The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 2 on Wednesday, January 16, 2008, in Harbeson Hall 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 Mr. John Martin, President.

ROLL CALL
Trustees Present
Mr. John Martin, President
Dr. Jeanette Mann, Vice President
Dr. Hilary Bradbury-Huang, Clerk
Mr. Geoffrey L. Baum (arrived at 7:40 p.m.)
Dr. Consuelo Rey Castro
Mr. William Thomson
Mrs. Beth Wells-Miller
Mr. Sean O’Connor, Student Trustee

Administrative Officers in Attendance
Dr. Paulette J. Perfumo, Superintendent/President
Mrs. Kindred Murillo, Vice President, Administrative Services
Dr. Jacqueline Jacobs, Vice President, Instruction
Dr. Lisa Sugimoto, Vice President, Student and Learning Services
Dr. Jorge Aquiñiga, Dean, Human Resources
Mrs. Elaine Chapman, Interim Dean, External Relations
Dr. Stuart Wilcox, Dean, Institutional Planning and Research

The Academic Senate was represented by Ms. Kay Dabelow.
The Classified Senate was represented by Mr. Ray Mitchell.
The Associated Students Board was represented by Mr. Adam Kratt.
The Management Association was represented by Ms. Ellen Ligons.

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

Mr. Martin adjourned the Board to Closed session at 6:03 p.m.

II. CLOSED SESSION
Government Code §54957.6 Labor Negotiations (CSEA 777, Murillo)

Closed Session was adjourned at 7:00 p.m.
III. OPEN SESSION

Mr. Martin reconvened the Open Session at 7:10 p.m. and reported that no action was taken during the Closed Session.

A. PLEDGE OF ALLEGIANCE

Mr. O’Connor led the Pledge of Allegiance.

B. INTRODUCTIONS

Dr. Perfumo introduced Heidi White, representing Vavrinek, Trine, Day, & Co., the district auditors.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment on non-agenda items.

D. APPROVAL OF MINUTES: Meeting No. 1, Annual Organizational Meeting and Regular Business Meeting

In the announcement section, Mr. O’Connor pointed out that Mr. Sansosti was listed as Student Trustee and Dr. Mann suggested a word change from “signatures” to “resources” under the same section.

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Dr. Bradbury-Huang, the Board voted, by a unanimous vote of the seven members present, to approve the Minutes of Meeting No. 1, the Annual Organizational Meeting and Regular Business Meeting, December 12, 2007, as corrected.

E. DISCUSSION, WITH POSSIBLE ACTION: RECEIPT OF 2005-2006 DISTRICT FINANCIAL AUDIT

Ms. Heidi White of Vavrinek, Trine, Day & Co., LLP, reviewed the audit report with the Board, noting that the District financial statements fairly present the financial position of the college. She also pointed out that there were some findings and recommendations related to proper oversight and internal controls. Ms. White reported that there were no material weaknesses related to compliance or to the individual fund financial statements.

Mr. Martin reported that the Board audit sub-committee discussed the findings with the auditors and anticipates that the administration will address the areas of concern so that improvement will be seen in the near future.

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Mr. Martin, the Board voted, by a unanimous vote of the seven members present, to receive the 2006-2007 District Financial Audit.

F. APPROVAL OF CONSENT ITEMS

89-I – Approval of Instructional Trip for PEACT 82-A-D

Dr. Mann asked for clarification regarding this retreat. Dr. Jacobs explained that this is a physical education class activity for the softball team.

98-B – Approve Professional Conference Attendance

Dr. Mann explained that the cost of her trip is more than the others who are attending this conference because the CCCT has asked her to attend some of the pre-conference workshops, which necessitates extending her stay.

103-B – Approval of 2008-2009 Non-Resident Tuition Fee, Education Code §76140 & 76141

Dr. Perfumo explained that the Education Code requires that non-resident and international students pay for the full cost of their instruction. The fee is set by using a statewide average calculated by the Chancellor’s office.
F. APPROVAL OF CONSENT ITEMS (Continued)
Mr. O’Connor asked that, in the future, this be considered as a separate agenda item.

