NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, March 5, 2008

4:30 BOARD WORKSHOP/NEW TRUSTEE ORIENTATION
6:00 P.M. CLOSED SESSION
7:00 P.M. OPEN SESSION

MEETING NO. 6

REGULAR BUSINESS MEETING

Harbeson Hall
Pasadena City College
1570 East Colorado Boulevard
Pasadena, California 91106

Enclosed is the Agenda for Meeting No. 6, a Regular Business Meeting. The Board will meet for a Workshop/New Trustee Orientation prior to the Open Session. The Open Session will begin at 6:00 P.M. with the Call to Order, Roll Call, and Public Comments on Closed Session items. Closed Session will follow. Open Session will resume at 7:00 P.M. The Board will meet in Harbeson Hall at Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
MEETING NO. 6
BOARD WORKSHOP AND NEW BOARD MEMBER ORIENTATION
AND REGULAR BUSINESS MEETING
Wednesday, March 5, 2008
4:30 P.M.
Pasadena City College
Harbeson Hall
1570 East Colorado Boulevard, Pasadena, CA 91106

BOARD WORKSHOP/NEW BOARD MEMBER ORIENTATION
4:30-5:45 P.M.
TOPIC: STUDENT AND LEARNING SERVICES

BOARD MEETING AGENDA

The complete current Board agenda can be viewed in the President's office at Pasadena City College, Room C-235, or on the PCC website, www.pasadena.edu.

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 (6:00 p.m.)

II. CLOSED SESSION
   Government Code §54957.6    Labor Negotiations (Faculty Association, Jacobs)

III. OPEN SESSION (7:00 p.m.)
   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. 4, Regular Business Meeting, February 20, 2008
E. APPROVAL OF CONSENT ITEMS (See page 3, attached)

F. PRESENTATION, WITH DISCUSSION AND POSSIBLE ACTION:
CURRENT STATUS OF ARTS BUILDING [Tab 1]

G. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF TRACKING
CHART FOR POLICY/BYLAW REVIEW [Tab 2]

H. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF BYLAW
NO. 1020: ORGANIZATION: ELECTION/TERMS [Tab 3]

I. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF BYLAW
NO. 1030: STUDENT TRUSTEE [Tab 4]

J. PRESIDENT'S REPORT

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

L. FUTURE BOARD MEETING DATES

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT
CONSENT ITEMS

51-S Approval of University Campus Tours, Spring 2008
52-S Approval of Student Travel for Upward Bound Math/Science Program, San Diego, CA, April 11 and April 12, 2008

104-I Approval of Instructional Trip for Mathematics 8 and 125, March 7-8, 2008
105-I Approval of Instructional Trip for Music 155, April 5-6, 2008
106-I Approval of Instructional Trip for NSF MaS Grant Students, April 5-9, 2008
107-I Approval of Instructional Trip for Geology 3, April 3-4, 2008

130-B Approve/Ratify Contracts
131-B Approve Career and Technical Education Activities
132-B Approve Staff Development Activities
133-B Approve Professional Conference Attendance
134-B Approve Purchasing Transactions
135-B Reporting and Approval of Revolving Fund Reimbursement
136-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation
137-B Authorization to Open an Escrow (Construction Retaining) Account
138-B Budget Augmentation

87-P Stipends for Classified and Unclassified Personnel
88-P Approve Stipends for Academic Personnel
89-P Employment of Hourly Credit Teachers and Substitute Teachers, Winter 2008
90-P Employment of Hourly Credit Teachers and Substitute Teachers, 2007-2008
91-P Employment of Hourly Noncredit Teachers and Substitute Teacher, 2007-2008
92-P Employment, Change of Status, Leave of Absence, and Separation of Academic Employees, 2007-2008
93-P Notification to Temporary Academic Employees
94-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
95-P Salary Compensation Factors – Large Group Instruction
Meeting No. 4

The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 4 on Wednesday, February 20, 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
Mr. William Thomson
Mrs. Beth Wells-Miller
Mr. Sean O’Connor, Student Trustee

Trustees Absent
Dr. Consuelo Rey Castro

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

Administrative Officers Absent
Dr. Lisa Sugimoto, Vice President, Student and Learning Services

The Academic Senate was represented by Ms. Kay Dabelow.
The Classified Senate was not represented.
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

Mr. Mike Anderson, Attorney at Law, informed the Board that a formal objection to the arbitration panel's ruling and request for immediate reinstatement had been filed on behalf of Daniel Olson.

Mr. Martin adjourned the Board to Closed session at 6:06 p.m.
II. CLOSED SESSION
   Government Code §54957
   Government Code §54957.6
   Employee Discipline, Dismissal, Release
   Labor Negotiations (Faculty Association, Jacobs)

   Closed Session was adjourned at 6:54 p.m.

III. OPEN SESSION
Mr. Martin reconvened the Open Session at 7:02 p.m. and reported that no action was taken during the Closed Session.

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

B. INTRODUCTIONS
   There were no introductions.

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

D. APPROVAL OF MINUTES: Meeting No. 3, Regular Business Meeting, February 6, 2008
   Mr. O'Connor pointed out that Teresa Mayer's name was misspelled, and noted that she is a member of the AS Lobby Committee. He also pointed out that Nick Szamet's name was misspelled.

