>Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division Dean, Mathematics</td>
<td>9 1 1 1 1</td>
<td>6 1 1</td>
<td>2 1</td>
<td>1</td>
</tr>
<tr>
<td>Management Intern, CEC</td>
<td>1 2 3 2</td>
<td>3 2 2 2</td>
<td>1 1 2 1</td>
<td>1</td>
</tr>
<tr>
<td>Division Dean, CEC</td>
<td>1 18 16 4 6</td>
<td>3 2 2 2</td>
<td>1 1 1 2</td>
<td>1</td>
</tr>
</tbody>
</table>

### FACULTY

<table>
<thead>
<tr>
<th>Department</th>
<th>Applicants</th>
<th>1st Level</th>
<th>2nd Level</th>
<th>Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>1 2 38 7 3 29</td>
<td>4 2 5</td>
<td>2 1</td>
<td>1</td>
</tr>
<tr>
<td>Audio / Radio Controls</td>
<td>2 1 6 2 1 4</td>
<td>2 1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Business Systems, CEC</td>
<td>9 21 7 8 11</td>
<td>1 6 2 1 2</td>
<td>2 2</td>
<td>1</td>
</tr>
<tr>
<td>Chemistry 1 (hired two)</td>
<td>2 18 2 22 20</td>
<td>5 1 3 3</td>
<td>4 1</td>
<td>1</td>
</tr>
<tr>
<td>Chemistry 2</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Economics</td>
<td>2 10 1 10 5</td>
<td>1 2 1</td>
<td>1 1</td>
<td>1</td>
</tr>
<tr>
<td>English 1 (hired two)</td>
<td>3 10 100 21 12 105</td>
<td>1 9 2 3 1 10</td>
<td>3 2</td>
<td>1</td>
</tr>
<tr>
<td>English 2</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Fashion</td>
<td>11 2 1 7</td>
<td>4 1</td>
<td>1 1</td>
<td>1</td>
</tr>
<tr>
<td>Film</td>
<td>1 25 6 2 26</td>
<td>1 2 1 1 3</td>
<td>1 2</td>
<td>1</td>
</tr>
<tr>
<td>French</td>
<td>5 48 3 8 27</td>
<td>1 5 1 1 5</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Mathematics 1 (hired two)</td>
<td>32 3 17 13</td>
<td>7 2 1 3</td>
<td>3 1</td>
<td>1</td>
</tr>
<tr>
<td>Mathematics 2</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Mathematics 3 (hired one)</td>
<td>1 5 60 11 36 30</td>
<td>1 1 1</td>
<td>1 1</td>
<td>1</td>
</tr>
<tr>
<td>Nursing 1 (hired two)</td>
<td>1 2 2 3</td>
<td>1 1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Nursing 2</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Philosophy</td>
<td>1 32 6 6 34</td>
<td>4 2 1 3</td>
<td>2 1</td>
<td>1</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>3 1</td>
<td>3 1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Sculpture</td>
<td>14 2 2 13</td>
<td>2 1 3</td>
<td>1 1</td>
<td>1</td>
</tr>
<tr>
<td>Technical Theater</td>
<td>1 9 1 1</td>
<td>5 1</td>
<td>3 1</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTALS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Applicants</th>
<th>1st Level</th>
<th>2nd Level</th>
<th>Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants</td>
<td>7 57 452 82 139 352</td>
<td>0 7 69 20 19 47</td>
<td>0 3 36 9 6 12</td>
<td>0 1 14 4 2 2</td>
</tr>
<tr>
<td>Percent of Pool</td>
<td>.01 .05 .42 .08 .13 .32</td>
<td>.00 .04 .43 .12 .12 .29</td>
<td>.00 .05 .55 .14 .09 .18</td>
<td>.00 .04 .61 .17 .09 .09</td>
</tr>
</tbody>
</table>
### MANAGEMENT

**Associate Dean, Academic Support**

<table>
<thead>
<tr>
<th>Applicants</th>
<th>1st Level</th>
<th>2nd Level</th>
<th>Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alias/Ann In</td>
<td>Black</td>
<td>White</td>
<td>Hispanic</td>
</tr>
<tr>
<td>1</td>
<td>9</td>
<td>2</td>
<td>9</td>
</tr>
</tbody>
</table>

### FACULTY

- **Biology Instructor 1 (hired 2)**
- **Biology Instructor 2**
- **Ceramics/Drawing Instructor**
- **Chinese Instructor**
- **Counselor**
- **Dance Instructor**
- **Drawing Instructor**
- **English Instructor 1 (hired 4)**
- **English Instructor 2**
- **English Instructor 3**
- **English Instructor 4**
- **ESL Instructor 1 (hired 2)**
- **ESL Instructor 2**
- **ESL Instructor 3 (hired 1)**
- **Librarian**
- **Mathematics Instructor 1 (hired 3)**
- **Mathematics Instructor 2**
- **Mathematics Instructor 3**
- **Music Instructor**
- **Photography Instructor**
- **Physical Education/Coach**
- **Political Science Instructor**
- **Psychology Instructor**
- **Reading Instructor**
- **Sociology Instructor 1 (hired 2)**
- **Sociology Instructor 2**
- **Speech/Forensics Instructor**
- **Teacher Coordinator in Education**
- **Teacher-Specialist - Disabilities**
- **Video Studio Controls Instructor**

### TOTALS

<table>
<thead>
<tr>
<th>Applicants</th>
<th>Percent of Pool</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>.01</td>
</tr>
<tr>
<td>87</td>
<td>.06</td>
</tr>
<tr>
<td>622</td>
<td>.43</td>
</tr>
<tr>
<td>142</td>
<td>.10</td>
</tr>
<tr>
<td>185</td>
<td>.13</td>
</tr>
<tr>
<td>411</td>
<td>.28</td>
</tr>
<tr>
<td>2</td>
<td>.01</td>
</tr>
<tr>
<td>14</td>
<td>.07</td>
</tr>
<tr>
<td>139</td>
<td>.65</td>
</tr>
<tr>
<td>27</td>
<td>.13</td>
</tr>
<tr>
<td>32</td>
<td>.15</td>
</tr>
<tr>
<td>0</td>
<td>.00</td>
</tr>
<tr>
<td>2</td>
<td>.03</td>
</tr>
<tr>
<td>5</td>
<td>.06</td>
</tr>
<tr>
<td>51</td>
<td>.65</td>
</tr>
<tr>
<td>10</td>
<td>.13</td>
</tr>
<tr>
<td>10</td>
<td>.13</td>
</tr>
<tr>
<td>0</td>
<td>.00</td>
</tr>
<tr>
<td>1</td>
<td>.03</td>
</tr>
<tr>
<td>3</td>
<td>.10</td>
</tr>
<tr>
<td>16</td>
<td>.51</td>
</tr>
<tr>
<td>7</td>
<td>.23</td>
</tr>
<tr>
<td>4</td>
<td>.13</td>
</tr>
<tr>
<td>0</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>Applicants</td>
</tr>
<tr>
<td>----------------</td>
<td>------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>FALL 2004 TOTALS</td>
<td></td>
</tr>
<tr>
<td>Applicants</td>
<td>7</td>
</tr>
<tr>
<td>Percent of Pool</td>
<td>0.01</td>
</tr>
<tr>
<td>FALL 2005 TOTALS</td>
<td>14</td>
</tr>
<tr>
<td>Percent of Pool</td>
<td>0.01</td>
</tr>
<tr>
<td>CHANGE IN PERCENTAGE</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Office of Human Resources
MEMORANDUM

TO: The Board of Trustees

FROM: Stuart Wilcox, Dean
       Institutional Planning and Research

DATE: September 16, 2005

RE: Accreditation Midterm Report

Attached is the College's Accreditation Midterm Report. It is coming to the Board of Trustees for your acceptance and authorization to submit it.

Background:
The Midterm Report was developed by starting with the Accreditation Progress Report that was submitted to the Accreditation Commission last year, prior to the site visit in November 2004. The Progress Report was updated with information about activities done during this past year. The draft Midterm Report was reviewed by the Midterm Accreditation Report Committee. The Committee was constituted in accordance with college Policy No. 2120 with the following members:

1). Warren Weber, Board of Trustees
2). Katherine Dabelow, Academic Senate President
3). Barbara Salmon, Classified Senate Representative
4). Ellen Ligons, Management Association Representative
5). Stuart Wilcox, Accreditation Liaison Officer

The Appendices for the Midterm Report have not been provided to you because they contain over 200 pages of text and documents.

Requested Action:
Review the report. Please accept it and authorize its submittal.
Midterm Report

Prepared for the
Accrediting Commission for Community and Junior Colleges

Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

October 15, 2005
# Table of Contents

Statement of report preparation .............................................................. iii

List of recommendations identified in the Commission Action letter .................. 1

Responses to Team Recommendations and Commission Action letter
   Response to Recommendation #1 ............................................................. 2
   Response to Recommendation #2 ........................................................... 5
   Response to Recommendation #3 ........................................................... 8
   Response to Recommendation #4 .......................................................... 10
   Response to Recommendation #5 ......................................................... 14

Summary of Responses to Self-Identified Issues ............................................. 17

Appendices ................................................................................................. 27
   1. Directions from planning documents that link planning to the college
      mission statement
   2. College mission statement and examples of a program, unit and area
      mission statement
   3. Mission statements from the Technology Plan, Academic Plan and the
      college’s Foundation
   4. Campus Climate-Employee Survey results
   5. Employee Exit Survey
   6. Evaluation of the first edition of the rewritten planning handbook
      questionnaire and survey results
   7. Second edition of the planning handbook and step-by-step guides to
      completing the planning forms
   8. Summary of survey to evaluate the second edition of the planning
      handbook
   9. Computer replacement plan
   10. Map of 2004-05 college wide goals to their origins
   11. Program Review Form
   12. Program review calendar
   13. List of reports available in the Research Office to assist instructional
       program reviews
   14. Customer service questionnaire used for program reviews in Student
       and Learning Services and the survey result
   15. *Planning Ahead*, a publication used to communicate the results of the
       program reviews
   16. 2002-03 college strategic direction on improving communication
   17. 2003-04 Year-End Report documenting progress made on the
       college’s goal to improve communication
   18. Memo from the President to all employees informing everyone at the
       college where committee minutes are posted

Institutional Planning and Research Office
<table>
<thead>
<tr>
<th></th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.</td>
<td>Example of monthly report to the Board of Trustees on the progress made on each of the five accreditation recommendations</td>
</tr>
<tr>
<td>20.</td>
<td>New faculty handbook created to improve communication with faculty</td>
</tr>
<tr>
<td>21.</td>
<td>Examples of Management Team meeting agendas that addressed improving communication</td>
</tr>
<tr>
<td>22.</td>
<td>College wide report on restoring collegiality and integrity</td>
</tr>
<tr>
<td>23.</td>
<td>One page summary of the college wide report on restoring collegiality and integrity</td>
</tr>
<tr>
<td>24.</td>
<td>Collegiality and Integrity Steering Committee’s Report and Recommendations</td>
</tr>
<tr>
<td>25.</td>
<td><em>Research Findings</em> produced in response to planning agenda 4A.1</td>
</tr>
</tbody>
</table>
Statement on Report Preparation

The Dean of Institutional Planning and Research, who is also the Accreditation Liaison Officer (AOL), created the initial draft of this midterm report. The draft report was sent to members of the college’s Midterm Accreditation Report Steering Committee. They were asked to review the report and make recommendation as they thought appropriate. The draft of the Midterm Report was edited to reflect the Committee’s comments. When the AOL and Committee agreed that the report adequately represented the college’s progress on the accreditation team’s recommendations and planning agendas from the college’s self study, the AOL submitted the report through the President to the Board of Trustees.

The final report was sent to the Board of Trustees on September 16, 2005. The Board accepted the report and authorized its transmittal on September 21, 2005.

Dr. Stuart Wilcox, Dean
Institutional Planning and Research
Accreditation Liaison Officer

Dr. James Kossler, President
Pasadena City College

Dr. Jeanette Mann, President
Pasadena City College Board of Trustees

Institutional Planning and Research Office
Recommendations of the Accreditation Team

The following are the five recommendations identified in the Accreditation Commission’s action letter.

**Recommendation #1:** The team recommends that the college expand its efforts to promote widespread understanding of its mission statement and develop planning processes that ensure that institutional planning and decision-making are guided by the mission statement.

**Recommendation #2:** The team recommends that the college link its planning and budgeting process and ensure that the results of this process are clearly communicated to all constituents.

**Recommendation #3:** The team recommends that the college complete and implement a comprehensive program review for all areas and that the results are incorporated into the planning and budgeting process.

**Recommendation #4:** The team recommends that the college’s governance process empower constituents by ensuring that communication flows from and to all college entities.

**Recommendation #5:** The team recommends that the college provide evidence that all campus constituents are working to restore collegiality and integrity in their relationships.
Response to the Recommendations

Recommendation #1: The team recommends that the college expand its efforts to promote widespread understanding of its mission statement and develop planning processes that ensure that institutional planning and decision-making are guided by the mission statement.

Progress Made on the Recommendation:

The college employed several strategies to promote a widespread understanding of the college’s mission statement. In Spring 2002, the college’s mission statement was reviewed and revised by a shared governance committee that included community members. A new mission statement, that focuses on successful student learning, was adopted by the Board of Trustees on June 19, 2002. Wide distribution of the new mission statement has been accomplished by sending it to all college offices, giving it to all new employees (including hourly unclassified), distributing it as part of the planning process, giving it to all new faculty at their new employee orientation, posting it on the college’s website and printing it on page one of the college catalog.

To help ensure that institutional planning and decision-making are guided by the college’s mission statement, the planning instructions were rewritten and the processes modified. Specifically, in Fall of 2003, the college’s mission statement was added to the packet of forms and documents distributed to all managers at the beginning of each annual planning cycle. The planning instructions were modified to direct the planning teams at all three levels of planning used at the college (program, unit and area) to begin the planning process by reviewing the college’s mission statement. Each planning team is then instructed to create its own program/unit/area mission statement that is in support of the college’s mission statement. (See Appendix 1 for planning instructions that link planning to the college’s mission statement and see Appendix 2 for the college’s mission statement and examples of a program, unit and area mission statement.) The college’s mission statement is now routinely included in the packet of materials sent to the college’s Strategic Planning Team prior to its annual spring planning retreat to develop college strategic directions and annual goals. The mission statement is then reviewed at the retreat. As can be seen from the above, the college’s mission statement now has a central role in guiding the planning process.

The college’s mission statement has also guided the development of the mission statements of specialized areas of the college. Specifically, the college has been developing comprehensive Technology and Educational Plans. Both of these specialized plans have their own mission statements that are derived from and support the college’s mission statement. (See Appendix 3 for relevant excerpts from these documents.) Lastly, the mission of the college’s foundation has been rewritten to support the college’s mission statement. (See Appendix 3 for a copy of the College Foundation’s mission)

Analysis of Results Achieved to Date:

It is believed that the college is now in full compliance with this recommendation and with Accreditation Standard 1.3 which focuses on the college mission statement guiding the planning process and decision-making. As a result of the changes made, the college

Institutional Planning and Research Office
mission statement has become much more prominent on campus. It has been distributed to all college offices and all new employees. The college’s mission statement now plays a central role in the planning process because the mission statement is one of the documents distributed and reviewed in order to start the planning process. The college’s mission statement has also guided the development of supporting mission statements for each of the college’s programs, units and areas as well as those of specialized plans and the college foundation. These individual mission statements in turn guide the decisions made at each planning level of the college.