110-B – Purchasing Transactions
Dr. Mann asked that more attention be directed to identifying local vendors on the purchasing transactions log.

Dr. Mann recognized the retirement of Betty Oka, who served the college for 32 years.

70-P – Sabbatical Leaves, 2008-2009
Dr. Mann pointed out that 2% of the full-time equivalent faculty has been recommended for sabbaticals in 2008-2009, which is the minimum as defined by the collective bargaining agreement.

MOTION: ON MOTION OF Dr. Bradbury-Huang 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

G. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF WAGE AND BENEFIT CHANGES TO THE REOPENED ARTICLES 8, 9, AND 10 OF THE 2006-2009 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) CHAPTER #777 AGREEMENT

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 wage and benefit changes to the reopened Articles 8, 9, and 10 of the 2006-2009 California School Employees Association (CSEA) Chapter #777 Agreement.
Advisory Vote: Aye

Following the vote, Dr. Perfumo, Dr. Rey Castro, Mrs. Wells-Miller, and Dr. Mann commended both of the negotiating teams for reaching agreement in such a timely manner.

H. PRESENTATION: TRANSFER CENTER UPDATE
Dr. Sugimoto introduced Ms. Dina Chase, who proceeded to give the Board a comprehensive report on the Transfer Center. She indicated that there is an overall upward trend in transfers, citing that PCC is ranked third statewide in transfers to UC and CSU campuses. Ms. Chase also proposed an action plan which includes a transfer awareness campaign, an increase of on and off-campus outreach, and the possibility of offering upper division courses in the curriculum.

Dr. Mann commended Ms. Chase on her report and voiced her concern regarding the various ethnicity numbers. She recommended looking at programs which might improve those numbers. Dr. Bradbury-Huang requested that more than raw scores be reported. Ms. Chase explained that private colleges are not required to report transfer data, and Mr. Baum expressed hope that the Board could get some sense of the private sector numbers. Mr. Thomson suggested partnering with universities so that students might take courses concurrently with the lower division programs. Mr. Martin remarked that this report gave excellent information, and suggested that the Administration devise some criteria to measure whether or not PCC is being successful in preparing students for transfer.
I. PRESENTATION: EMERGENCY RESPONSE PLAN
Chief Peter Michael gave an overview of the Police and Safety Services Emergency Response Plan, which included references to the Virginia Tech incident. Following the presentation, Mrs. Wells-Miller asked Chief Michaels’ opinion on campus safety to which he replied that as much crime needs to be eliminated as possible so that students can concentrate on pursuing their education in a safe environment. He stated that he doesn’t feel there is adequate staffing at the present time. When asked about the possibility of arming campus police officers, Chief Michael responded that he felt that security officers should be armed. Vice President Murillo said that she is putting together a shared governance task force to examine that issue, and that the Board can expect periodic updates. Dr. Bradbury-Huang emphasized the importance of staff communication, which should start with setting the tone/expectations for the class. Dr. Rey Castro was pleased to see specific recommendations, and asked how to prevent development of a situation. Chief Michael made several suggestions including bell/siren alarms and integrating lock-down systems into the new buildings. Mrs. Murillo said that data is being collected for the shared governance group to examine once it convenes, and recommendations will be sent to the Safety Committee, then to the President, and ultimately, to the Board for approval. Mr. Martin thanked Chief Michael for his report and pointed out that the Board must look at what can realistically be accomplished.

J. DISCUSSION, WITH POSSIBLE ACTION: SET WINTER RETREAT DATE
Dr. Perfumo explained that an extra retreat was needed to familiarize Mr. Thomson with the Board norms and to address the requests for future agenda items. After some discussion, the Board agreed to set a retreat for February 29, from 1:00 p.m. to 6:00 p.m. The location is to be determined.

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Mr. Thomson, the Board voted, by a unanimous vote of the seven members present, to approve February 29, 2007, from 1:00-6:00 p.m. as the date and time for a Winter Board Retreat.