   Mr. Baum noted that SCPR's new office is on North, rather than South, Raymond Avenue.

   Mr. Martin asked that it also be noted that he reported that no action was taken in Closed Session.

   MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Mr. Baum, the Board voted, by a unanimous vote of the six members present, to approve the Minutes of Meeting No. 3, a Regular Business Meeting, February 6, 2008, as corrected.

       Advisory Vote: Aye

E. APPROVAL OF CONSENT ITEMS
   47-S – Approval of Instructional Trip for ASPCC Lobby Committee to Washington, D.C.
   Mr. Baum commented on the importance of student lobbyists and said that he hopes the AS Lobby Committee will be briefed on the Trustees' recent visit with legislators prior to their departure. Dr. Perfumo responded that Mr. Gutierrez will be meeting with them to update them on current legislation and the positions that were shared with legislators so that our message is consistent.

   48-S – Approval of Student Travel – PCC Dental Lab Technology Program
   Both Mr. Baum and Dr. Mann expressed concern that this event is scheduled out of district, and asked that the item be pulled for a separate vote.

   129-B – Budget Augmentation
   Mr. Baum commented on how pleased he was to see that the California High School Exit Examination Preparation Grant (CAHSEE) has been extended and noted the important role that this program plays in the academic mission of the college.
E. APPROVAL OF CONSENT ITEMS (Continued)
84-P – Employment, Change of Status, Leave of Absence and Separation of Academic Employees 2007-2008
Mr. O’Connor noted the retirement of Susan Clifford, Dean of Health Sciences, and commended her on her 25 years of service to the District. Mrs. Wells-Miller commented that PCC’s loss will be the State’s gain, as Dr. Clifford will be serving as Vice-President of Commission Operations with the Accrediting Commission of Community and Junior Colleges.

MOTION: ON MOTION OF Dr. Mann and seconded by Mr. Baum, the Board voted, by a unanimous vote of the six members present, to approve the Consent Items, with the exception of Item 48-S.
Advisory Vote: Abstain

MOTION: ON MOTION OF Mr. Baum and seconded by Dr. Bradbury-Huang, the Board voted, by a tie vote of the six members present, to approve Consent Item 48-P, under the condition that the event would be relocated within district boundaries, if at all possible, without financial loss to the college.
Aye: Martin, Baum, Bradbury-Huang
No: Mann, Wells-Miller, Thomson
Advisory Vote: Aye

F. DISCUSSION, WITH POSSIBLE ACTION: PROCESS FOR SYSTEMATIC POLICY UPDATE/REVIEW
Dr. Perfumo opened the discussion by thanking Dr. Wilcox for all his work in preparing this tracking document. She pointed out that tracking the policy review is one of the accreditation standards and stated that Executive Committee began their review in late November. Generally the wording which is in bold type reflects the language recommended by the Community College League policy service. Dr. Perfumo said that the policies will come to the Board out of order as new policies become mandated by state law, case law and legislation.

Dr. Mann stated that, to her recollection, at no time, has the 1000 series of policies related to the Board been reviewed by the shared governance groups, and she considers it a misuse of their time. Dr. Perfumo responded that it was a courtesy to share the information with the College Coordinating Council. Dr. Mann said that shared governance does not apply to the Board organization or how it conducts its business.

Dr. Bradbury-Huang said that it would be helpful to know when policies originated and Mr. Martin pointed out that the last review is noted at the bottom of the page, and the legal authority is listed in the heading of each policy.

Mr. Baum emphasized that the Board is the only body that approves policy, and that wording should be changed on the tracking chart to show that items were reviewed by Executive Committee and the CCC, but approved by the Board. After a discussion of changes to the chart headings, Dr. Mann commented that it was good to approve the process. Mr. Martin directed the Administration to bring the tracking chart with the recommended changes back to the Board for approval.

G. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF BYLAW NO 1000: GOVERNING BOARD POWERS AND DUTIES: DEFINITIONS
Dr. Mann pointed out that this is a boilerplate policy. Dr. Bradbury-Huang again suggested that it would be interesting to know when it originated. Dr. Mann recollected that in 1994 the Board reviewed all policies, although they didn’t track the entire history of their origins. Dr. Perfumo suggested that, in the future, perhaps a chronology could be added at the bottom of each page. Mr. Martin agreed that this might be helpful, dependent upon the time commitment it would entail.
G. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF BYLAW NO 1000:
GOVERNING BOARD POWERS AND DUTIES: DEFINITIONS (Continued)

MOTION: ON MOTION OF Dr. Mann and seconded by Mrs. Wells-Miller, the Board voted, by a unanimous vote of the six members present, to approve Bylaw No. 1000: Governing Board Powers and Duties: Definitions.
Advisory Vote: Aye

H. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF BYLAW NO 1010:
ORGANIZATION: TRUSTEE AREAS, BOARD COMPOSITION, VACANCIES
Mr. O'Connor asked if item 4 of Bylaw 1010 would pertain to Student Trustees who might also be student workers. Dr. Mann pointed out that item 4 of Bylaw 1000 states that the definition of the word "trustee" does not include the student trustee.

Dr. Perfumo stated that the wording in item 2 pertaining to the student advisory vote is taken from the League model.