Many of the procedures that have been put in place to communicate the mission statement utilize existing processes, such as its distribution as part of the annual planning process or giving it to new employees as part of their hiring process. Integrating the mission statement into these routine processes reinforces the central role of the college’s mission statement.

The college evaluated the effectiveness of its efforts to communicate the mission statement and to integrate it into the planning process by asking questions about the mission statement on a campus climate survey. The survey was distributed in Spring 2005. In response to the question, “Do you understand the College’s mission statement?”, 56% of the responding employees indicated they understood it “a lot” or “very much”. Another 25% responded they understood the mission “some”. Nineteen per cent indicated they understood it “a little” or “not at all”. More detailed analyses found that the 19% who did not understand the mission statement are primarily hourly faculty and hourly classified employees. A related question asked employees to indicate to what extent they agreed or disagreed with the statement, “I am committed to meeting the college’s mission”. Eighty-eight percent responded “strongly agree” or “agree”, 11% were “neutral” and 1% “disagree” or “strongly disagree”. To the statement, “employees at PCC are committed to meeting the College’s mission”. 55% strongly agreed or agreed, 35% were neutral and 11% disagreed or strongly disagreed. The 11% that disagreed with the statement were primarily full-time faculty, classified and managers. (See Appendix 4 for results of the campus climate survey.) In comparing the responses to the last two questions. Employees indicated they perceive themselves as being more strongly committed to the college mission statement (88%) than they perceive other employees (55%). This discrepancy between how employees perceive themselves as opposed to how they perceive other employees has been termed the “perception gap”.

In addition, questions about the college’s mission statement have been included on a recently developed exit survey that is given to all individuals leaving employment with the college. Thirty-six of the exit surveys have been returned, three (8%) of which were from individuals whose employment was either terminated or in the process of being terminated. The survey asks each individual to rate how adequately the college and department mission statements were communicated to them. In regard to the college mission statement forty-six percent responded “excellent” or “good”. Forty percent rated the communication of the college’s mission statement as “fair” and 14% rated it as “marginal” or “very poor”. In regard to communicating the department’s mission statement, philosophy and goals, 58% rated the communication as “excellent” or “good”, 25% rated it “fair” and 17% rated it as “marginal” or “very poor”. (See Appendix 5 for the employee exit survey.)
Additional Plans Related to this Recommendation:

The college will work on developing ways to communicate more effectively an understanding of its mission statement to hourly employees in order to reduce the 19% who responded they did not understand the college mission statement. As more effective means of communicating to hourly employees are developed, the per cent of employees, who respond on the exit survey that the college or department mission statements were not well communicated to them, will decrease.

The college recognizes that there will be a continual need to communicate the content of the mission statement to the campus community. However, with the many steps taken to date, the college has made significant strides to communicate the college mission statement and to integrate it into the planning process.

The college’s mission statement is scheduled to be reviewed again during the 2006-07 year.
Recommendation #2: The team recommends that the college link its planning and budgeting process and ensure that the results of this process are clearly communicated to all constituents.

Progress Made on the Recommendation:

The first part of this recommendation, to link planning and budgeting, has been addressed in the following manner. The college’s Planning and Budgeting Process Development Consultative Committee (PBPDCC) met weekly for four months during Spring 2003 to evaluate the planning process. As the PBPDCC evaluated the process, it found that campus constituents had many misconceptions about the college budget and its linkage to the planning process. The PBPDCC decided a new more user-friendly planning handbook needed to be written to correct the misconceptions and to clearly explain the linkage between the planning and budgeting processes. In September 2003, the first edition of a new planning handbook, entitled *The Planning Process at Pasadena City College*, was distributed. The new handbook contains sections entitled:

- How does planning relate to budgeting?
- How much of the budget is available to fund planning?
- How do individuals connect resources so plans are implemented?
- How do emergencies relate to planning and budgeting?
- How do PFE, VTEA, matriculation and other categorical funds relate to planning?

To evaluate the new handbook’s effectiveness, a survey was sent to all unit and area managers in December 2003. The results of the survey were distributed to Unit Managers and the PBPDCC. (See Appendix 6 for the evaluation questionnaire and survey results.) Based upon the feedback about the first edition and the survey results, a second edition of the planning handbook was written. (See Appendix 7 for the second edition of the planning handbook.) This second edition consists of three chapters. Chapter One explains the planning process used at Pasadena City College and addresses the questions individuals most frequently asked. Chapter Two provides step-by-step instructions on how to complete the planning forms for annual program, unit and area plans. Chapter Three explains how to conduct a program review and how to complete the program review forms. The second edition of the handbook was distributed at the beginning of the Fall 2004. In December 2004, a survey was distributed to evaluate this second edition of the handbook. The results indicated the document was helpful and explained issues previously not well understood. However, it was found that not all managers read the document (See Appendix 8 for the results of the second evaluation survey.) To make the handbook as accessible as possible, and thus increase the likelihood of managers reading it, the handbook has been made available online.

Steps have also been taken to link the college’s Technology and Academic Master Plans to the annual planning process. Procedures have been developed by which the specialized Technology Plan is annually updated from the area plans. The purpose of these new procedures was to integrate the specialized Technology Plan with the general college planning process. On June 16, 2004, the Board of Trustees approved this process by which
the Technology Plan is updated annually from the area plans. The Board also approved a draft of the Technology Plan. The college's Academic Planning Committee completed a preliminary draft of an Educational Plan in Spring 2005. It is being revised and should go to the Board of Trustees in Fall 2005.

While the planning handbook describes in general terms the planning and budgeting connections, a specific example of how the planning and budgeting are linked is the computer replacement portion of the college's Technology Plan. The replacement plan commits $900,000 annually to purchase new desktop computers such that no student will use a computer more than three years old and no employee will use a computer more than five years old. (See Appendix 9 for a copy of the computer replacement portion of the Technology Plan.) This linkage between the Technology Plan and the budget was approved by the Board of Trustees on July 21, 2004.

The second part of Recommendation #2 focuses on ensuring that the results of the planning budgeting process are clearly communicated to all constituents. Presentations have been made at many meetings to communicate and clarify the planning procedures. At multiple Management Team meetings, attendees were reminded to communicate their own plan and the plans of higher planning levels to their staff. Managers have been reminded of how the general planning process and the college budget are linked. The Dean of Institutional Planning and Research also met with Instructional Division Deans and the Faculty Technology Committee to discuss aspects of the planning process.

As a result of the evaluation of the planning process by the PBPDCC, a change was made to help communicate the results of the planning process to all constituents. Specifically, a section in the new handbook was created entitled, "How Should I Communicate the Program, Unit and Area Plan Results to Others?" In this section directions are given to map the disposition of program goals to the unit plan and unit goals to the area plan. A new "mapping" form was also provided. These maps are to be shared with lower planning levels. The intention was to communicate better information about each goal and whether it was included or not in the next higher level plan. (See Appendix 10 for an example of a map of the area goals of the President's Area and the map of the 2004-05 College Wide Goals to their origins.)

Analysis of Results Achieved to Date:

This recommendation and the related accreditation standards have been addressed. Specifically, the college's planning handbook was rewritten to explain how planning and budget processes are linked. An evaluation of the first draft of the planning handbook found that the planning process and budgeting were explained in detail. While favorable, the evaluation survey provided recommendations that led to a second edition of the planning handbook. Therefore, one specific result achieved to date is a rewritten planning handbook that clarifies the linkages between the planning and budgeting processes.

To improve the communication of the results of the planning process, a new form and instructions have been added to the planning documents. Managers have been directed to communicate the results of the planning process to their staff. Even though managers report that they have communicated their plans to their unit and program members, employees often informally report they do not know what resulted from the plans their
program developed. In order to evaluate the extent to which employees now understand the planning process and the results of the planning process, various questions were asked on the college's campus climate survey. Specifically, employees were asked, "Do you understand the planning process?" to which 21% responded “very much” or “a lot”, 33% indicated “some” and 46% responded “a little” or “not at all”. The campus climate survey also asked, “Are the results of the college’s planning process available to you?”. The results were very similar to the above. Twenty-one percent responded “very much” or a lot", 34% said “some” and 45% indicated “a little” or “not at all”. These results indicate that about half of the employees understand and know the results of the college’s planning process and half do not. More in-depth analysis of faculty and classified identified that twice as many of the full-time employees understand the planning process as compared to part-time employees. Thus, while more effort needs to be made to explain the planning process, particular focus must be directed at hourly employees.

Additional Plans the Institution has Developed:
Managers will be directed to explain the planning process to the staff and relay the results of the planning process to them, particularly making efforts to reach part-time employees. Efforts will also be made to improve the two-way communication of plans being communicated up the hierarchy of the college and information about the disposition of the plans down the hierarchy of the college. Efforts will also be made to publicize the availability of the handbook and to encourage its use. The Campus Climate Survey found that 45%-46% of the employees either did not understand the planning process or did not feel the results of the process were available to them. Therefore, at a Management Team meeting, managers will receive training on how to communicate this information to employees. In addition, the Institutional Planning and Research Office will require that the form, which maps the disposition of each goal, be turned in with each Unit and Area Plan.

The results of the campus climate survey will be shared with managers at one of the monthly Management Team meetings. The survey is scheduled to be done again in Spring 2007. The results of the Spring 2005 survey will be compared to those of Spring 2007 to determine if a larger percentage of employees understand the planning process.

The college anticipates that it will need to communicate continually the linkage between planning and budgeting to the campus community, particularly to hourly employees. However, based upon the variety of actions that have been taken to date, and the processes established to evaluate how well the planning and budgeting processes are communicated and understood, the college believes it has substantially met the recommendation and standards.
Recommendation #3: The team recommends that the college complete and implement a comprehensive program review for all areas and that the results are incorporated into the planning and budgeting process.

Progress Made on the Recommendation:

The college has expanded its program review process to include all areas of the college. The full implementation was phased-in over a three year period. The Instructional Area began doing program reviews in Fall 2002, then Student and Learning Services and the President’s Area in Fall 2003, and lastly the Administrative Services Area in Fall 2004. (See Appendix 7, chapter 3 for the program review instructions and Appendix 11 for the program review form.) Each of the College’s programs has been assigned to a year during which they will do their review. All programs have been scheduled to complete their review by Spring 2007, prior to the college working on its next accreditation self-study during 2007-08 (See Appendix 12 for the program review calendar.) The college’s Executive Committee, which consists of the President and the college’s six senior administrators, has placed an emphasis on doing program review and is monitoring the progress of the process.

Phasing-in the implementation of program review was done so the college’s Institutional Planning and Research Office could work with each segment to develop reports and/or surveys needed by the programs for their reviews. A series of reports focusing on enrollments, section counts, etc., was developed to specifically help instructional programs do their reviews. (See Appendix 13 for a list of reports created to assist the Instructional programs with the data they would need for their program reviews). In Spring 2003, the Dean of Institutional Planning and Research met with the managers of Student and Learning Services to discuss the program review process and to help the programs prepare to do their reviews in the 2003-04 year. As a result of the meeting, a customer service questionnaire was developed. In Fall 2003, Student and Learning Services programs began using the survey. By the end of the term 1,666 questionnaires were completed by students. The Institutional Planning and Research Office tabulated the surveys and presented a summary report of the findings. (See Appendix 14 for the customer service questionnaire and survey results.)

Program reviews are fully integrated into the planning and budgeting process. They are the most basic level and form the foundation of the planning process. Specifically, the college divides itself into four levels of planning ranging from the smallest functional group (program) through units (groups of programs) to areas (groups of units) to the College as a whole. In the years that a program conducts a program review, the program review is used in developing the unit plan. During the years between program reviews, an annual program plan is created by reviewing and updating the previous program review. This annual program plan is used in developing the unit plan during the years between program reviews. Consequently, the program review and annual program plan are equally integrated into the college planning process and share the same linkages to budgeting. It is worth pointing out that this annual program planning cycle provides an opportunity to annually assess the progress being made on the program review’s goals and objectives and to update or adjust the goals as necessary.

Training on how to do program review has also been provided. The April, 2003 edition of the WASC publication, Accreditation Notes, which focused on how to conduct a program
review, has been distributed to all managers. Each fall term, all Unit managers, who have a
program review scheduled to be done in during the year are sent a memo reminding them
of the task and referring them to Chapter 3 of the planning handbook. The chapter
provides: (1) An overview of what program review is and what the components are of a
program review, i.e., define a program’s mission, collect data, analyze the data, evaluate the
program, set goals and objectives for improving the program, annually evaluate progress
made on the goals and objectives; and (2) Step-by-step instructions for completing the
program review form. During the 2003-04 year, the Dean of Institutional Planning and
Research met with several programs to give individualized training on how to do their
program reviews. In Fall 2004, two training sessions on how to conduct a program review
were conducted. All managers with a review scheduled during the year were instructed to
attend a session. At the sessions the program review process was discussed, questions
answered and examples of good reviews were distributed.

To communicate the results of the program reviews, a publication entitled Planning
Ahead was created and distributed college wide. (See Appendix 15 for a copy of the
Planning Ahead publication.)

Analysis of Results Achieved to Date:

All areas of the college are now engaged in doing program reviews. Instructional
programs have completed their third review cycle, Student and Learning Services and the
President’s Area have completed two cycles. Administrative Services have finished their
first program reviews. To date, seventy program reviews have been completed. The
program review process has been supported with the development of manuals, forms,
questionnaires and data reports. Many training sessions have been held. Program reviews
are tightly integrated into the planning and budgeting process. They form the foundation of
the planning process and are reviewed and updated annually through the planning process.

As program reviews are submitted, they are reviewed by the Institutional Planning and
Research Office. It has been noted that there is considerable variation in the depth of
analysis and quality of the program reviews. In an effort to improve the overall quality of the
reviews, the best program reviews have been identified as models for what a quality review
should be like.

Additional Plans the Institution has Developed:

For three years, the emphasis has been on developing the planning process and
involving the entire college in the program review process. During the coming years,
emphasis will be placed on improving the quality of the program reviews. In addition,
program reviews will be used to focus attention on developing student learning outcomes.

The completion and submission of the planning forms is in the process of becoming an
online process. The online planning forms were demonstrated at a Management Team
meeting on August 17, 2005. Use of the online version is voluntary for the Fall 2005
planning cycle and will be mandatory for the Fall 2006 cycle.

The college’s Executive Committee will continue to monitor the completion of the
scheduled program reviews.

Institutional Planning and Research Office
Recommendation #4: The team recommends that the college's governance process empower constituents by ensuring that communication flows from and to all college entities.