K. PRESIDENT’S REPORT [INCLUDING VICE PRESIDENTS]
Dr. Perfumo
- reported that enrollment for the winter intersession is currently up 4.8% for the winter intercession, and up 5.9% for the spring semester;
- gave an overview of the State Budget meeting;
- reported that she attended a meeting on “green issues” which included Caltech, the City of Pasadena and Pasadena USD;
- reported that the student ambassadors will attend a training session on January 24;
- thanked the PCC heralders and honor band for their presence at so many Tournament of Roses events;
- shared a student success story of former PCC student, Vicky Martinez;
- announced that “Math Jam” was one of 15 recipients of a Practices with Promise award; and
- announced the sudden passing of PCC custodian, Robert Lopez.

L. ANNOUNCEMENTS FACULTY, STAFF, STUDENTS, AND BOARD OF TRUSTEES
Ms. Kay Dabelow, Academic Senate
- reported that the Academic is currently on hiatus, but continues to work on Title V and the Time, Place and Manner policy.

Mr. Ray Mitchell, Classified Senate
- announced that Classified Days will be held on April 9 and 10 at Altadena Town and Country Club, and that Classified employees will be recognized during the week of May 5, with the General meeting being held on Thursday, May 8.
L. ANNOUNCEMENTS FACULTY, STAFF, STUDENTS, AND BOARD OF TRUSTEES  
(Continued)

Mr. Adam Kratt, Associated Students
- reported that the AS is working on Welcome Week preparation; that Aaron Schafer has left PCC to take a job at San Mateo CC; and that the AS will revisit the issue of arming POST certificated police officers.

Mr. Sean O’Connor, Student Trustee
- announced that the AS is sponsoring a Proposition 92 event on January 17 during which they will be conducting voter registration.

Mr. William Thomson, Board of Trustees
- reported that the PCC funding for the Youth Development and Violence Prevention committee will be matched by the City of Pasadena.

Dr. Jeanette Mann, Vice President, Board of Trustees
- reported that the Board of Governors’ has approved an incentive program for energy and sustainability efforts; and commented on the importance of local boards.

Dr. Hilary Bradbury-Huang, Clerk, Board of Trustees
- reported that she attended a South Pasadena Chamber of Commerce meeting and thanked Alan Armstrong and the PCC students who helped with construction of the South Pasadena Rose Parade float.

Mr. John Martin, President Board of Trustees
- announced that Dr. Bradbury-Huang can no longer serve as the Board representative to LACSTA, and asked if there are any volunteers to fill that vacancy.

M. FUTURE BOARD MEETINGS
The next meeting of the Board of Trustees will be held on Wednesday, February 6, 2008, in Harbeson Hall at Pasadena City College.

N. FUTURE AGENDA ITEMS
Mr. O’Connor asked that the date of the joint AS Board/Board of Trustees meeting be scheduled earlier in the semester. Mr. Martin directed Dr. Perfumo to discuss this with Mr. O’Connor.

Dr. Bradbury-Huang asked that review of the policies be conducted in a systematic manner. She also requested that the Board look at the building policy.

Mr. Baum endorsed Mr. O’Connor’s suggestion that tuition fees be considered as a separate agenda item in the future.

O. ADJOURNMENT
Meeting No.2 was adjourned at 9:53 p.m.
MOTIONS CARRIED AT MEETING NO. 2– January 16, 2008

1. Approval of Minutes of Meeting No. 1, Annual Organizational Meeting and Regular Business Meeting, December 12, 2007.


3. Approval of Consent Items.

4. Approval of Wage and Benefit Changes to the Reopened Articles 8, 9, and 10 of the 2006-2009 California School Employees Association (CSEA) Chapter #777 Agreement.

5. Approval to set February 29, 2008, from 1:00 p.m. to 6:00 p.m. as the date and time for a Winter Board Retreat.

Paulette J. Perfumo, Secretary
Board of Trustees