MOTION: ON MOTION OF Dr. Mann and seconded by Mrs. Wells-Miller, the Board voted, by a unanimous vote of the six members present, to approve Bylaw No. 1010: Organization: Trustee Areas, Board Composition, Vacancies.
Advisory Vote: Aye

I. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF BYLAW NO 1020:
ORGANIZATION: ELECTION/TERMS
Dr. Mann questioned where the new language for this bylaw originated. She expressed concern that the manner in which a tie vote should be addressed was not included in the bylaw. Mr. Thomson asked why the Superintendent/President would be responsible for making recommendations for any adjustments to the boundaries of each trustee area, which could put him/her in a tenuous political position. Dr. Wilcox explained that each school district must go through redistricting within the two years following the census.

Dr. Bradbury-Huang felt that more specific language should be included with regards to filling vacant positions, and suggested that wording should be lifted directly from the Education Code to provide additional clarification. Mr. Martin explained that the last time the policies were revised the Ed. Code language was eliminated because it became so cumbersome to constantly update the bylaws every time the Ed. Code was rewritten. Dr. Mann stated that this is precisely the reason the statutory codes are included with each bylaw. Dr. Bradbury-Huang reiterated that the manner in which a vacancy is to be handled should receive more clarification. Dr. Perfumo explained that, should a position become vacant, there are two choices on how to fill it. The first is to appoint an interim to fill the position until the next scheduled election. The second is, if there is no election scheduled, to have a separate election and be responsible for the entire financial burden of that election. Dr. Mann recommended that this policy be revisited and rewritten, and brought back to the Board once the concerns were addressed.

J. PRESIDENT'S REPORT [INCLUDING VICE PRESIDENTS]
Dr. Perfumo
- reported that growth, as of the second day of the semester, is up 5%;
- reported that the CEOs will be meeting to strategize about how to handle student growth and the State budget cuts;
• described her experience of tossing the first pitch at PCC's opening baseball game, and her commitment to improving the field at Brookside Park;

J.  PRESIDENT'S REPORT [INCLUDING VICE PRESIDENTS] (Continued)
• reminded the Board about the dedication of the "Children at Play" statue in honor of Sue Miele at the CDC on February 26;
• reported that Mrs. Murillo and she will be holding two Presidential Forums on the state budget and what it means to PCC;
• reminded Board members of the February 29 Winter Retreat;
• thanked Administration, staff, Board, and students for their commitment to the policy review process;
• encouraged the PCC Lobby Committee to attend at least one of the three planned lobby days and continue to be a presence in Sacramento; and
• announced that she will be attending the Phi Delta Theta luncheon in Sacramento honoring the All-State Academic Team, which includes PCC students Sean O'Connor and Terese Mayer.

K.  ANNOUNCEMENTS FACULTY, STAFF, STUDENTS, AND BOARD OF TRUSTEES
Ms. Kay Dabelow, Academic Senate
• extended an invitation to an Academic Senate Scholarship fundraiser, a workshop on screen printing by Kris Pilon, on March 28.

Mr. Adam Kratt, Associated Students
• announced Club Week and Student Services events and reported that the AS is working to fill student vacancies on the shared governance committees.

Mr. Sean O'Connor, Student Trustee
• commented that several of the AS Lobby Committee members had been present at the beginning of the meeting, that the AS is reviewing a resolution on arming POST certified police officers; and that, in spite of receiving a negative email regarding the upcoming speech by Rajmohan Ghandi, he feels that an educational setting is the right venue for students to broaden their knowledge of different philosophies. Mr. Martin remarked that, in the future, Mr. O'Connor is welcome to introduce any student guests during the introduction portion of the Board meeting.

Mrs. Beth Wells-Miller, Board of Trustees
• thanked the Foundation for providing caps and gowns for the CEC High School graduates.

Mr. William Thomson, Board of Trustees
• reported on the ACCT National Legislative Summit attended by Mr. Baum, Dr. Mann and himself, stating that they had heard several interesting budget talks, and found that Congressmen Schiff and Dreier are very supportive of California's community colleges.

Dr. Jeanette Mann, Vice President, Board of Trustees
• announced that on March 10 she will be honored in Sacramento as Woman of the Year from the 21st Senatorial District.

Dr. Hilary Bradbury-Huang, Clerk, Board of Trustees
• stated that she will not be able to attend the statue dedication, and expressed her concern about the possibility of having to turn students away during a time of growth.
Mr. Geoffrey Baum, Board of Trustees
- reported that Assembly member Portantino has been nominated for Assembly speaker; said how beneficial it was to have former Pasadena

K. ANNOUNCEMENTS FACULTY, STAFF, STUDENTS, AND BOARD OF TRUSTEES (Continued)
Mayor and current Trustee Bill Thomson as part of the PCC delegation in Washington; and asked that a moment of silence be observed at the close of the meeting in memory of the all students who have been victims of campus violence.

Mr. John Martin, President, Board of Trustees
- announced that Dr. Rey Castro has resigned from the City of Pasadena Youth Development and Violence Prevention Committee, and asked that Mr. Baum, as the alternate, fill that vacancy. He asked that the information be forwarded to the City Clerk.