Progress Made on the Recommendation:
To address this recommendation, the shared governance bodies (Academic Senate, Classified Senate, Associated Student Body and Management Association) and the college's Executive Committee have enacted new strategies aimed at strengthening communication and thereby empowering their constituents. The importance of effective communication was recognized and actions were initiated by the college even before this accreditation recommendation was made. Evidence of this is that a new strategic direction to improve communication among the college communities was added in Spring 2002 for the 2002-03 planning cycle. (See Appendix 16 for the 2002-03 college strategic direction on improving communication.) In the 2003-04 planning cycle, a specific college-wide goal to improve communication was added. It states, "all members of the campus community will strengthen connections and communication within the college." A year-end report that documents what the college has done on each of its planning goals is annually presented to the Board of Trustees. The 2003-04 report documents what was done to improve communication during that year. (See Appendix 17, specifically strategic direction VII, goal 3-17 for a description of things done to improve communication.)

The college’s President has led the efforts to improve the communication process by posting the topics discussed each week at the Executive Committee’s meetings on an electronic notice board that is part of the college’s e-mail system. The President also coordinated the posting of other committee’s minutes to various notice boards and then issued a memo in March 2004 to inform the entire college where to obtain meeting minutes. Fourteen committees and organizations were listed along with the location of their posted information. (See Appendix 18 for a copy of the memo.) To enhance communication further and simultaneously strengthen collegiality, the President has initiated the practice of having a team of college leaders visit each instructional division during the Fall term. The team discusses campus issues and answers questions. The team consists of: the college President, Academic Senate President, Classified Senate President, the leader of the Management Association and the college’s three Vice-Presidents. Communication has also been increased between the Executive Committee and the Board of Trustees. For example, monthly reports are given to the Board on the progress that has been made on each of the five accreditation recommendations. (See Appendix 19 for an example of a monthly report.)

On June 5, 2005, the College President held a town-hall meeting with faculty to discuss the issue of monitoring employee access to gambling, gaming and pornographic internet sites. The free form format was chosen to facilitate a two-way communication and because town-hall meetings with the President were one of the recommendations that came out of the committee studying issues of collegiality and integrity at the college. (See recommendation #5 from the Accreditation Team.)

The Academic Senate adopted a goal of “improved communication” and has employed a variety of initiatives to achieve it. At the most basic level, the Academic Senate leadership has met with many divisions across campus to inform their constituents of who they are and
what they do. The Senate has held several roundtable discussions between the Academic Senate President, College President and groups of randomly selected faculty as a vehicle to encourage communication and the free exchange of ideas. In addition, a new faculty handbook was developed and sent to all faculty. (See Appendix 20 for a copy of the new faculty handbook.) The Academic Senate has distributed written summaries of its meetings. These, *Senate Summaries*, are sent to the faculty, Board of Trustees, Division Deans, Executive Committee members, and posted on the Senate’s website. The Academic Senate has made significant strides in improving the communication between itself and other campus organizations. For example, a standing report from the Curriculum and Instruction Committee has been added to the Senate’s meeting agendas. The Academic Senate annually has a fall retreat to which they have begun inviting the Classified Senate Executive Board and a representative from the Associated Students. Perhaps most significant is the improvement in its working relationship with the Classified Senate. The two Senates now have representatives at each other’s regular meetings. The two Senates are so enthusiastic about the improvement in communication that they did a presentation about their process at the November 2004 Community College League of California Conference.

The Classified Senate has implemented a number of steps to foster and to improve communication with its constituency and with the various shared governance groups. To improve communication between the senators and their constituents, each senator received a list of classified staff with whom they are supposed to personally communicate. A list of the Classified Senate members and their contact information has been made available on the Classified Senate’s web page. The minutes and agendas for Classified Senate meetings are posted on the college’s electronic notice board. The Classified Senate’s meetings provide an opportunity for the staff to ask questions. Additionally, the Classified Senate has adopted a process of inviting guest speakers to its monthly meetings and encourages questions during the audience participation section of its open meeting. This helps answer questions employees have and/or direct individuals to the appropriate source to have their questions answered. During department meetings, Senators are encouraged to discuss various relevant issues and disseminate information to members of their group.

The Management Association has promoted the strengthening of communication through a series of meetings and retreats. The Management Association has been utilizing its time in the management team’s meetings to communicate with its constituents. For example:

- In April 2003, the accreditation recommendations were discussed and reviewed by all managers in attendance.
- In May 2003, the college’s 2003-04 Strategic Directions and Annual Goals were distributed along with tables that mapped each goal to its origins. The Managers were asked to share the college-wide goals and tables with their units and to use the tables to communicate the results of the planning process.
- In August 2003, managers were informed about the college budget, new travel policy and procedures, the planning process time line for the year and changes to the planning process, bond funded projects, parking during the Fall semester plus many other topics.
• In August 2005, an entire four hour Management Team retreat was dedicated to communicating to managers important information and upcoming events at the college. (See Appendix 21 for examples of agendas from Management Team meetings.)

In addition, the Director of the Management Association has begun distributing synopses of shared governance meetings.

To strengthen communication between students and the Associated Students (AS), the AS has run advertisements in the school newspaper, 
Courier, and the college announcement flier, 
Crier, about AS elections and other upcoming events. The AS representative to the College Coordinating Council has reported the activities and the information received from the Council back to the AS Board. Additionally, the AS has increased the number of classroom and “in the quad” student surveys concerning student services. For the 2004-05 school year, the AS went through a structural reorganization to add more Vice-Presidents who have responsibilities to attend specific college meetings and to communicate the results of the meetings to the AS Board.

In the Progress Report submitted to WASC in October 2004, three items were listed under “Additional Plans the Institution has Developed”. They are: (1) The college’s Public Information Office regularly posts summaries of the Board of Trustee meetings to the Campus Bulletin, a daily electronic announcement board. (2) The college President has again sent his memo informing the college about where to locate the minutes of various committees. (3) A campus climate survey has been used to collect baseline data for the evaluation of the effectiveness of various communication techniques used. All three have been completed.

Analysis of Results Achieved to Date:
The College has significantly improved communication on campus. This is likely due to the multi-modality approach of multiple groups using a variety of different activities to improve communication to all college entities. For example:

• The college used the planning process by developing a strategic direction focused on communication.
• Minutes from committee meetings are posted electronically for all to review.
• Management Team meetings are used to communicate consistent information to all managers who are in turn asked to share the information with faculty and staff.
• The Academic Senate has started a new publication.
• Presentations have been made at meetings.
• Open discussions have been held.
• Representatives from the Academic and Classified Senates now attend each other’s regular meetings.

The former President of the Classified Senate has stated that the distribution of the Academic Senate Summaries has enabled the Classified Senate to communicate immediately any concerns they have on items in the Summary to the representative of the Academic Senate who attends their meetings. In addition, the joint presentation by the two
senates at the November 2004 Community College League of California Conference documents their improved communication as well as a spirit of collegiality. Collectively, this variety of approaches by all shared governance groups has improved communication.

On the Campus Climate Survey, some questions were asked about communication on campus. (See appendix 4 for the results of the Campus Climate Survey.) When asked to indicate how often they personally went out of their way to communicate information to other employees, 77% of the respondents said they did it “very often” or “often”. However, when asked to indicate how often other employees went out of their way to communicate information to another employee, only 31% responded “very often” or “often”. Generally, individuals consistently perceived themselves as communicating or treating others better than others communicated or treated them. This “perception gap” may in part explain employee perceptions of inadequate communication at the college. Thus, the reported lack of communication at the college may be more an issue of perception than fact.

The Campus Climate Survey also asked employees to indicate two things they would like to improve at the college. Communication was the third most frequently selected item behind promotional advancement opportunities and employee morale.

Additional Plans the Institution has Developed:
The College recognizes there will always be room for improvement in communication and will continue to strive to improve communication among campus entities. However, results of the Campus Climate Survey indicate that a lack of communication may be more a matter of perception than fact. Some additional steps the college intends to take are:

- To communicate annually to the campus the information the college President originally distributed about where to locate the minutes of various committees.
- The college’s Campus Climate Survey of employees will be administered in Spring 2007. The results will be compared to those of the Spring 2005 administration to determine if opinions about communication on campus have changed.
Recommendation #5: The team recommends that the college provide evidence that all campus constituents are working to restore collegiality and integrity in their relationships.

Progress Made on the Recommendation:

It was decided that before the college could begin to restore collegiality and integrity, it first had to learn about and understand the issues surrounding collegiality and integrity and what these terms meant to the college community. A series of focus groups and one-to-one interviews with various campus constituents were selected as the methods to acquire this understanding because it allowed for the exploration of the topic and a greater understanding of the related issues.

Seventeen campus constituent groups were identified based upon: 1) shared governance structure, 2) unions, and 3) employee/student classifications. There were six shared governance based constituent groups: the leaderships of the Academic Senate, Classified Senate, Management Association, Associated Student Board, and all members of the Executive Committee and the Board of Trustees. There were four union based constituent groups: the leadership of ISSU, CSEA-facilities, CSEA-POA, and CTA. From the employee/student classifications, two randomly selected faculty groups, two randomly selected classified groups, two randomly selected student groups, and one randomly selected management group comprised the constituent groups.

Three constituent groups (CSEA-POA, Executive Committee, and the Board of Trustees) provided input to the study through one-to-one interviews instead of focus groups. The CSEA-POA leadership worked on different shifts so that it was not feasible to bring the leadership together for a focus group. The Executive Committee is comprised of top Administrators and their supervisor, the President. Since interviewing employees with their supervisor could inhibit the employees from freely expressing their opinions, they were interviewed individually. The entire Board of Trustees could not convene as a focus group because the Brown Act prohibits more than three Board members from meeting together outside a public forum and a public forum would not have been conducive to Board members freely expressing their opinions about college collegiality and integrity.

The focus groups were conducted from April 2003 through July 2003. The fact they were conducted over several months was actually good because issues of the moment, i.e., issues that were on people's minds in one month and which were not issues months later, tended to get dropped and only those issues stable over time were retained. The focus group sessions were comprised of two to fifteen individuals. Two note takers and the IPRO Senior Research Analyst, who functioned as the facilitator, attended each focus group. The one-to-one interviews were conducted by the Senior Research Analyst. No sessions or interviews were tape-recorded; no names were recorded by the note-takers; and no individuals were identified in the notes. One hundred twenty individuals were involved in the focus groups or interviews.

Comments regarding collegiality and integrity were collected from the focus group and interview participants. The comments were compiled into a report for each constituent group. The reports summarized each group's perceptions and opinions regarding
collegiality and integrity at PCC. The purpose of the individual reports was to reflect the participants' sentiments, thus the comments contained in the report were not verbatim but were distillations of comments. Each focus group was reconvened between October 2003 and April 2004 to review, edit, and validate the accuracy of its summary report. For the groups that were interviewed, each participant individually reviewed, edited, and validated his/her own individual statements. IPRO then edited the reports based upon the validated statements. The validated reports were used by the Dean and staff of the IPRO to produce a *Collegiality and Integrity College-Wide Summary Report* that summarized the issues common across the college’s constituent groups. (See Appendix 22 for a copy of the college-wide report.) The report identifies seven specific themes through which collegiality and integrity are manifested and also identifies five approaches to improving collegiality and integrity. The report was distributed to all of the constituent groups leaders.

A half-day retreat was held in June 2004 to validate the college-wide report, to discuss what "collegiality and integrity" means to PCC, and to develop a process to start addressing the issues. The retreat attendees comprised representatives of the shared governance groups, the Board of Trustees, the Executive Committee and unions. Consultants were hired to facilitate the retreat. At the retreat, there was general consensus that the themes identified in the college summary report were accurate. The attendees also agreed that they were the appropriate group to address the issue of collegiality and integrity. A steering committee was formed to develop specific recommendations on how to restore collegiality and integrity at the college. The attendees decided that a one-page summary of the college-wide summary report should be created and distributed college-wide. (See Appendix 23 for a copy of the one-page summary report.) The one-page summary was distributed college-wide two times. First in Summer 2004 and again in Fall 2004.

In October 2004, the Steering Committee created at the June retreat, began to meet weekly. The Committee met for five months discussing the findings of the focus groups. The result was the development of twelve specific recommendations intended to improve collegiality and integrity at the college. The Steering Committee's report was released in March 2005. (See Appendix 24 for a copy of the *Collegiality and Integrity Steering Committee’s Report.* The report was distributed to all attendees at the original June 2004 retreat with permission to disseminate it as they chose. The college immediately began to address some of the recommendations. Three of the recommendations: #1 for the President to hold town-hall meetings, #7 for each side of the negotiating table to teach the other side the negotiation process their side requires them to follow and #9 which called for training about the shared governance process at the college, have already been acted upon.

While the focus groups have been the primary method to address the issues of collegiality and integrity, they are not the only actions taken by the college. For example, to build collegiality, a college strategic direction to identify the college’s core values was adopted for the 2005-06 planning cycle. The college has also hired a consultant to work with the Financial Aid Office and the Fiscal Services Office to bring a more harmonious functioning between the two offices in their shared responsibility of distributing funds to students. Another example are memorandums of understanding (MOU) that were negotiated with each collective bargaining unit. These MOUs guaranteed no lay-offs during...
the State budget crisis of 2003-04 and 2004-05 in exchange for the college being able to move employees temporarily into vacant positions. Employees have reported that these MOUs have increased their feelings of job security and belief in the integrity of the college.

Analysis of Results Achieved to Date:

The college recognizes the importance of creating the best work environment possible; consequently, it has invested a significant amount of time and energy working on this recommendation. Over 120 individuals representing hundreds of staff hours and including 17 different campus constituent groups have been involved in clarifying what collegiality and integrity mean to Pasadena City College, and the manner in which the concepts manifest themselves at the college. It is very interesting to note that only one of the identified themes from the collegiality and integrity focus groups and interviews was unanimous across students, faculty, classified staff, managers and the Board of Trustees and that was that “PCC is a great place to work or study.” The consultants who facilitated the half-day retreat on collegiality and integrity in June 2004 said this was a very encouraging finding.

In addition, no-lay-off MOUs were signed with collective bargaining units. The MOUs are tangible evidence that constituents are working together collegially and with integrity. The MOUs were agreed to for two consecutive years. As the College and State budget improved the MOUs became unnecessary. They ended June 30, 2005.

Anecdotally, employees have reported that they feel the college has already made progress in restoring collegiality and integrity. The very acts of conducting the focus groups, printing a report and distributing a summary that acknowledges employees’ concerns has been beneficial at raising the awareness and sensitivity to these issues which has produced improvement in the collegiality and integrity of college relationships. Therefore, there is ample evidence that all campus constituents are engaged in working on this recommendation.

Additional Plans the Institution has Developed:

The college now has twelve specific recommendations for steps that can be taken to improve collegiality and integrity at the college. Three of the twelve recommendations (25%) have already been acted upon. In the future the college will continue to enact the recommendations of the Collegiality and Integrity Steering Committee.

In September 2005, the original committee that attended the June 2004 retreat on collegiality and integrity will be reconvened to discuss who on campus will take responsibility for enacting the recommendations of the Steering Committee.
Responses to Self-identified Issues

Each of the thirty planning agendas in the Self Study were assigned to one of the seven members of the college's Executive Committee. In some cases the same planning agenda was assigned to two or more committee members. The Executive Committee members monitored and reported on the progress made on each planning agenda.

The following table lists each planning agenda and the status (completed, nearly completed or in progress) of each. A brief comment explains the actions taken on each planning agenda. Each planning agenda has an "ID Number" that refers to the specific accreditation standard that generated the planning agenda. These same ID Numbers were used in the Self Study to identify each planning agenda. Of the 30 planning agendas, 18 have been completed, 4 are nearly completed and 8 and in progress.
<table>
<thead>
<tr>
<th>ID NUMBER</th>
<th>PLANNING AGENDA</th>
<th>PROGRESS STATUS AND COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>The Dean of Institutional Planning and Research will coordinate a review and revision of the mission statement in spring 2002.</td>
<td><strong>Completed:</strong> A new mission statement was adopted by the Board of Trustees on June 19, 2002.</td>
</tr>
<tr>
<td>1.3</td>
<td>The Institutional Planning and Research Office will coordinate regular reviews of the mission statement to coincide with the Integrated Planning Process.</td>
<td><strong>Completed:</strong> The College’s mission statement was reviewed in 2002 and a new statement adopted in June 2002. The mission statement is scheduled to be reviewed again during the 2006-07 year prior to the next accreditation self-study in 2007-08.</td>
</tr>
<tr>
<td>2.2</td>
<td>The Academic Senate in consultation with the Office of Instruction will complete and publish a new Faculty Handbook.</td>
<td><strong>Completed:</strong> In September 2002 a new Faculty Handbook was published.</td>
</tr>
<tr>
<td>2.3</td>
<td>The Academic Senate will ask the District and the faculty bargaining unit to review the “Student Evaluation of Teachers” form to determine whether it sufficiently addresses the issue of presenting material fairly and objectively.</td>
<td><strong>In Progress:</strong> Negotiations on a new faculty evaluation process began with the faculty bargaining unit (CTA) during the 2004-05 negotiations. A draft of an evaluation process has been developed and is scheduled to be presented to the Academic Senate on September 12, 2005. A new faculty evaluation process should be finalized during the negotiations of the 2005-06 year.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Academic Senate has withdrawn this item.</td>
</tr>
<tr>
<td></td>
<td>The Academic Senate will ask the District and the appropriate employee representation groups to consider developing a statement on the obligation of administrators and classified staff to present material fairly and objectively.</td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>The President's Office in consultation with constituent groups will develop an expanded policy on nepotism and conflict of interest.</td>
<td><strong>Nearly Completed:</strong> The Academic Senate developed a new policy (#6022) on Conflicts of Interest Resulting from Consensual Relationships. It was adopted by the Board of Trustees on February 2, 2005.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A separate policy on nepotism is under development; however, parts of other policies deal with nepotism in the hiring process, such as the Classified Hiring Policy (#6200.1, section 4b).</td>
</tr>
<tr>
<td>3A.4</td>
<td>The Institutional Planning and Research Office will communicate to the campus community the results of program evaluations. The results will be easily accessible to all interested faculty and staff. The evaluation process will provide feedback to ensure accountability and change.</td>
<td><strong>In Progress:</strong> The summaries of the program reviews submitted during 2003-04 were published during February 2005 in a document entitled, <em>Planning Ahead.</em> The document was distributed college wide. PFE funds are handled as if each project is a grant. PFE projects are evaluated annually. The results of the evaluations are shared at a Board of Trustee retreat and in a document entitled, <em>PFE Evaluation Ratings,</em> which is distributed to the PFE Steering Committee.</td>
</tr>
<tr>
<td>3A.4</td>
<td>The Vice Presidents of Administrative Services and Student and Learning Services will create and implement a program review process for non-instructional programs.</td>
<td><strong>Completed:</strong> A calendar for program reviews was created. It contains all of the programs at the college. An instructional handbook and forms for program review were created and distributed. Student and Learning Services have completed 10 program reviews, Administrative Services has submitted 5 and the President's Area has completed 3 reviews of their programs. The program review process has been institutionalized as part of the annual planning process.</td>
</tr>
<tr>
<td>3B.1</td>
<td>The Institutional Planning and Research Office will continue to implement the planning process as it has developed, will review its recommendation for the creation of the Integrated Master Plan, and will communicate to the college community discussions and decisions at all levels of the planning process.</td>
<td><strong>Nearly Completed:</strong> The planning process is now fully implemented with program reviews, annual plans produced by the college’s programs, units and areas. A specific document identified as the Integrated Master Plan has not been developed. The necessity of an Integrated Master Plan has come into question as the college’s Technology and Educational Master plans have been integrated with the general college planning process. The committee that created the planning process will be reconvened to review the need of an integrated master plan. To foster the communication of plans to all levels of the planning process, specific directions were written in the Planning Handbook and on the Planning forms about how to share the results of the planning process.</td>
</tr>
</tbody>
</table>

Institutional Planning and Research Office
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3B.2</td>
<td>The Institutional Planning and Research Office will review the details of the Planning Handbook and either follow the process described or revise the process to reflect current practices.</td>
<td>In Progress: The college’s Planning and Budgeting Process Development Consultative Committee (PBPDC) met weekly for four months to evaluate the planning process. It was recommended that a new, more user-friendly planning handbook be written. The first edition came out in September 2003. Following an evaluation of the effectiveness of the revised handbook, a second edition was released in September 2004. It is still undecided if a document entitled, Integrated Master Plan, should be produced or whether the Area Plans along with the Technology, Educational and Facilities Master Plans constitute the college’s integrated plan. The PBPDC will be reconvened to consider this and other issues.</td>
</tr>
<tr>
<td>4A.1</td>
<td>The Institutional Planning and Research Office will study the causes of declining African American student enrollment and matriculation rates.</td>
<td>Completed: It was found that African American enrollment was not declining. Indeed numbers have been stable while the Hispanic and Asian enrollments have grown causing African Americans to become a smaller percentage of the total enrollment at the College. The data show that, based upon their proportion in the population, African Americans are over represented at the College. The results were reported in Research Findings of December 2002. (See Appendix 25 for a copy of the Research Findings.)</td>
</tr>
<tr>
<td>4A.2</td>
<td>The Office of Instruction will seek and evaluate additional methods to help underprepared students and English language learners to master essential skills.</td>
<td>In Progress: Additional methods to help under-prepared students have been identified. Special scheduling of classes is being reviewed. Also, additional changes in course offerings have been proposed to the Curriculum and Instruction Committee for the English language learners. Specifically, lab classes (English 100X) have been attached to sections of English classes to give additional English practice. The writing center has updated its equipment and software. What remains unfinished is the evaluation of these additional methods.</td>
</tr>
<tr>
<td>4A.4</td>
<td>The Office of Instruction will seek additional ways to provide for technological upgrades to support the educational programs.</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Completed:</strong> In 2002-03, labs in Visual Arts and Media Studies and Business and Computer Technology were upgraded using PFE funds. In 2003-04, the English Writing lab and additional Business labs were updated. In July 2004, the College adopted a Desktop Computer Replacement Plan that committed $900,000 annually to the purchase of new desktop computers such that no student would use a computer more than three years old and no employee would use a computer more than five years old.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4D.3</th>
<th>The Office of Instruction and the Program/Unit/Area Planning Teams will address consistency between faculty-written syllabi and the Course Outline of Record.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Completed:</strong> The review of all course syllabi and outlines of record were completed in Fall 2002.</td>
</tr>
<tr>
<td></td>
<td><strong>Completed:</strong> The review of all courses graded credit/no credit was completed in Spring 2004. The grading options available for each course are communicated to students in the class schedule, the college web pages and class syllabi.</td>
</tr>
<tr>
<td></td>
<td><strong>Completed:</strong> The review of lab requirements was completed during the Fall 2003 term. New courses are checked as they are reviewed through the curriculum and instruction approval process.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4D.6</th>
<th>The Office of Instruction will fully implement the new Web-based course approval process and ensure that all faculty, division deans, and appropriate staff are fully trained to use the system.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Completed:</strong> A web-based curriculum management system (WebCMS) was installed and has been in use since Fall 2002. Training is provided for new faculty and others as needed.</td>
</tr>
<tr>
<td>5.5</td>
<td>The Community Education Center and college Assessment Center will select approved tests and complete the validation of their assessment instruments for the noncredit program.</td>
</tr>
<tr>
<td>6.1</td>
<td>The Library and Learning Resources divisions will work collaboratively with the Campus Technology Committee to study technology needs. DSP&amp;S will be invited to advise the Committee regarding the specific needs of disabled students.</td>
</tr>
<tr>
<td>6.2A</td>
<td>The Library and Learning Resources divisions will work collaboratively within the planning process and the Campus Technology Committee to ensure an effective replacement cycle not only for college microcomputers and servers, but also for college network infrastructure and other campus systems.</td>
</tr>
<tr>
<td>6.2B</td>
<td>Computing Services, Media Services, and Management Information Services will hold interdepartmental staff meetings on a regular basis to foster better communication among areas.</td>
</tr>
<tr>
<td>6.3</td>
<td>The Media Center and Music Library and Lab will expand access to their collections through the Web-based catalog system.</td>
</tr>
<tr>
<td>6.4</td>
<td>The Media Center will enhance and expand the Technology Training Center program and increase the number and support of smart classrooms.</td>
</tr>
<tr>
<td>6.7</td>
<td>Computing Services, Media Services, and Management Information Services will use the Campus Technology Committee as a conduit for information and will meet periodically with divisions and areas to discuss their technological needs and the impact on the college in general.</td>
</tr>
<tr>
<td>6.7</td>
<td>The Music Library and Lab will conduct a student survey each semester. Issues raised by students will be integrated into the program planning process.</td>
</tr>
<tr>
<td>7A.1</td>
<td>The Human Resources office in consultation with area managers will develop a process for determining adequate administrative and classified staffing levels, paying particular attention to areas which have indicated a need.</td>
</tr>
<tr>
<td>7A.2</td>
<td>The Office of Human Resources will finalize the management hiring policy and procedures.</td>
</tr>
<tr>
<td>9A.2</td>
<td>The members of the Budget Committee (Renamed the Resource Allocation Committee) will share results of the budget allocation process with their constituents.</td>
</tr>
<tr>
<td>9A.3</td>
<td>The Office of Instruction will complete revisions of the Academic Master Plan.</td>
</tr>
<tr>
<td>9A.4</td>
<td>The planning process will be reviewed as called for in Planning Agenda 3B.2.</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td><strong>In Progress:</strong> The college’s Planning and Budgeting Process Development Consultative Committee (PBPDCC) met weekly for four months to evaluate the planning process. It was recommended that a new more user-friendly planning handbook be written. The first edition came out in September 2003. Following an evaluation of the effectiveness of the revised handbook, a second edition was released in September 2004.</td>
</tr>
<tr>
<td></td>
<td>A Campus Climate-Employee survey administered in May 2005 asked employees questions about how well the planning process is understood, whether the results of the planning process are communicated to them and whether planning guides decision-making.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9A.6</th>
<th>The Integrated College System Committee will formulate a recommendation regarding a possible integrated financial system.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Completed:</strong> The Integrated College System Committee met for five months. It made visits to three other college sites in its investigations. The final recommendation was not to purchase an integrated system at that time, but rather wait a few years until the web based systems were more developed and then revisit the issue of acquiring an integrated computer system.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10B.4</th>
<th>Human Resources will establish and arrange a more effective process for completing evaluations in a timely manner.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>In Progress:</strong> Human Resources has become more aggressive in working with the Executive Committee to assure the timely completion of evaluations. Human Resources has been reviewing management evaluations and creating lists of missing and in process evaluations. The Colleges Executive Committee has been monitoring the completion of manager evaluations.</td>
</tr>
<tr>
<td></td>
<td>Faculty evaluations are completed in a timely manner. The evaluation process has been a subject of negotiations between the CTA and District in 2004-05 and will continue in 2005-06.</td>
</tr>
</tbody>
</table>

Institutional Planning and Research Office
<table>
<thead>
<tr>
<th>10B.10</th>
<th>The Associated Students Board in consultation with the Office of Student Affairs will create a single document combining all governing rules and regulations.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Completed:</strong></td>
<td>The Associated Student Board has accomplished the task of bringing together their governing rules and regulations. The Supreme Council is pursuing bylaw updates as needed.</td>
</tr>
</tbody>
</table>
Appendices

1. Directions from planning documents that link planning to the college mission statement
2. College mission statement and examples of the program, unit and area mission statement
3. Mission statements from the Technology Plan, Educational Plan draft and the college’s Foundation
4. Campus Climate-Employee Survey results
5. Employee Exit Survey
6. Evaluation of the first edition of the rewritten planning handbook questionnaire and survey results
7. Second edition of the planning handbook and step-by-step guides to completing the planning forms
8. Summary of survey to evaluate the second edition of the planning handbook
9. Computer replacement plan
10. Map of 2004-05 college wide goals to their origins
11. Program Review Form
12. Program review calendar
13. List of reports available in the Research Office to assist instructional program reviews
14. Customer service questionnaire used for program reviews in Student and Learning Services and the survey results
15. *Planning Ahead*, a publication used to communicate the results of the program reviews
16. 2002-03 college strategic direction on improving communication
17. 2003-04 Year-End Report documenting progress made on the college’s goal to improve communication
18. Memo from the President to all employees informing everyone where committee minutes are posted
19. Example of monthly report to the Board of Trustees on the progress made on each of the five accreditation recommendations
20. New faculty handbook created to improve communication with faculty
21. Examples of Management Team meetings that focused on improving communication
22. College wide report on restoring collegiality and integrity
23. One page summary of the college wide report on restoring collegiality and integrity
24. Collegiality and Integrity Steering Committee’s Report and recommendations
25. *Research Findings* produced in response to planning agenda 4A.1

Institutional Planning and Research Office
Introduction to the Accreditation Standards

Shaping the Dialogue

The primary purpose of an ACCJC-accredited institution is to foster learning in its students. An effective institution ensures that its resources and processes support student learning, continuously assesses that learning, and pursues institutional excellence and improvement. An effective institution maintains an ongoing, self-reflective dialogue about its quality and improvement.

An institution-wide dialogue must be at the heart of the self-evaluation process for the college community to gain a comprehensive perspective of the institution. Although the standards are presented in four parts, they work together to facilitate this dialogue on the institution's effectiveness and on ways in which it may improve. The self study provides the Commission with the institution's assessment of itself as a whole.

The institutional mission provides the impetus for achieving student learning and other goals that the institution endeavors to accomplish. The institution provides the means for students to learn, assesses how well learning is occurring, and strives to improve that learning through ongoing, systematic, and integrated planning (Standard I). Instructional programs, student support services, and library and learning support services facilitate the achievement of the institution's stated student learning outcomes (Standard II). Human, physical, technology, and financial resources enable these programs and services to function and improve (Standard III). Ethical and effective leadership throughout the organization guides the accomplishment of the mission and supports institutional effectiveness and improvement (Standard IV).

A college-wide dialogue that integrates the elements of the Standards provides the complete view of the institution that is needed to verify integrity and to promote quality and improvement.

Accrediting Commission for Community and Junior Colleges (ACCJC)
Western Association of Schools and Colleges

accjc1@pacbell.net

Approved, June 2002
Standard I: Institutional Mission and Effectiveness

The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

A. Mission

The institution has a statement of mission that defines the institution’s broad educational purposes, its intended student population, and its commitment to achieving student learning.

1. The institution establishes student learning programs and services aligned with its purposes, its character, and its student population.