L. FUTURE BOARD MEETINGS
The Winter Retreat of the Board of Trustees will be held on Friday, February 29, at 516 South Catalina Avenue, Pasadena. The next regular business meeting will be March 5, 2008, in Harbeson Hall at PCC.

M. FUTURE AGENDA ITEMS
There were no future agenda items requested.

N. ADJOURNMENT
Mr. Martin stated that Dr. Mann had been a faculty member at North Illinois University and so was personally touched by that tragedy. A moment of silence was observed in memory of those lost and their families.

Meeting No.4 was adjourned at 9:10 p.m.
MOTIONS CARRIED AT MEETING NO. 4—February 20, 2008

1. Approval of Minutes of Meeting No. 3, a Regular Business Meeting, February 6, 2008.

2. Approval of Consent Items, with the exception of Consent Item No. 48-S.

3. Approval of Consent Item 48-S, under the condition that the event would be relocated within the District boundaries, if at all possible, without financial loss to the college.

4. Approval of Bylaw No. 1000: Governing Board Powers and Duties: Definitions

4. Approval of Bylaw No. 1010: Organization: Trustee Areas, Board Composition, Vacancies

Paulette J. Perfumo, Secretary
Board of Trustees
BOARD OF TRUSTEES  
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
MEETING NO. 4  
BOARD WORKSHOP AND NEW BOARD MEMBER ORIENTATION  
AND REGULAR BUSINESS MEETING  
Wednesday, February 20, 2008  
4:30 P.M.  
Pasadena City College  
Harbeson Hall  
1570 East Colorado Boulevard, Pasadena, CA 91106  

BOARD WORKSHOP/NEW BOARD MEMBER ORIENTATION  
4:30-5:45 P.M.  
TOPIC: INSTRUCTIONAL SERVICES  

BOARD MEETING AGENDA  

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Pasadena City College, Room C-235, or on the PCC website, www.pasadena.edu.  

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I. CALL TO ORDER, ROLL CALL AND PUBLIC COMMENT ON CLOSED SESSION  
AGENDA ITEMS (6:00 p.m.)  

II. CLOSED SESSION  
Government Code §54957  
Employee Discipline, Dismissal, Release  
Government Code §54957.6  
Labor Negotiations (Faculty Association, Jacobs)  

III. OPEN SESSION (7:00 p.m.)  
A. PLEDGE OF ALLEGIANCE  
B. INTRODUCTIONS  
C. PUBLIC COMMENT ON NON-AGENDA ITEMS  
The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda, but members may make a brief comment or ask questions in response to public comments.  
D. APPROVAL OF MINUTES – Meeting No. 3, Regular Business Meeting,  
February 6, 2008
E. APPROVAL OF CONSENT ITEMS (See page 3, attached)

F. DISCUSSION, WITH POSSIBLE ACTION: PROCESS FOR SYSTEMATIC POLICY UPDATE/REVIEW

G. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF BYLAW NO. 1000: GOVERNING BOARD POWERS AND DUTIES: DEFINITIONS [Board]

H. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF BYLAW NO. 1010: ORGANIZATION: TRUSTEE AREAS, BOARD COMPOSITION, VACANCIES

I. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF BYLAW NO. 1020: ORGANIZATION: ELECTION/TERMS

J. PRESIDENT'S REPORT

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

L. FUTURE BOARD MEETING DATES

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT
CONSENT ITEMS

46-S Approval of Student Travel – PCC Puente Club, Los Angeles, CA, March 1, 2008
47-S Approval of Student Travel – ASPCC Lobby Committee, Washington D.C., March 14-18, 2008
48-S Approval of Student Travel – PCC Dental Lab Technology Program – Pasadena, CA, June 11, 2008
49-S Approval of Tuition Fee Waiver for F-1 Visa Students
50-S Approval of Student Travel for Upward Bound Classic and Upward Bound Math/Science Programs, Los Angeles, CA, March 1, 2008

98-I Approval of Instructional Trip for Geology 12F, March 15, 2008
99-I Approval of Instructional Trip for Geology 12F, April 25-27, 2008
100-I Approval of Instructional Trip for Biology 14, May 2, 2008
101-I Approval of Instructional Trip for DLT 118B, March 26, 2008
102-I Approval of Instructional Trip for Anthropology 30D, June 16-July 7, 2008
103-I Approval of Instructional Activity for Physical Education Division, February 27-29, 2008

127-B Approve Purchasing Transactions
128-B Budget Augmentation
129-B Budget Augmentation

80-P Stipends for Classified and Unclassified Personnel
81-P Approve Stipends for Academic Personnel
82-P Employment of Hourly Credit Teachers and Substitute Teachers, 2007-08
83-P Employment of Hourly Noncredit Teachers and Substitute Teachers, 2007-2008
84-P Employment, Change of Status, Leave of Absence, and Separation of Academic Employees, 2007-2008
85-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
86-P Adoption of Hearing Panel’s Decision Regarding Termination Appeal of Daniel Olson (Closed Session)
F. PRESENTATION, WITH DISCUSSION AND POSSIBLE ACTION: STATUS OF ARTS BUILDING

G. DISCUSSION, WITH POSSIBLE ACTION: PROCESS FOR SYSTEMATIC POLICY UPDATE/REVIEW

H. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF BYLAW NO 1020: ORGANIZATION: ELECTION/TERMS

I. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF BYLAW NO 1030: STUDENT TRUSTEE
Board Agenda Item F: Presentation, With Discussion: Current Status of the Arts Building

Board Meeting: March 5, 2008

Objective: This item is to advise the Board of Trustees about the latest developments with the new Arts Building.