2. The mission statement is approved by the governing board and published.

3. Using the institution's governance and decision-making processes, the institution reviews its mission statement on a regular basis and revises it as necessary.

4. The institution’s mission is central to institutional planning and decision making.
Standard I: Institutional Mission and Effectiveness

B. Improving Institutional Effectiveness

The institution demonstrates a conscious effort to produce and support student learning, measures that learning, assesses how well learning is occurring, and makes changes to improve student learning. The institution also organizes its key processes and allocates its resources to effectively support student learning. The institution demonstrates its effectiveness by providing 1) evidence of the achievement of student learning outcomes and 2) evidence of institution and program performance. The institution uses ongoing and systematic evaluation and planning to refine its key processes and improve student learning.

1. The institution maintains an ongoing, collegial, self-reflective dialogue about the continuous improvement of student learning and institutional processes.

2. The institution sets goals to improve its effectiveness consistent with its stated purposes. The institution articulates its goals and states the objectives derived from them in measurable terms so that the degree to which they are achieved can be determined and widely discussed. The institutional members understand these goals and work collaboratively toward their achievement.

3. The institution assesses progress toward achieving its stated goals and makes decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data.

4. The institution provides evidence that the planning process is broad-based, offers opportunities for input by appropriate constituencies, allocates necessary resources, and leads to improvement of institutional effectiveness.

Standard IB—Improving Institutional Effectiveness
Standard I: Institutional Mission and Effectiveness

5. The institution uses documented assessment results to communicate matters of quality assurance to appropriate constituencies.

6. The institution assures the effectiveness of its ongoing planning and resource allocation processes by systematically reviewing and modifying, as appropriate, all parts of the cycle, including institutional and other research efforts.

7. The institution assesses its evaluation mechanisms through a systematic review of their effectiveness in improving instructional programs, student support services, and library and other learning support services.
CONSENT ITEM TITLE: Approval of Instructional Trip for Puente Project to Cal State University Northridge

Board Meeting Date: September 21, 2005

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: Counseling 10 and English 100 (Puente Project)
NUMBER: 30 students
DATE: October 1, 2005
TIME: Varies between 7:30 a.m. to 4:00 p.m.
DESTINATION: California State University Northridge Northridge, California
EVENT: Puente Transfer Motivational Conference
TRANSPORTATION: District Vehicle (25-passenger van)
ADVISORS: Robert Oventile, Assistant Professor, English Division; Ivette Gomez-Rosas, Puente Project Counselor
NOT TO EXCEED: $350.00

FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 2005-2006 Adopted Budget in account code 01-5250-6301-0010 (Counseling/Guidance Services).

BACKGROUND: The Puente Students will be touring the campus; participating in workshops on scholarships, admissions, and housing; and attending panel discussions of academic opportunities.

Submitted by:
Dr. Jeanie M. Nishime
Associate Dean, Counseling and Career Services

Recommended for Approval:

Lisa A. Sugimoto, Vice President
Student and 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 Trip - ASPCC Executive Board to CCCSAA Conference
San Jose, CA October 21-23, 2005

Board Meeting Date: September 21, 2005

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: ASPCC Executive Board
NUMBER: 11 (9 students, 2 staff)
DATES: October 21-23, 2005
TIMES: Various
DESTINATION: Double Tree Hotel
San Jose, CA
EVENT: California Community College Student Affairs Association Annual Student Leadership Conference
TRANSPORTATION: Air, shuttles
ADVISOR: C. Afuso, R. Cobb, and A. Schaefer
NOT TO EXCEED: $7,416.00

FISCAL IMPLICATIONS: Funds for this trip provided by the 2005-2006 ASPCC Executive Board Annual Budget line-item: Conferences and 2005-2006 the ASPCC Lobby Fee Fund Finance Committee Annual Budget line-item: Conference. Cost categories and amounts are: $1,300.00 (6 x rooms) $216.67, lodging; $2,310.00 (11 x $210.00), registration fee; $2,750.00 (11 x $250.00), transportation (air and ground); and $1,056.00 (11 x $96.00), meals.

BACKGROUND: This activity involves travel to an annual statewide conference focusing on leadership development and including opportunities for attendance at CalSACC region and caucus meetings.

Submitted by:

Assistant Dean, Student Affairs

Recommended for Approval:

Lisa Sugimoto, Vice President
Student and Learning Services

APPROVE FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
CONSENT ITEM TITLE:
Approval of Student Trip -
PCC DANA Club to Mineral Dig
Trona, CA October 7-9, 2005

Board Meeting Date: September 21, 2005

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: PCC DANA Club
NUMBER: 20 (19 students, 1 staff)
DATES: October 7-9, 2005
TIMES: Various
DESTINATION: Searles Dry Lake
Trona, CA
EVENT: Mineral Dig
TRANSPORTATION: Personal vehicles
ADVISOR: Y. O'Connor
NOT TO EXCEED: $455.00

FISCAL IMPLICATIONS: Funds for this trip provided by the 2005-2006 Student Service Fund Board of Director Annual Budget line-item: DANA Club and DANA Trust and Agency Account. Cost categories and amounts are: $150.00, (20 x $7.50), meal; $175.00, transportation; and $130.00 (5 (cars) x $26.00), admission.

BACKGROUND: This activity involves travel to a mineral dig.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Student Trip -
PCC M.E.Ch.A. to Statewide Conference
Fullerton, CA October 7-9, 2005

Board Meeting Date: September 21, 2005

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: PCC M.E.Ch.A.
NUMBER: 20 (19 students, 1 staff)
DATES: October 7-9, 2005
TIMES: Various
DESTINATION: California State University of Fullerton
Fullerton, CA
EVENT: Annual M.E.Ch.A. Statewide Conference
TRANSPORTATION: District-arranged vehicles
ADVISOR: P. Lopez
NOT TO EXCEED: $5,220.00

FISCAL IMPLICATIONS: Costs associated with this trip to be funded by the 2005-2006 Student Service Fund Board of Directors Annual Budget line-item: M.E.Ch.A. Cost categories and amounts are: $1,000.00, transportation; $1,920.00 (20 people x 3 days x $32), meals; $1,800.00 (5 rooms @ $120 per room x 3 nights), lodging; and $500.00 (20 x $25.00), registration fees.

BACKGROUND: This activity involves travel to the annual M.E.Ch.A. Fall Statewide Conference.

Submitted by:

Assistant Dean, Student Affairs

Recommended for Approval:
Lisa Sugimoto, Vice President
Student and Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Ratification of Instructional Trip for Radtc 117C, September 21, 2005

Board Meeting Date: September 21, 2005

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

GROUP: Radtc 117C students
NUMBER: 2 students
DATE: September 21, 2005
TIME: 6:00 a.m. – 5:00 p.m.
DESTINATION: Radiologic Technology Certification Committee, Secretary of State Office, 1500 11th St., Sacramento, California
EVENT: Allow students to be exposed to the legislative and regulatory process relative to their profession
TRANSPORTATION: Air
ADVISOR: Leavon Spires, Assistant Professor, Division of Health Sciences
NOT TO EXCEED: No cost to district

Students paying all costs.

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

FISCAL IMPLICATIONS: None

BACKGROUND: This instructional field trip is requested by the Division Dean, Health Sciences. Regarding ratification: information was not received in time for last Board of Trustees meeting.

Submitted by:

Division Dean, Health 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 1F, September 24, 2005

Board Meeting Date: September 21, 2005

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 1F students
NUMBER: 49 students
DATE: September 24, 2005
TIME: 8:00 a.m. – 5:00 p.m.
DESTINATION: Palos Verdes, Point Fermin, Point Vincente, California
EVENT: Study geologic features and relationships
TRANSPORTATION: Bus
ADVISOR: Yuel-Ling O’Connor, Instructor, Division of Natural Sciences
NOT TO EXCEED: $500.00 (transportation)

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 2005-06 Adopted Budget in account code 01-5250-1900-0000 (Natural Sciences).

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

Submitted by:

Division Dean, Natural Sciences

Recommended for Approval:

Approved for Submission to the Board of Trustees:

Vice President, Instruction

Superintendent/President
CONSENT ITEM TITLE: Approval of Instructional Trip for Geology 1F, October 7-9, 2005

Board Meeting Date: September 21, 2005

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 1F students
NUMBER: 40 students
DATE: October 7-9, 2005
TIME:Depart: 10/7/05, 7:00 a.m.
Return: 10/9/05, 5:00 p.m.
DESTINATION: Devil's Punch Bowl, Searles Dry Lake, California
EVENT: Study geologic features and relationships
TRANSPORTATION: District vehicles (vans and pick-up truck)
ADVISOR: Yuet-Ling O'Connor, Instructor, Division of Natural Sciences
NOT TO EXCEED: $1,100.00 (transportation)

Students will be camping out and providing their own food.

It is also recommended that Dr. O'Connor and 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 2005-06 Adopted Budget in account code 01-5250-1900-0000 (Natural Sciences).

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

Submitted by:

Division Dean, Natural Sciences

Recommended for Approval:

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Vice President, Instruction

Superintendent/President
CONSENT ITEM TITLE: Approval of Instructional Trip for Geology 3F, October 21-23, 2005

Board Meeting Date: September 21, 2005

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 3F students
NUMBER: 30 students
DATE: October 21-23, 2005
TIME: Depart: 10/21/05, 7:00 a.m.
Return: 10/23/05, 6:00 p.m.
DESTINATION: Big Pine, White Mountains, California
EVENT: Study geologic and natural history of the Owens Valley
TRANSPORTATION: District vehicles (vans with trailer hitch)
ADVISOR: Division of Natural Sciences: David Douglass, Professor. Division of English: Lynn Wright, Assistant Professor. Division of Languages: Brock Klein, Associate Professor.

NOT TO EXCEED: $900.00 (transportation)

Students will be camping out and providing their own food.

It is also recommended that Dr. Douglass and Dr. Klein and 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 2005-06 Adopted Budget in account code 01-5250-1900-0000 (Natural Sciences).

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

Submitted by:

Division Dean, Natural Sciences

Recommended for Approval:

[Signature]
Vice President, Instruction

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 Geology 30E, October 28-30, 2005

Board Meeting Date: September 21, 2005

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 30E students
NUMBER: 20 students
DATE: October 28-30, 2005
TIME: Depart: 10/28/05, 7:00 a.m.
Return: 10/30/05, 5:00 p.m.
DESTINATION: Death Valley, Mosaic Canyon, Golden Canyon, Dante's Peak, California
EVENT: Study geologic features and relationships
TRANSPORTATION: District vehicles (vans and pick-up)
ADVISOR: Yuet-Ling O'Connor, Instructor, Division of Natural Sciences
NOT TO EXCEED: $900.00 (transportation)

Students will be camping out and providing their own food.

It is also recommended that Dr. O'Connor and 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 2005-06 Adopted Budget in account code 01-5250-1900-0000 (Natural 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 Biology 25, October 20-24, 2005

Board Meeting Date: September 21, 2005

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: Biology 25 students
NUMBER: 18 students
DATE: October 20-24, 2005
TIME: Depart: 10/20/05, 6:00 a.m.
Return: 10/24/05, 6:00 p.m.
DESTINATION: Santa Cruz Island, California
EVENT: Explore evidence for various hypotheses regard the origin of the island fauna
TRANSPORTATION: Private automobile, boat (Island Packers)
ADVISOR: Division of Natural Sciences: Russell Di Fiori, Instructor; Bruce Carter, Professor and Division Dean; Debra Cantarero, Lab Aid; Glenna Watterson, Secretary.

NOT TO EXCEED: $1,800.00 (boat – Island Packers)

Students will be lodging at the field station and providing their own food.

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 2005-06 Adopted Budget in account code 01-5250-0400-0000 (Natural Sciences).

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

Submitted by:

Division Dean, Natural Sciences

Recommended for Approval:

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Vice President, Instruction

Superintendent/President
CONSENT ITEM TITLE: Approval of Instructional Trip for Music 61, November 12, 2005

Board Meeting Date: September 21, 2005

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: Music 61 students
NUMBER: 96 students
DATE: November 12, 2005
TIME: TBA
DESTINATION: Granada Hills High School, 10535 Zelzah Ave, Granada Hills, California
EVENT: Performance in marching band competition
TRANSPORTATION: Buses, truck
ADVISOR: Division of Performing and Communication Arts: Tad Carpenter, Instructor; Jack Taylor, Instructor; James Arnwine, Professor and Interim Division Dean.

NOT TO EXCEED: $2,200.00 (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 2005-06 Adopted Budget in account codes 01-5250-1050-0000 and 01-5250-1050-2418 (Performing and Communication Arts).

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

Submitted by:

Interim Division Dean, Performing and Communication Arts

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 Music 61, November 19, 2005

Board Meeting Date: September 21, 2005

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: Music 61 students
NUMBER: 96 students
DATE: November 19, 2005
TIME: TBA
DESTINATION: Moorpark Hills High School, 4500 Tierra Rejada Rd., Moorpark, California
EVENT: Performance in marching band competition
TRANSPORTATION: Buses, truck
ADVISOR: Division of Performing and Communication Arts: Tad Carpenter, Instructor; Jack Taylor, Instructor; James Arnowine, Professor and Interim Division Dean.

NOT TO EXCEED: $2,200.00 (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 2005-06 Adopted Budget in account codes 01-5250-1050-0000 and 01-5250-1050-2418 (Performing and Communication Arts).

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

Submitted by:

Interim Division Dean, Performing and Communication Arts

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 Music 61, November 5, 2005

Board Meeting Date: September 21, 2005

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: Music 61 students
NUMBER: 96 students
DATE: November 5, 2005
TIME: TBA
DESTINATION: College of the Canyons, 26455 Rockwell Canyon Rd., Santa Clarita, California
EVENT: Performance in marching band competition
TRANSPORTATION: Buses, truck
ADVISOR: Division of Performing and Communication Arts: Tad Carpenter, Instructor; Jack Taylor, Instructor; James Arnwine, Professor and Interim Division Dean.

NOT TO EXCEED: $2,200.00 (transportation)

It is also recommended that approved Campus Police and Safety drivers to 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 for in the 2005-06 Adopted Budget in account codes 01-5250-1050-0000 and 01-5250-1050-2418 (Performing and Communication Arts).

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

Submitted by:

Interim Division Dean, Performing and Communication Arts

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 MESA Program,
September 29-October 2, 2005

Board Meeting Date: September 21, 2005

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: MESA Program
NUMBER: 4 students
DATE: September 29-October 2, 2005
TIME: Depart: 9/29/05, 7:00 a.m.
Return: 10/08/05, 7:00 p.m.
DESTINATION: Colorado Convention Center, 700 14th St., Denver, CO 80202
EVENT: Participate at the Society for the Advancement of Chicanos and Native Americans in Science meeting
TRANSPORTATION: Air
ADVISOR: Juan Carlos Morales II, MESA Program Director
NOT TO EXCEED: $5,395.00 (transportation, registration, meals, lodging)

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 2005-06 Adopted Budget in account code 03-5250-6033-0000 (MESA Program).

BACKGROUND: This instructional field trip is requested by the Associate Dean of Academic Support.

Submitted by:
[Signature]
Associate Dean, Academic Support

Recommended for Approval:
[Signature]
Vice President, Instruction

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

CONSENT ITEM TITLE: Ratify Mileage Authorization

Board Meeting Date: September 21, 2005

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, ratify the hourly employees whose names are listed on the attached page to receive mileage reimbursement for approved travel on District business effective July 1, 2005 through June 30, 2006.

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2005-06 Adopted Budget in the cost centers listed.

BACKGROUND: The Dean of Health Sciences has requested these mileage reimbursements.

Submitted by: [Signature]
Vice President, Instructional Administration

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
[Signature]
Superintendent/President
<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akrami, Kathy</td>
<td>01-5220-1200-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Brandlin, Joan</td>
<td>01-5220-0403-0000</td>
<td>Dental Assisting</td>
</tr>
<tr>
<td>Brandt, Katherin</td>
<td>01-5220-1200-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Chavez, Carlos</td>
<td>01-5220-0403-0000</td>
<td>Dental Assisting</td>
</tr>
<tr>
<td>Companaro, Nicole</td>
<td>01-5220-0403-0000</td>
<td>Dental Assisting</td>
</tr>
<tr>
<td>Cowell, Sherry</td>
<td>01-5220-0407-0000</td>
<td>Radiologic Technology</td>
</tr>
<tr>
<td>Daniel, Beverly</td>
<td>01-5220-1200-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>D'orazio, Josette</td>
<td>01-5220-0407-0000</td>
<td>Radiologic Technology</td>
</tr>
<tr>
<td>Dovililler-Wyatt, Monique</td>
<td>01-5220-1200-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Downey, Helen</td>
<td>01-5220-1200-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Doxy, Debra</td>
<td>01-5220-0403-0000 &amp; 01-5220-0404-0000</td>
<td>Dental Assisting</td>
</tr>
<tr>
<td>Edwards, Barbara</td>
<td>01-5220-0404-0000</td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td>Fahey, Jeannette</td>
<td>01-5220-0407-0000</td>
<td>Radiologic Technology</td>
</tr>
<tr>
<td>Gladstein, Linda</td>
<td>01-5220-0404-0000</td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td>Gomez, Luis</td>
<td>01-5220-0407-0000</td>
<td>Radiologic Technology</td>
</tr>
<tr>
<td>Hager, Martha</td>
<td>01-5220-1200-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Harmon, Ann</td>
<td>01-5220-1200-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Jackson, Betty</td>
<td>01-5220-1200-0000 &amp; 01-5220-1201-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Jensen, Steven</td>
<td>01-5220-1202-0000</td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td>Keshan, Kohar</td>
<td>01-5220-1200-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Khacheckian, Melineh</td>
<td>01-5220-0403-0000</td>
<td>Dental Assisting</td>
</tr>
<tr>
<td>Klich, Janet</td>
<td>01-5220-0406-0000</td>
<td>Radiologic Technology</td>
</tr>
<tr>
<td>Lau, Lily</td>
<td>01-5220-1200-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Legg, Beverly</td>
<td>01-5220-0404-0000</td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td>Mack, Sonja</td>
<td>01-5220-1200-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Martin, Veronica</td>
<td>01-5220-1200-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Mays, Rose Juanita</td>
<td>01-5220-1200-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Muellerschoen, Cathy</td>
<td>01-5220-0404-0000</td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td>Munoz, Florence</td>
<td>01-5220-1200-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Myers, Bettye</td>
<td>01-5220-1200-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Nakata, Stephanie</td>
<td>01-5220-1202-0000</td>
<td>Emergency Medical Technician</td>
</tr>
<tr>
<td>Porter, Carla</td>
<td>01-5220-1200-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Sedgeman, Carmen</td>
<td>01-5220-0404-0000</td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td>Sumi, Joyce</td>
<td>01-5220-1201-0000</td>
<td>Licensed Vocational Nursing</td>
</tr>
<tr>
<td>Thornhill, Zurline</td>
<td>01-5220-1200-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Huber-Walker, Suzanne</td>
<td>01-5220-0404-0000</td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td>Ward, Joy</td>
<td>01-5220-1202-0000</td>
<td>Emergency Medical Technician</td>
</tr>
<tr>
<td>White, David</td>
<td>01-5220-0407-0000</td>
<td>Radiologic Technology</td>
</tr>
<tr>
<td>Youssef, Adel</td>
<td>01-5220-0407-0000</td>
<td>Registered Nursing</td>
</tr>
</tbody>
</table>
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve purchasing transactions from 110592 through 110740.

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2005-2006 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

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Site</th>
<th>FD</th>
<th>Fund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>110592</td>
<td>REED PRINTING, INC.: G.W.</td>
<td>PRINTING SERVICES</td>
<td>EXTENDED LEARN</td>
<td>1</td>
<td>$13,832.04</td>
</tr>
<tr>
<td>110593</td>
<td>SOUTHLAND SOD</td>
<td>LANDSCAPING SUPPLIES/FERTILIZER</td>
<td>FACILITY</td>
<td>1</td>
<td>$1,326.06</td>
</tr>
<tr>
<td>110594</td>
<td>MEDCO SUPPLY COMPANY</td>
<td>INSTRUCTIONAL/EDUCATIONAL MATL.</td>
<td>VITAL ARTS</td>
<td>1</td>
<td>$255.25</td>
</tr>
<tr>
<td>110595</td>
<td>THROOP CO: GEORGE L.</td>
<td>ART SUPPLIES</td>
<td>VITAL ARTS</td>
<td>1</td>
<td>$350.36</td>
</tr>
<tr>
<td>110597</td>
<td>COMPETITIVE EDGE SOFTWARE, INC.</td>
<td>SOFTWARE-WORD PROCESSING</td>
<td>PARKING</td>
<td>1</td>
<td>$6,265.00</td>
</tr>
<tr>
<td>110599</td>
<td>CONTINENTAL BUSINESS MACHINES, INC.</td>
<td>REPAIRS</td>
<td>FACILITY</td>
<td>1</td>
<td>$260.33</td>
</tr>
<tr>
<td>110601</td>
<td>CLARK SECURITY PRODUCTS</td>
<td>LOCKS &amp; KEYS</td>
<td>FACILITY</td>
<td>1</td>
<td>$507.43</td>
</tr>
<tr>
<td>110602</td>
<td>ACTION DOOR CONTROLS</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>FACILITY</td>
<td>1</td>
<td>$6,550.00</td>
</tr>
<tr>
<td>110603</td>
<td>LA CANADA RUSTIC STONE</td>
<td>BUILDING MATERIALS</td>
<td>FACILITY</td>
<td>1</td>
<td>$1,558.80</td>
</tr>
<tr>
<td>110604</td>
<td>PARKER BOILER</td>
<td>REPAIRS</td>
<td>FACILITY</td>
<td>1</td>
<td>$2,970.00</td>
</tr>
<tr>
<td>110605</td>
<td>C.I. SERVICES, INC.</td>
<td>MAINTENANCE EQUIPMENT</td>
<td>FACILITY</td>
<td>1</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>110606</td>
<td>INTERIOR SERVICES</td>
<td>DRAPERIES &amp; WINDOW COVERINGS</td>
<td>FACILITY</td>
<td>1</td>
<td>$1,490.00</td>
</tr>
<tr>
<td>110607</td>
<td>CDW GOVERNMENT, INC.</td>
<td>COMPUTER SUPPLIES</td>
<td>NATURAL SCI</td>
<td>3</td>
<td>$1,190.76</td>
</tr>
<tr>
<td>110609</td>
<td>&gt; BEST BUY</td>
<td>APPLIANCE</td>
<td>NATURAL SCI</td>
<td>1</td>
<td>$465.48</td>
</tr>
<tr>
<td>110610</td>
<td>HILTI, INC.</td>
<td>BUILDING MATERIALS</td>
<td>FACILITY</td>
<td>1</td>
<td>$1,529.46</td>
</tr>
<tr>
<td>110612</td>
<td>DESERT INDUSTRIAL SUPPLY OF PASA.</td>
<td>AIR CONDITIONING SYS/SERVICE</td>
<td>FACILITY</td>
<td>1</td>
<td>$3,435.22</td>
</tr>
<tr>
<td>110613</td>
<td>A &amp; A BUILDING MATERIALS</td>
<td>TOOLS</td>
<td>EVG/TECH</td>
<td>1</td>
<td>$856.93</td>
</tr>
<tr>
<td>110614</td>
<td>HOME DEPOT</td>
<td>BUILDING MATERIALS</td>
<td>EVG/TECH</td>
<td>1</td>
<td>$843.27</td>
</tr>
<tr>
<td>110615</td>
<td>O.J. INSULATION</td>
<td>BUILDING MATERIALS</td>
<td>EVG/TECH</td>
<td>1</td>
<td>$308.97</td>
</tr>
<tr>
<td>110616</td>
<td>STOCK BUILDING SUPPLY</td>
<td>TOOLS</td>
<td>EVG/TECH</td>
<td>3</td>
<td>$886.00</td>
</tr>
<tr>
<td>110618</td>
<td>ZEP MANUFACTURING CO.</td>
<td>CHEMICALS</td>
<td>EVG/TECH</td>
<td>3</td>
<td>$1,061.62</td>
</tr>
<tr>
<td>110622</td>
<td>CORPORATE EXPRESS</td>
<td>OFFICE SUPPLIES/EQUIP.</td>
<td>ADN. SVS</td>
<td>1</td>
<td>$319.66</td>
</tr>
<tr>
<td>110623</td>
<td>REMIN KART-A-BAG</td>
<td>COMPUTER SUPPLIES</td>
<td>COMP. SVS</td>
<td>1</td>
<td>$857.34</td>
</tr>
<tr>
<td>110624</td>
<td>COMPUTERLAND OF SILICON VALLEY</td>
<td>SERVICE FEES/PROFESSIONAL SVS.</td>
<td>COMP. SVS</td>
<td>1</td>
<td>$56,094.50</td>
</tr>
<tr>
<td>110625</td>
<td>TRIUMPH COLLEGE ADMISSIONS</td>
<td>SOFTWARE</td>
<td>UPW BND</td>
<td>3</td>
<td>$2,537.84</td>
</tr>
<tr>
<td>110628</td>
<td>AARDVARK CLAY</td>
<td>ART SUPPLIES</td>
<td>VITAL ARTS</td>
<td>1</td>
<td>$802.55</td>
</tr>
<tr>
<td>110629</td>
<td>NAT. NETWORK F/ARTIST PLCMT</td>
<td>BOOKS</td>
<td>CAREER</td>
<td>1</td>
<td>$331.69</td>
</tr>
<tr>
<td>110631</td>
<td>CVS WHOLESALE FLAGS</td>
<td>OFFICE SUPPLIES/EQUIP.</td>
<td>FACILITY</td>
<td>1</td>
<td>$312.79</td>
</tr>
<tr>
<td>110632</td>
<td>HERMAN: ASHLEY</td>
<td>SERVICE FEES/PROFESSIONAL SVS.</td>
<td>HUM RES</td>
<td>1</td>
<td>$616.71</td>
</tr>
<tr>
<td>110634</td>
<td>EXECUTIVE COMMUNICATION SYSTEM</td>
<td>COMMUNICATIONS SUPPLIES/EQUIP.</td>
<td>POLICE</td>
<td>1</td>
<td>$20,140.35</td>
</tr>
<tr>
<td>110635</td>
<td>STAT CREW SOFTWARE</td>
<td>SOFTWARE</td>
<td>EXTERNAL REL</td>
<td>1</td>
<td>$375.00</td>
</tr>
<tr>
<td>110636</td>
<td>&gt; ICI DULUX PAINT CENTERS</td>
<td>PAINT AND SUPPLIES</td>
<td>FACILITY</td>
<td>1</td>
<td>$386.00</td>
</tr>
<tr>
<td>110640</td>
<td>S &amp; S CONSTRUCTION SERVICES</td>
<td>SERVICE FEES/PROFESSIONAL SVS.</td>
<td>EVG/TECH</td>
<td>1</td>
<td>$866.00</td>
</tr>
<tr>
<td>110642</td>
<td>EBSCO</td>
<td>SUBSCRIPTIONS</td>
<td>PJRCHASING SVS</td>
<td>1</td>
<td>$5,979.96</td>
</tr>
<tr>
<td>110645</td>
<td>PATTERSON DENTAL CO.</td>
<td>LABORATORY SUPPLY</td>
<td>HEALTH SCI</td>
<td>1</td>
<td>$949.05</td>
</tr>
<tr>
<td>110646</td>
<td>SULLIVAN-SCHEIN DENTAL</td>
<td>LABORATORY SUPPLY</td>
<td>HEALTH SCI</td>
<td>1</td>
<td>$696.19</td>
</tr>
<tr>
<td>110650</td>
<td>LOUIS AND COMPANY</td>
<td>BUILDING MATERIALS</td>
<td>FACILITY</td>
<td>1</td>
<td>$447.34</td>
</tr>
<tr>
<td>110651</td>
<td>CORPORATE EXPRESS</td>
<td>OFFICE SUPPLIES/EQUIP.</td>
<td>BUSINESS</td>
<td>1</td>
<td>$277.53</td>
</tr>
<tr>
<td>110654</td>
<td>SIEMENS BUILDING TECHNOLOGIES, INC.</td>
<td>REPAIR</td>
<td>FACILITY</td>
<td>1</td>
<td>$833.50</td>
</tr>
<tr>
<td>110656</td>
<td>DISCOVERY TELESCOPES</td>
<td>SERVICE FEES/PROFESSIONAL SVS.</td>
<td>NATURAL SCI</td>
<td>3</td>
<td>$3,788.75</td>
</tr>
<tr>
<td>110658</td>
<td>&gt; HIGH PERFORMANCE COMPUTERS</td>
<td>CAMERA EQUIP. &amp; PHOTO SUPPLIES</td>
<td>BUSINESS</td>
<td>1</td>
<td>$1,132.28</td>
</tr>
<tr>
<td>110661</td>
<td>CDW GOVERNMENT, INC.</td>
<td>AUDIOVISUAL SUPPLIES &amp; EQIP.</td>
<td>NATURAL SCI</td>
<td>3</td>
<td>$390.47</td>
</tr>
<tr>
<td>110662</td>
<td>VERIZON WIRELESS-LA</td>
<td>SERVICE FEES/PROFESSIONAL SVS.</td>
<td>NATURAL SCI</td>
<td>1</td>
<td>$500.00</td>
</tr>
<tr>
<td>110663</td>
<td>U.S. DIARY COMPANY</td>
<td>SERVICE FEES/PROFESSIONAL SVS.</td>
<td>COMMUNITY ED</td>
<td>1</td>
<td>$329.08</td>
</tr>
<tr>
<td>110664</td>
<td>CARD INTEGRATORS</td>
<td>CAMERA EQUIP. &amp; PHOTO SUPPLY</td>
<td>STUD SVS</td>
<td>1</td>
<td>$11,812.24</td>
</tr>
<tr>
<td>110665</td>
<td>SAN DIEGO POLICE EQUIPMENT CO.</td>
<td>INSTRUCTIONAL/EDUCATIONAL MATL.</td>
<td>ENG/TECH</td>
<td>1</td>
<td>$4,494.54</td>
</tr>
<tr>
<td>110666</td>
<td>MEDICAL FILM WAREHOUSE/MFW</td>
<td>LABORATORY SUPPLIES</td>
<td>HEALTH SCI</td>
<td>1</td>
<td>$376.63</td>
</tr>
</tbody>
</table>