Background: The Arts Building is the final project funded by Measure "P" in PCC's Facilities Master Plan 2010. The facility will be shared by two divisions: Performing & Communication Arts and Visual Arts & Media Studies.

Chaired by both Division Deans, an Arts Building Advisory Committee was created. Along with the Advisory Committee Support Team from the Project Center, both groups interviewed three architectural firms and visited various architectural sites of all three firms to make a recommendation to the Board of Trustees for the best architect for this project. The recommended architectural firm approved by the Board of Trustees was A. C. Martin Partners, Los Angeles (Consent Item No. 42-B on August 16, 2006).

A presentation will explain how the design process is progressing from the "Schematic Design" phase to the "Design Development" phase. A brief architectural overview showing plans and renderings by the architect will highlight the presentation. Detailed costs and budgetary allocations will be discussed as well as schedule updates.

Submitted and Recommended by:

Vice President, Administrative Services

Approved for Submission to the Board of Trustees by:

Superintendent/President
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| **CONSTRUCTION MANAGEMENT**               |             |             |             |               |
| CONSTRUCTION MANAGEMENT                    | $2,472,000  | $3,400,000  | $3,400,000  | $0            |
| GENERAL CONTINGENCY                        | $5,710,279  | $10,659,317 | $5,659,317  | -$5,000,000   |
| TOTAL                                     | $8,182,279  | $14,059,317 | $9,059,317  | -$5,000,000   |

| **ALL OTHER PROJECTS**                    | $99,828,068 | $101,653,997 | $101,653,997 | $0            |

| **GRAND TOTAL**                           | $161,241,211 | $170,884,611 | $172,884,611 | $0            |
# PASADENA CITY COLLEGE
## ARTS BUILDING SCHEDULE

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### SCHEDULE OF ACTIVITIES

#### INTERVIEWS & DATA COLLECTION
- Scope Validation
- Program Blocking
- Budget Reconciliation

#### SCHEMATIC DESIGN
- Schematic Design
- Board of Trustees Presentation

#### DESIGN DEVELOPMENT
- Final Design Submittal Package

#### CONSTRUCTION DOCUMENT PREPARATION
- Construction Drawings & Specs
- DSA Review & Approval
- Backcheck & Approval

#### BIDDING & CONTRACT
- 

#### GROUND BREAKING
- 

#### CONSTRUCTION
- 

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*Voter-Approved Bond*
## TRACKING OF EXISTING BYLAWS AND POLICIES

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**Notes:**
- no changes: There were no changes made, thus no second review.
- skip: there were changes but they did not need a second review.

2/28/2008
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no changes=There were no changes made, thus no second review.
skip = there were changes but they did not need a second review.
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2/28/2008
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Pasadena City College

Board Agenda Item H : Approval of District Bylaw 1020, Organization: Election/Terms
Board Meeting: March 5, 2008

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve District Bylaw 1020, Organization: Trustee Areas, Board Composition, Vacancies

Fiscal Impact: None

Background: In accordance with the District's Shared Governance Policy, through the College Coordinating Council, the bylaw was shared with the Classified Senate, the Management Association, the Academic Senate, and the Associated Students.

Per Board request, this bylaw is being returned to the Board with the relevant education code sections attached.

Additions to the bylaws are shown in bold text, deletions show as strike throughs.

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
1. Election of Members
   Regular elections shall be held biennially on the first Tuesday after the first Monday in November of each odd-numbered year. Trustees from Trustee areas 2, 4, and 6 shall be elected in 1995 and at four-year intervals thereafter. Trustees from Trustee areas 1, 3, 5, and 7 shall be elected in 1997 and at four-year intervals thereafter. **The election of a Board member residing in and registered to vote in the trustee area he or she seeks to represent shall be only by the registered voters of the same trustee area.**

2. Candidates Statement
   Candidates choosing to include a Candidate’s Statement in the voters’ packets are required to pay the estimated cost from printing of the statement. Such costs (as determined by the Registrar of Voters) shall be paid at the time of filing. The statement shall be limited to 200 words. If the actual cost of printing is less than the estimated cost, the difference shall be refunded from the County; if the cost of printing is more, the County will bill the candidate for the difference.

3. Terms of Office
   Each Trustee elected at a regular biennial board election shall hold office for a term of four years commencing on the first Friday in December next succeeding his or her election. A Trustee whose term has expired shall continue to discharge the duties of the office until his or her successor has qualified.

4. Vacancies
   Each vacancy on the Board shall be filled within 60 days of the vacancy from the area in which the vacancy occurs. The method of filling such vacancy shall conform to all applicable statutory provisions. Sections 5090, et seq. of the Education Code provides for either the calling of an election or the making of a provisional appointment. In the latter case, 1 ¼ percent of the number of registered voters of the district, at the time of the last regular election for Board members, may call for an election. **If an election is ordered, it shall be held on the regular election date not less than 130 days after the occurrence of the vacancy.** The trustee elected shall hold office for the unexpired term. **If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091.** Vacancies occurring within four months of the end of a term are not to be filled.