* 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>
</tr>
</thead>
<tbody>
<tr>
<td>110668</td>
<td>CONSULTING PSYCHOLOGISTS</td>
<td>INSTRUCTIONAL/EDUCATIONAL MATL.</td>
<td>COUNSEL</td>
<td>3</td>
<td>$881.16</td>
</tr>
<tr>
<td>110669</td>
<td>PAR, INC.</td>
<td>INSTRUCTIONAL/EDUCATIONAL MATL.</td>
<td>COUNSEL</td>
<td>3</td>
<td>$744.76</td>
</tr>
<tr>
<td>110670</td>
<td>POCKET NURSE</td>
<td>LABORATORY SUPPLY</td>
<td>HEALTH SCI</td>
<td>1</td>
<td>$1,289.40</td>
</tr>
<tr>
<td>110672</td>
<td>TIGER DIRECT</td>
<td>COMPUTER SUPPLIES</td>
<td>EXTERNAL REL</td>
<td>1</td>
<td>$283.53</td>
</tr>
<tr>
<td>110673</td>
<td>ANDERSON BUSINESS TECHNOLOGY</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>EOPS</td>
<td>3</td>
<td>$295.00</td>
</tr>
<tr>
<td>110674</td>
<td>SKY ADVERTISING, INC.</td>
<td>ADVERTISING</td>
<td>HUM RES</td>
<td>1</td>
<td>$1,864.00</td>
</tr>
<tr>
<td>110675</td>
<td>POSNER ADVERTISING</td>
<td>ADVERTISING</td>
<td>HUM RES</td>
<td>1</td>
<td>$1,299.00</td>
</tr>
<tr>
<td>110676</td>
<td>PLUMBING WHOLESALE OUTLET</td>
<td>PLUMBING SUPPLIES</td>
<td>FACILITY</td>
<td>1</td>
<td>$344.75</td>
</tr>
<tr>
<td>110678</td>
<td>XYRON</td>
<td>PRINTING SUPPLIES &amp; EQUIP.</td>
<td>OFFICE SVS</td>
<td>1</td>
<td>$279.25</td>
</tr>
<tr>
<td>110679</td>
<td>KNOLL INC. C/O WESTERN OFFICE</td>
<td>FURNITURE--OFFICE</td>
<td>OUTREACH</td>
<td>1</td>
<td>$7,690.33</td>
</tr>
<tr>
<td>110683</td>
<td>CORPORATE EXPRESS</td>
<td>OFFICE SUPPLIES/EQUIP.</td>
<td>CAREER</td>
<td>1</td>
<td>$373.72</td>
</tr>
<tr>
<td>110684</td>
<td>CORPORATE EXPRESS</td>
<td>OFFICE SUPPLIES/EQUIP.</td>
<td>NATURAL SCI</td>
<td>3</td>
<td>$315.91</td>
</tr>
<tr>
<td>110686</td>
<td>CORPORATE EXPRESS</td>
<td>OFFICE SUPPLIES/EQUIP.</td>
<td>HEALTH SCI</td>
<td>1</td>
<td>$382.66</td>
</tr>
<tr>
<td>110689</td>
<td>PLUMBING WHOLESALE OUTLET</td>
<td>PLUMBING SUPPLIES</td>
<td>FACILITY</td>
<td>1</td>
<td>$296.24</td>
</tr>
<tr>
<td>110690</td>
<td>CONSOLIDATED ELEC. DIST. (CED)</td>
<td>ELECTRONIC SUPPLIES &amp; EQUIP.</td>
<td>FACILITY</td>
<td>1</td>
<td>$432.49</td>
</tr>
<tr>
<td>110691</td>
<td>PLUMBING WHOLESALE OUTLET</td>
<td>REPAIRS</td>
<td>FACILITY</td>
<td>1</td>
<td>$412.69</td>
</tr>
<tr>
<td>110694</td>
<td>ORION TELESCOPE CENTER</td>
<td>SCIENTIFIC EQUIP.</td>
<td>NATURAL SCI</td>
<td>3</td>
<td>$250.37</td>
</tr>
<tr>
<td>110703</td>
<td>VWR SCIENTIFIC, INC.</td>
<td>LABORATORY SUPPLY</td>
<td>PHYS SCI</td>
<td>3</td>
<td>$345.47</td>
</tr>
<tr>
<td>110705</td>
<td>B &amp; B REDI-MIX</td>
<td>BUILDING MATERIALS</td>
<td>FACILITY</td>
<td>1</td>
<td>$1,418.25</td>
</tr>
<tr>
<td>110706</td>
<td>CONSTRUCTION HARDWARE COMPANY</td>
<td>BUILDING MATERIALS</td>
<td>FACILITY</td>
<td>1</td>
<td>$757.15</td>
</tr>
<tr>
<td></td>
<td>ACH</td>
<td>BUILDING MATERIALS</td>
<td>ENG/TECH</td>
<td>1</td>
<td>$2,256.72</td>
</tr>
<tr>
<td>110708</td>
<td>RED SUPPLY</td>
<td>BUILDING MATERIALS</td>
<td>ENG/TECH</td>
<td>1</td>
<td>$2,256.72</td>
</tr>
<tr>
<td>110709</td>
<td>CROWN FENCE</td>
<td>FENCE MATERIALS/INSTALLATION</td>
<td>MULTI PURP FIELD</td>
<td>41</td>
<td>$361.58</td>
</tr>
<tr>
<td>110711</td>
<td>LAGUNA CLAY COMPANY</td>
<td>ART SUPPLIES</td>
<td>VISUAL ARTS</td>
<td>1</td>
<td>$712.80</td>
</tr>
<tr>
<td>110712</td>
<td>HY-VIZ, INC.</td>
<td>SAFETY &amp; FIRE SUP. &amp; EQUIP.</td>
<td>PKG STRU/BONNIE</td>
<td>42</td>
<td>$2,568.67</td>
</tr>
<tr>
<td>110713</td>
<td>&gt; BEST BUY</td>
<td>AUDIOVISUAL EQUIPT.</td>
<td>ENGLISH</td>
<td>3</td>
<td>$1,558.67</td>
</tr>
<tr>
<td>110714</td>
<td>HOFFMAN VIDEO SYSTEMS</td>
<td>AUDIOVISUAL EQUIP.</td>
<td>ENG/TECH</td>
<td>3</td>
<td>$601.87</td>
</tr>
<tr>
<td>110716</td>
<td>BORNSTEIN CO.</td>
<td>AUDIOVISUAL SUP. &amp; EQUIP.</td>
<td>NEW MEDIA CTR</td>
<td>1</td>
<td>$4,254.23</td>
</tr>
<tr>
<td>110717</td>
<td>SBC</td>
<td>SERVICE FEES/PROFESSIONAL SVS.</td>
<td>ADMIT</td>
<td>1</td>
<td>$7,200.00</td>
</tr>
<tr>
<td>110718</td>
<td>LAERDAL MEDICAL CORPORATION</td>
<td>HEALTH EQUIPMENT</td>
<td>OCC ED</td>
<td>3</td>
<td>$37,703.48</td>
</tr>
<tr>
<td>110720</td>
<td>UNITED RENTALS</td>
<td>BUILDING MATERIALS</td>
<td>MULTI PURP FIELD</td>
<td>41</td>
<td>$1,607.00</td>
</tr>
<tr>
<td>110721</td>
<td>RIO GRANDE</td>
<td>ART SUPPLIES</td>
<td>ART</td>
<td>1</td>
<td>$4,510.95</td>
</tr>
<tr>
<td>110726</td>
<td>TOPANGA LUMBER AND HARDWARE CO.</td>
<td>THEATER/STAGE SUP. &amp; EQUIP.</td>
<td>PERFORMING ARTS</td>
<td>1</td>
<td>$736.64</td>
</tr>
<tr>
<td>110727</td>
<td>FOAM MART</td>
<td>THEATER/STAGE SUP. &amp; EQUIP.</td>
<td>PERFORMING ARTS</td>
<td>1</td>
<td>$1,149.62</td>
</tr>
<tr>
<td>110728</td>
<td>NEWARK ELECTRONICS</td>
<td>ELECTRONIC SUP. &amp; EQUIP.</td>
<td>ENG/TECH</td>
<td>3</td>
<td>$467.42</td>
</tr>
<tr>
<td>110729</td>
<td>DIRECT MONITORING SYSTEMS, LLC</td>
<td>MEMBERSHIP FEES</td>
<td>FACILITY</td>
<td>1</td>
<td>$255.00</td>
</tr>
<tr>
<td>110731</td>
<td>STOCK BUILDING SUPPLY</td>
<td>BUILDING MATERIALS</td>
<td>ENG/TECH</td>
<td>1</td>
<td>$735.63</td>
</tr>
<tr>
<td>110733</td>
<td>NEXTEL COMMUNICATIONS, INC.</td>
<td>SERVICE FEES/PROFESSIONAL SVS.</td>
<td>EXTERNAL REL</td>
<td>1</td>
<td>$480.00</td>
</tr>
<tr>
<td>110734</td>
<td>HIGH PERFORMANCE COMPUTERS</td>
<td>COMPUTER EQUIPMENT</td>
<td>ADMIT</td>
<td>1</td>
<td>$255.47</td>
</tr>
<tr>
<td>110735</td>
<td>SO. CALIFORNIA ENVIRONMENTAL</td>
<td>SERVICE FEES/PROFESSIONAL SVS.</td>
<td>FACILITY</td>
<td>1</td>
<td>$2,115.84</td>
</tr>
<tr>
<td>110737</td>
<td>VERIZON WIRELESS-LA</td>
<td>SERVICE FEES/PROFESSIONAL SVS.</td>
<td>PHYS ED</td>
<td>1</td>
<td>$649.50</td>
</tr>
<tr>
<td>110738</td>
<td>TRANE</td>
<td>AIR CONDITIONING SYS/SERVICE</td>
<td>FACILITY</td>
<td>1</td>
<td>$924.03</td>
</tr>
<tr>
<td>110739</td>
<td>ESE</td>
<td>ELECTRONIC SUPPLIES/EQUIP.</td>
<td>PERFORMING ARTS</td>
<td>1</td>
<td>$1,293.59</td>
</tr>
</tbody>
</table>

$256,575.39

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

> Indicates local branch utilized outside of the District as required by Vendor.
## Change Orders $250 or More

<table>
<thead>
<tr>
<th>PO #</th>
<th>Vendor</th>
<th>Description</th>
<th>Site</th>
<th>Fund</th>
<th>Inc/Dec...</th>
</tr>
</thead>
<tbody>
<tr>
<td>110305</td>
<td>CAPSTONE TURBINE CORPORATION</td>
<td>Increase PO per Dept.</td>
<td>FACILITY</td>
<td>01</td>
<td>$ 450.32</td>
</tr>
<tr>
<td>110419</td>
<td>BIO-RAD LABORATORIES</td>
<td>Decrease PO per Vendor</td>
<td>OCC ED</td>
<td>03</td>
<td>$ (993.74)</td>
</tr>
<tr>
<td>110634</td>
<td>EXECUTIVE COMMUNICATION SYSTEM</td>
<td>Increase PO per Dept.</td>
<td>POLICE</td>
<td>01</td>
<td>$ 1,990.72</td>
</tr>
<tr>
<td>B-06566</td>
<td>SYSCO FOOD SERVICES OF L.A., INC.</td>
<td>Decrease PO per Dept.</td>
<td>ENG/TECH</td>
<td>01</td>
<td>$(1,000.00)</td>
</tr>
<tr>
<td>B-06662</td>
<td>B &amp; B REDI-MIX</td>
<td>Increase PO per Dept.</td>
<td>FACILITY</td>
<td>41</td>
<td>$ 4,000.00</td>
</tr>
<tr>
<td>B-06663</td>
<td>UNITED RENTALS</td>
<td>Increase PO per Dept.</td>
<td>FACILITY</td>
<td>41</td>
<td>$ 5,000.00</td>
</tr>
<tr>
<td>B-06715</td>
<td>PCC BOOKSTORE</td>
<td>Increase PO per Dept.</td>
<td>LIBRARY</td>
<td>01</td>
<td>$ 7,000.00</td>
</tr>
</tbody>
</table>

$ 16,447.30
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: September 21, 2005

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 $10,736.43.

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>
</thead>
<tbody>
<tr>
<td>08-30-05</td>
<td>13236351</td>
<td>$1,237.87</td>
</tr>
<tr>
<td>09-08-05</td>
<td>13255743</td>
<td>4,254.20</td>
</tr>
<tr>
<td>09-12-05</td>
<td>13265993</td>
<td>5,244.36</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$10,736.43</td>
</tr>
</tbody>
</table>

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

Submitted by: Odessa Walker
Director, Fiscal Services

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
# Revolving Fund Reimbursement

**September 2005 Expense Summary**

<table>
<thead>
<tr>
<th>Date</th>
<th>Warrant Number</th>
<th>Amount</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/30/2005</td>
<td>13236351</td>
<td></td>
<td>Supplies</td>
<td>$631.27</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Postage</td>
<td>$50.60</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enrollment refunds</td>
<td>$175.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ASB refunds</td>
<td>$1.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Health fee refunds</td>
<td>$10.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Parking refunds</td>
<td>$304.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Livescan refunds</td>
<td>$66.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,237.87</td>
</tr>
<tr>
<td>9/8/2005</td>
<td>13255743</td>
<td>$4,254.20</td>
<td>Supplies</td>
<td>$664.20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bus passes</td>
<td>$82.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enrollment refunds</td>
<td>$292.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ASB refunds</td>
<td>$1.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Health fee refunds</td>
<td>$10.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Parking refunds</td>
<td>$3,089.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Citation refunds</td>
<td>$45.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Livescan refunds</td>
<td>$71.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$4,254.20</td>
</tr>
<tr>
<td>9/12/2005</td>
<td>13265993</td>
<td>$5,244.36</td>
<td>Supplies</td>
<td>867.36</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bus passes</td>
<td>$179.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enrollment refunds</td>
<td>$219.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ASB refunds</td>
<td>$3.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Health fee refunds</td>
<td>$20.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Parking refunds</td>
<td>$3,904.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Erroneously applied funds</td>
<td>$52.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5,244.36</td>
</tr>
</tbody>
</table>

**Grand total:** $10,736.43
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Reporting and Approval of Self-Insurance Fund
Reimbursement, Workers' Compensation

Board Meeting Date: September 21, 2005

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 $18,843.45.

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>08-22-05</td>
<td>13214209</td>
<td>$18,843.45</td>
</tr>
</tbody>
</table>

Medical $8,595.43
Benefit Payments $6,245.42
Legal $4,016.39
Interest -$13.79

$18,843.45

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:

As the Director, Fiscal Services

Recommended for Approval:

As the Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

As the Superintendent/President
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 $23,915.42.