5. Filing and Reporting Requirements
   The Pasadena Area Community College District shall not be responsible for the dissemination of information as to filing deadlines and procedures, the filing of campaign statements, campaign expenditure reporting, and other election matters. Such information is obtainable at Los Angeles County's Registrar-Recorder office. Filings are with that office and not with the College District.

Approved by the Board of Trustees: August 17, 1994
6. After each decennial federal census, the Board will conduct a redistricting process in compliance with California Education Code Section, 5019.5. The Superintendent/President shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census as specified in California Education Code Section, 5049.5. The Superintendent/President shall submit the recommendation in time for the Board to act as required by law.
CALIFORNIA CODES
EDUCATION CODE
SECTION 5000-5033

5000. After the initial election of governing board members in any school district or community college district, a governing board member election shall be held biennially on the first Tuesday after the first Monday in November of each succeeding odd-numbered year to fill the offices of members whose terms expire on the first Friday in December next succeeding the election. Except as provided in this chapter, or in Chapter 2 (commencing with Section 5200), the elections shall be held and conducted in accordance with Chapter 3 (commencing with Section 5300).

5009. The governing board of any school district or community college district having trustee areas and which elects more than one member from any of such trustee areas may, by resolution, provide for the staggering of terms of members elected from any of such multiple-member trustee areas.

The resolution shall provide that at the initial election after adoption of the resolution, one or more members elected from a trustee area will be elected for two-year terms and that one or more members elected from such trustee area will be elected for four-year terms, and that thereafter all members elected from such trustee area will be elected for four-year terms. Immediately after the initial election, the newly elected members from such trustee area shall draw lots to determine which of the members shall serve a two-year term and which of the members shall serve a four-year term.

5013. The form of ballot for governing board member elections shall be governed by Chapter 2 (commencing with Section 13100) of Division 13 of the Elections Code.

5014. Any election held for the purpose of electing governing board members of any school district, or community college district, including additional governing board members as provided by Section 5018 shall be held and conducted in accordance with the uniform procedures set forth in Chapter 3 (commencing with Section 5300) of this part.

5015.7. If the governing board of Santa Clarita Community College adopts election procedures with number assignments to each board seat pursuant to Section 5015.5, this system shall remain in effect until the governing board, by a resolution adopted by a two-thirds vote of the board, discontinues numbered seats and returns to procedures under Section 5015.
5016. (a) If a tie vote makes it impossible to determine either which of two or more candidates has been elected to the governing board or the term of office of a governing board member, the county superintendent of schools having jurisdiction shall so certify to the governing board.

(b) The governing board may either call a runoff election or determine the winner or winners by lot. Prior to conducting any school board election on or after March 1, 1977, the governing board of each school district shall establish which of such procedures is to be employed by the district in the event of a tie vote.

(c) If the governing board decides to determine the winner by lot, the governing board shall forthwith notify the candidates who have received the tie votes to appear before it either personally or by a representative at a time and place designated by the governing board. The governing board shall at that time and place determine the winner or winners by lot.

(d) If the governing board decides to call a runoff election, it shall call a runoff election to be held in the district on the sixth Tuesday following the election at which the tie vote occurred. Only the candidates receiving the tie votes shall appear on the ballots. Any member of the governing board who will be succeeded by a winner of the runoff election and whose term would expire before the winner of the runoff election would be determined shall continue to discharge the duties of his office until his successor has qualified. The runoff election shall be called and conducted substantially in the manner provided in Chapter 3 (commencing with Section 5300) of this part, provided, that the governing board shall determine the adjustments of the time requirements prescribed therein which would be necessary in order to conduct the runoff election.

5017. Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the first Friday in December next succeeding his or her election. Any member of the governing board of a school district or community college district whose term has expired shall continue to discharge the duties of the office until his or her successor has qualified. The term of the successor shall begin upon the expiration of the term of his or her predecessor.

5018. Any elementary school district having a governing board of three members may, and any elementary school district having a governing board of three members whose average daily attendance during the preceding fiscal year was 300 or more shall do either of the following:

(a) By its own action determine that the number of members of the governing board shall be increased to five, in which case two additional members shall be elected at an upcoming established election date, as specified in Section 1000 of the Elections Code, determined by the board.

(b) Request the county superintendent of schools having jurisdiction to submit the question of whether the number of members of the governing board shall be increased to five to the voters of the elementary school district at an upcoming established election date, as specified in Section 1000 of the Elections Code, determined
by the county superintendent of schools. At the same election, two additional members shall be elected to take office if the number of governing board members is increased.

Candidates for the two additional offices shall state in the declarations of candidacy filed for the election that the candidates are candidates for the two additional offices separately from the other offices to be filled in the election and shall clearly indicate to the voters that they may vote for two of the candidates to take office if the voters approve the proposed increase in the number of board members.

If the voters at the election do not approve the increase in membership of the governing board, the same question may be submitted to the voters at subsequent governing board member elections. Requests to the county superintendent to submit the question to the voters of a district shall be filed with him or her by the governing board of the district no later than 100 days prior to the election.

If, pursuant to either subdivision (a) or subdivision (b), two additional governing board members are authorized and elected, the one receiving the higher number of votes shall hold office for a term commencing the first day of the month following the election until the first Friday in December in the second succeeding year following the election in which a regular governing board election is held, and the other one shall hold office for a term commencing the first day of the month following the election until the first Friday in December in the first succeeding year following the election in which a regular governing board election is held. Thereafter the governing board shall be composed of five members elected in the same manner and for the same term as governing boards having five members.

5019. (a) Except in a school district governed by a board of education provided for in the charter of a city or city and county, in any school district or community college district, the county committee on school district organization may establish trustee areas, rearrange the boundaries of trustee areas, abolish trustee areas, and increase to seven or decrease to five the number of members of the governing board, or adopt one of the alternative methods of electing governing board members specified in Section 5030.

(b) The county committee on school district organization may establish or abolish a common governing board for a high school district and an elementary school district within the boundaries of the high school district. The resolution of the county committee on school district organization approving the establishment or abolition of a common governing board shall be presented to the electors of the school districts as specified in Section 5020.

(c) (1) A proposal to make the changes described in subdivision (a) or (b) may be initiated by the county committee on school district organization or made to the county committee on school district organization either by a petition signed by 5 percent or 50, whichever is less, of the qualified registered voters residing in a district in which there are 2,500 or fewer qualified registered voters, by 3 percent or 100, whichever is less, of the qualified registered voters residing in a district in which there are 2,501 to 10,000 qualified registered voters, by 1 percent or 250, whichever is less, of the qualified registered voters residing in a district in which there are 10,001 to 50,000 qualified registered voters, by 500 or more of the qualified registered voters residing in a district in which there are 50,001 to 100,000 qualified registered voters, by 750
or more of the qualified registered voters residing in a district in which there are 100,001 to 250,000 qualified registered voters, or by 1,000 or more of the qualified registered voters residing in a district in which there are 250,001 or more qualified registered voters or by resolution of the governing board of the district. For this purpose, the necessary signatures for a petition shall be obtained within a period of 180 days before the submission of the petition to the county committee on school district organization and the number of qualified registered voters in the district shall be determined pursuant to the most recent report submitted by the county elections official to the Secretary of State under Section 2187 of the Elections Code.

(2) When a proposal is made pursuant to paragraph (1), the county committee on school district organization shall call and conduct at least one hearing in the district on the matter. At the conclusion of the hearing, the county committee on school district organization shall approve or disapprove the proposal.

(d) If the county committee on school district organization approves pursuant to subdivision (a) the rearrangement of the boundaries of trustee areas for a particular district, then the rearrangement of the trustee areas shall be effectuated for the next district election occurring at least 120 days after its approval, unless at least 5 percent of the registered voters of the district sign a petition requesting an election on the proposed rearrangement of trustee area boundaries. The petition for an election shall be submitted to the county elections official within 60 days of the proposal's adoption by the county committee on school district organization. If the qualified registered voters approve pursuant to subdivision (b) or (c) the rearrangement of the boundaries to the trustee areas for a particular district, the rearrangement of the trustee areas shall be effective for the next district election occurring at least 120 days after its approval by the voters.

5019.5. (a) Following each decennial federal census, and using population figures as validated by the Population Research Unit of the Department of Finance as a basis, the governing board of each school district or community college district in which trustee areas have been established, and in which each trustee is elected by the residents of the area he or she represents, shall adjust the boundaries of any or all of the trustee areas of the district so that one or both of the following conditions is satisfied:

(1) The population of each area is, as nearly as may be, the same proportion of the total population of the district as the ratio that the number of governing board members elected from the area bears to the total number of members of the governing board.

(2) The population of each area is, as nearly as may be, the same proportion of the total population of the district as each of the other areas.

(b) The boundaries of the trustee areas shall be adjusted by the governing board of each school district or community college district, in accordance with subdivision (a), before the first day of March of the year following the year in which the results of each decennial census are released. If the governing board fails to adjust the boundaries before the first day of March of the year following the year in which the results of each decennial census are released, the county committee on school district organization shall do so before the 30th day of April of the same year.

The governing board of the school district or community college
district shall reimburse all reasonable costs incurred by a county committee in adjusting the boundaries pursuant to this subdivision.

(c) Except to the extent that the adjustment of trustee area boundaries is necessary for the purposes set forth in this section, the authority to establish or abolish trustee areas, rearrange the boundaries of trustee areas, increase or decrease the number of members of the governing board, or adopt any method of electing governing board members may be exercised only as otherwise provided under this article.

5019.7. Section 5019.5 shall not apply to multiple campus community college districts with campuses in more than one county.

5020. (a) The resolution of the county committee approving a proposal to establish or abolish trustee areas, to adopt one of the alternative methods of electing governing board members specified in Section 5030, or to increase or decrease the number of members of the governing board shall constitute an order of election, and the proposal shall be presented to the electors of the district not later than the next succeeding election for members of the governing board.