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>08-24-05</td>
<td>13221048</td>
<td>$23,915.42</td>
</tr>
</tbody>
</table>

Medical $11,497.52
Benefit Payments 11,139.98
Legal 1,277.92
$23,915.42

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.
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Pasadena City College

CONSENT ITEM TITLE:  
Budget Augmentation

Board Meeting Date:  September 21, 2005

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 augmentation to the 2005-06 adopted budget for the grant, Ma$: Providing MORE to Increase STEM Majors & Create Transfer Opportunities.

FISCAL IMPLICATIONS:

<table>
<thead>
<tr>
<th>PAC#</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase Revenue:</td>
<td>Federal Revenue</td>
<td>$ 269,165</td>
</tr>
<tr>
<td>03-8199-7065-0000</td>
<td>Federal Revenue</td>
<td>$ 14,333</td>
</tr>
<tr>
<td>01-8199-7065-0000</td>
<td>Indirect Cost Allowance, 8%</td>
<td>$ 283,498</td>
</tr>
</tbody>
</table>

Increase Appropriations:

<table>
<thead>
<tr>
<th>PAC#</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-1230-7065-0000</td>
<td>Academic Non-instructional Salaries, Monthly</td>
<td>$ 28,400</td>
</tr>
<tr>
<td>03-1420-7065-0000</td>
<td>Academic Stipends</td>
<td>82,200</td>
</tr>
<tr>
<td>03-2130-7065-0000</td>
<td>Classified Monthly Salaries</td>
<td>27,500</td>
</tr>
<tr>
<td>03-2312-7065-0000</td>
<td>Classified Hourly, Overtime, Relief or Extra Help</td>
<td>6,640</td>
</tr>
<tr>
<td>03-3189-7065-0000</td>
<td>Benefits</td>
<td>34,425</td>
</tr>
<tr>
<td>03-4301-7065-0000</td>
<td>Supplies</td>
<td>7,000</td>
</tr>
<tr>
<td>03-4302-7065-0000</td>
<td>Software</td>
<td>3,000</td>
</tr>
<tr>
<td>03-4303-7065-0000</td>
<td>Duplicating</td>
<td>3,000</td>
</tr>
<tr>
<td>03-4304-7065-0000</td>
<td>Printing</td>
<td>5,000</td>
</tr>
<tr>
<td>03-5120-7065-0000</td>
<td>Consultants</td>
<td>21,000</td>
</tr>
<tr>
<td>03-5210-7065-0000</td>
<td>Conferences, Seminars &amp; Workshops</td>
<td>15,000</td>
</tr>
<tr>
<td>03-5250-7065-0000</td>
<td>Student Travel</td>
<td>6,000</td>
</tr>
<tr>
<td>03-6410-7065-0000</td>
<td>New Equipment</td>
<td>9,500</td>
</tr>
<tr>
<td>03-6411-7065-0000</td>
<td>Computer Equipment</td>
<td>4,000</td>
</tr>
<tr>
<td>03-7500-7065-0000</td>
<td>Student Scholarships &amp; Grants</td>
<td>7,500</td>
</tr>
<tr>
<td>03-7610-7065-0000</td>
<td>Other Student Aid, Books &amp; Supplies</td>
<td>9,000</td>
</tr>
<tr>
<td>01-7900-6066-0000</td>
<td>Contingencies</td>
<td>14,333</td>
</tr>
</tbody>
</table>

$ 283,498

Submitted by:  
Odessa Walker  
Director, Fiscal Services

Recommended for Approval:  
Vice President, Administrative Service

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:  
[Signature]
Superintendent/President
BACKGROUND: The Board approved the Math and Science (MaS) grant application on March 2, 2005, Consent Item 170-B. The purpose of the grant is to increase the number of minority and female students majoring in science, technology, engineering and math (STEM) fields, and transferring to four-year institutions. The National Science Foundation (NSF) awarded PCC $1,073,481 for four years. The fifth year for $276,813 is contingent on availability of funds and the progress of the project. Period of grant, 10/1/2005 – 09/30/2009. The first budget period is 10/01/2005 – 09/30/2006 for $283,498. Bruce Carter, Division Dean, Natural Sciences is the Project Administrator.

This augmentation is in accordance with Education Code Section 85210 which states that the governing board of the district may, by formal action of the Board, pass a resolution setting forth the need for additional expenditures and appropriate the assured income in excess of the total anticipated in the budget.
CONSENT ITEM No.: 60-B

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Budget Augmentation

Board Meeting Date: September 21, 2005

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 augmentation to the 2005-06 adopted budget for the Job Development Incentive Nursing Reentry Grant.

FISCAL IMPLICATIONS:

<table>
<thead>
<tr>
<th>PAC#</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-8629-7029-0000</td>
<td>State Revenue</td>
<td>$76,800</td>
</tr>
<tr>
<td>03-1240-7029-0000</td>
<td>Academic Non-instructional Salaries, Hourly</td>
<td>$9,000</td>
</tr>
<tr>
<td>03-1420-7029-0000</td>
<td>Academic Stipends</td>
<td>2,000</td>
</tr>
<tr>
<td>03-3130-7029-0000</td>
<td>Benefits</td>
<td>1,800</td>
</tr>
<tr>
<td>03-4301-7029-0000</td>
<td>Supplies</td>
<td>2,500</td>
</tr>
<tr>
<td>03-4302-7029-0000</td>
<td>Software</td>
<td>7,500</td>
</tr>
<tr>
<td>03-4303-7029-0000</td>
<td>Duplicating</td>
<td>300</td>
</tr>
<tr>
<td>03-5220-7029-0000</td>
<td>Mileage</td>
<td>300</td>
</tr>
<tr>
<td>03-6412-7029-0000</td>
<td>New Equipment</td>
<td>53,400</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$76,800</td>
</tr>
</tbody>
</table>

BACKGROUND: Rio Hondo Community College is the main contractor for this grant, and Pasadena City College (PCC) is the subcontractor. The Board approved the contractual agreement on 08/17/05, Consent Item 23-B. The purpose of the grant is to create a model curriculum and short term training that will allow inactive registered nurses (RN) and licensed vocational nurses (LVN) an opportunity to re-enter the nursing field and help fill the nursing shortage. This is a two year grant, 11/01/04 – 06/30/06, total amount $76,800. Ellen Ligons, Associate Dean, Economic Development, is the Project Administrator.

This augmentation is in accordance with Education Code Section 85210 which states that the governing board of the district may, by formal action of the Board, pass a resolution setting forth the need for additional expenditures and appropriate the assured income in excess of the total anticipated in the budget.

Submitted by:
Odessa Walker
Director, Fiscal Services

Recommended for Approval:
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 Contracts

Board Meeting Date: September 21, 2005

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

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 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:
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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approve</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-96441-6</td>
<td>Roc McNaughton</td>
<td>$1,300.00</td>
<td>To provide services to arrange and copy scores for a variety of songs 9/26/05 thru 10/14/05</td>
<td>PCAD: Music &amp; Dance 1050-0000</td>
<td>01-5140</td>
</tr>
<tr>
<td></td>
<td>Linda Jones</td>
<td>560.00</td>
<td>To provide services as trainer for Foster Care Education 10/01/05 thru 6/30/06</td>
<td>CEC: Foster Care Education 7040-0000</td>
<td>03-5140</td>
</tr>
<tr>
<td><strong>Ratify</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-96642-6</td>
<td>Fred Johnson</td>
<td>7,200.00</td>
<td>To provide services to assist with operations of the Engineering &amp; Technology Division 8/22/05 thru 6/30/06</td>
<td>Engineering &amp; Technology Division 6026-0000</td>
<td>01-5120</td>
</tr>
<tr>
<td>B-96644-6</td>
<td>Sandra B. Hill</td>
<td>33,000.00</td>
<td>To provide services as coordinator for Project LEAP Mentoring Program 9/12/05 thru 6/17/06</td>
<td>Student Affairs Office 6402-2601 (Partnership)</td>
<td>01-5120</td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve/Ratify Staff Development Activities

Board Meeting Date: September 21, 2005

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 Staff Development activities listed below:

Approve

October 6, 2005 – College Diversity Initiative's Guest Speaker and Reception at PCC. Featured speaker will be author, Farrah Gray, millionaire at the age of 15. Anticipated expenses not-to-exceed $2,550.00 for technician, and speaker fee payable to The Farrah Gray Foundation. Participants to include PCC students, staff and faculty, PUSD students, and the community. Cost Centers: 01-5210-6012-0000, College Diversity Initiative, 01-5210-6001-0000, Office of Instruction, Cross Cultural Center Student Service Fund, and CEC Activity Fund

Ratify

August 29, 2005 – New Faculty Orientation at PCC. Anticipated expenses not-to-exceed $4,340.00 for refreshments for approximately 140 participants. Cost Center: 01-5210-6007-0000, New Faculty Orientation, and 01-5210-6001-2319, Office of Instruction (Partnership)

September 2, 2005 – June 30, 2006 – Writing Across the Curriculum Workshops at PCC. Anticipated expenses not-to-exceed $2,500.00 for refreshments and materials for approximately 30 participants. Cost Center: 01-5210-6029-2302, Writing Across the Curriculum (Partnership)

September 12, 2005 – Health Sciences Division Meeting at PCC, to welcome back faculty and staff to the Fall semester and to discuss division changes and goals. Anticipated expenses not-to-exceed $400.00 for materials and refreshments for approximately 45 participants. Cost Center: 01-5210-6001-2450, Office of Instruction (Partnership)

FISCAL IMPLICATIONS: Funds for these activities 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. Funds are available through the Community College Reform Bill AB1725 or various cost centers.

Submitted by:

Director, Business Services

Recommended for Approval:

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:  
Ratify Approval to Enter into an Agreement with  
Los Angeles County Superintendent of Schools  
Data Processing Services

Board Meeting Date: September 21, 2005

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, ratify the action of the Vice President for Administrative Services to enter into and execute an agreement with the Los Angeles County Superintendent of Schools, 9300 East Imperial Highway, Downey, California 90242-2890 for Data Processing Services. The County Superintendent shall provide the District with machine readable payroll information related to labor distribution, fringe employer contribution and employee database information. Estimated annual cost is $75,000.00. The term of this agreement shall be July 1, 2005, through June 30, 2006.

FISCAL IMPLICATIONS: Funds for this purpose have been budgeted in the 2005-2006 budget in Cost Center 01-5820-6716-0000, Fiscal Services.

BACKGROUND: The County Superintendent shall provide the District with tapes containing required personnel and payroll information. The District shall return the tapes within 30 days.

Submitted by:

[Signature]
Director, Business Services

Recommended for Approval:

[Signature]
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:
Ratify Vocational Education Activity

Board Meeting Date: September 21, 2005

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

Ratify:

September 17, 2005 – Amgen Bruce Wallace Biotechnology Lab Training Workshop at Los Angeles Pierce College. Anticipated expenses not-to-exceed $300.00 for refreshments, supplies and materials for approximately 30 participants. Cost Center: 03-5210-7027-0000, Biotechnology Center

FISCAL IMPLICATIONS: Funds for this activity indicated above are budgeted in the cost center listed.

BACKGROUND: These activities are intended to promote contract education and vocational education.

Submitted by:

Director, Business Services

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
CONSENT ITEM TITLE:  
Stipends for Classified and Unclassified Personnel

Board Meeting Date: September 21, 2005

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 stipend for the person listed below for the fiscal year 2005-06.

<table>
<thead>
<tr>
<th>Name</th>
<th>Stipend</th>
<th>Special Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columa, Elizabeth</td>
<td>500.00</td>
<td>Course Presenter for &quot;Beginning Conversational Portuguese&quot; (Extended Learning)</td>
</tr>
</tbody>
</table>

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:  
Interim Dean, Human Resources

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

CONSENT ITEM TITLE:
Stipends for Academic Personnel

Board Meeting Date: September 21, 2005

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 in a special project as listed, approved for the College year 2005-06, 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.

<table>
<thead>
<tr>
<th>NAME</th>
<th>STIPEND</th>
<th>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Haines, Douglas</td>
<td>1,714.64</td>
<td>Engineering and Technology Division—oversee daily operations of Division until Division Dean’s position is filled</td>
</tr>
<tr>
<td></td>
<td>per month</td>
<td></td>
</tr>
<tr>
<td>McClellan, Michael</td>
<td>3,250.00</td>
<td>Ujima Project—met with counselors from feeder high schools; coordinated recruitment, orientation and matriculation process for incoming Ujima students, planned yearly activities for the program; met with staff to coordinate roles; counseled students—summer 2005</td>
</tr>
</tbody>
</table>

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:
Interim Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
CONSENT ITEM TITLE:
Employment of Hourly Credit Teachers and Substitute Teachers, 2005-06

Board Meeting Date: September 21, 2005

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 listed below 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 2005-06. 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.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miller, Virginia</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Natural Sciences</td>
</tr>
<tr>
<td>Sedgeman, Carmen</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Health Sciences</td>
</tr>
</tbody>
</table>

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:
Interim Dean, Human Resources

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

**CONSENT ITEM TITLE:** Employment, Change of Status, Leave of Absence, and Separation of Classified Employees

**Board Meeting Date:** September 21, 2005

---

**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><strong>EMPLOYMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gillette, Christine</td>
<td>39A</td>
<td>$2707.41</td>
<td>100% - 12 mo.</td>
<td>09/22/05</td>
</tr>
<tr>
<td>Senior Clerk</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing: Christina Guzman</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jara, Marisol</td>
<td>35D</td>
<td>$2878.32*</td>
<td>100% - 11 mo.</td>
<td>09/22/05</td>
</tr>
<tr>
<td>Child Development Specialist</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Development Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing: Mary Smith</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special funded</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salandino, Christine</td>
<td>53A</td>
<td>$3847.70**</td>
<td>100% - 12 mo.</td>
<td>09/22/05</td>
</tr>
<tr>
<td>College Safety Officer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police/Safety Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing: Russell Ruetz</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SEPARATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holloway, Donna</td>
<td>Resignation</td>
<td></td>
<td></td>
<td>09/23/05</td>
</tr>
<tr>
<td>Assistant Director, Financial Aid</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>
</tbody>
</table>

* Includes 5% shift B differential
** Includes 5% shift differential

**FISCAL IMPLICATIONS:** None

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

Submitted by:

Office of Human Resources

Recommended for Approval:

Interim Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Employment, Change of Status, Leave of Absence, and Resignation of Academic Employees, 2005-2006

Board Meeting Date: September 21, 2005

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>Quintanar, Evangelina Bilingual Counselor, TLC</td>
<td>*</td>
<td>100% - 4 months Temporary - Funded</td>
<td>9/22/05 – 12/17/05</td>
</tr>
</tbody>
</table>

*Official placement will be made upon receipt of official transcripts and verification of previous employment.

CHANGE OF STATUS

Mayer, Maryann Counselor, Counseling/Career Services C-32 From: 100% To: 75% 9/1/05 – 12/31/05

Polenzani, Elizabeth Instructor, Business & Computer Tech D-24 From 100% To: 86.6% 8/29/05 – 12/17/05

RESIGNATION/RETIREMENT

Lee, Jo Ann Instructor, Business & Computer Tech Retirement (33-1/2 yrs of service) 1/1/06

FISCAL IMPLICATIONS: None

BACKGROUND: Routine personnel transactions within budget limits.

Submitted by:

Office of Human Resources

Recommended for Approval:

Interim Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President