(b) If a petition requesting an election on a proposal to rearrange trustee area boundaries is filed, containing at least 5 percent of the signatures of the district's registered voters as determined by the elections official, the proposal shall be presented to the electors of the district, at the next succeeding election for the members of the governing board, at the next succeeding statewide primary or general election, or at the next succeeding regularly scheduled election at which the electors of the district are otherwise entitled to vote, provided that there is sufficient time to place the issue on the ballot.

(c) If a petition requesting an election on a proposal to establish or abolish trustee areas, to increase or decrease the number of members of the board, or to adopt one of the alternative methods of electing governing board members specified in Section 5030 is filed, containing at least 10 percent of the signatures of the district's registered voters as determined by the elections official, the proposal shall be presented to the electors of the district, at the next succeeding election for the members of the governing board, at the next succeeding statewide primary or general election, or at the next succeeding regularly scheduled election at which the electors of the district are otherwise entitled to vote, provided that there is sufficient time to place the issue on the ballot.

Before the proposal is presented to the electors, the county committee on school district organization may call and conduct one or more public hearings on the proposal.

(d) The resolution of the county committee approving a proposal to establish or abolish a common governing board for a high school and an elementary school district within the boundaries of the high school district shall constitute an order of election. The proposal shall be presented to the electors of the district at the next succeeding statewide primary or general election, or at the next succeeding regularly scheduled election at which the electors of the district are otherwise entitled to vote, provided that there is sufficient time to place the issue on the ballot.

(e) For each proposal there shall be a separate proposition on the ballot. The ballot shall contain the following words:
"For the establishment (or abolition or rearrangement) of trustee
areas in ___ (insert name) School District -- Yes" and "For the
establishment (or abolition or rearrangement) of trustee areas in
___ (insert name) School District--No."

"For increasing the number of members of the governing board of
___ (insert name) School District from five to seven--Yes" and "For
increasing the number of members of the governing board of ___
(insert name) School District from five to seven--No."

"For decreasing the number of members of the governing board of
___ (insert name) School District from seven to five--Yes" and "For
decreasing the number of members of the governing board of ___
(insert name) School District from seven to five--No."

"For the election of each member of the governing board of the
___ (insert name) School District by the registered voters of the
entire ___ (insert name) School District--Yes" and "For the election
of each member of the governing board of the ___ (insert name)
School District by the registered voters of the entire ___ (insert
name) School District--No."

"For the election of one member of the governing board of the
___ (insert name) School District residing in each trustee area elected
by the registered voters in that trustee area--Yes" and "For the
election of one member of the governing board of the ___ (insert
name) School District residing in each trustee area elected by the
registered voters in that trustee area--No."

"For the election of one member, or more than one member for one
or more trustee areas, of the governing board of the ___ (insert
name) School District residing in each trustee area elected by the
registered voters of the entire ___ (insert name) School District--Yes" and "For the election of one member, or more than one
member for one or more trustee areas, of the governing board of the
___ (insert name) School District residing in each trustee area
elected by the registered voters of the entire ___ (insert name)
School District--No."

"For the establishment (or abolition) of a common governing board
in the ___ (insert name) School District and the ___ (insert name)
School District--Yes" and "For the establishment (or abolition) of a
common governing board in the ___ (insert name) School District and
the ___ (insert name) School District--No."

If more than one proposal appears on the ballot, all must carry in
order for any to become effective, except that a proposal to adopt
one of the methods of election of board members specified in Section
5030 which is approved by the voters shall become effective unless a
proposal which is inconsistent with that proposal has been approved
by a greater number of voters. An inconsistent proposal approved by a
lesser number of voters than the number which have approved a
proposal to adopt one of the methods of election of board members
specified in Section 5030 shall not be effective.

5021. (a) If a proposal for the establishment of trustee areas
formulated under Sections 5019 and 5020 is approved by a majority of
the voters voting at the election, any affected incumbent board
member shall serve out his or her term of office and succeeding board
members shall be nominated and elected in accordance with Section
5030. In the event two or more trustee areas are established at such
election which are not represented in the membership of the
governing board of the school district, or community college district
the county committee shall determine by lot the trustee area from which the nomination and election for the next vacancy on the governing board shall be made.

(b) If a proposal for rearrangement of boundaries is approved by a majority of the voters voting on the measure, or by the county committee on school district organization when no election is required, and if the boundary changes affect the board membership, any affected incumbent board member shall serve out his or her term of office and succeeding board members shall be nominated and elected in accordance with Section 5030.

(c) If a proposal for abolishing trustee areas is approved by a majority of the voters voting at the election, the incumbent board members shall serve out their terms of office and succeeding board members shall be nominated and elected at large from the district.

5022. If the number of members of the governing board is increased from five to seven, the two additional members of the board of trustees shall be appointed by the governing board of the district, with the term of one of those two additional appointees being designated to expire on the first Friday in December of the next succeeding odd-numbered year and the term of the other appointee being designated to expire on the first Friday in December of the second succeeding odd-numbered year.

5023. (a) Whenever an elementary, high school or unified school district or a portion of any such district is annexed to another school district in which trustee areas have been established the county committee on school district organization of the county having jurisdiction over the annexing district shall study and make recommendations with respect to trustee areas of the annexing district as enlarged. Procedures contained in Section 5019 shall be used for purposes of this section.

(b) Recommendations adopted under provisions of subdivision (a), if approved by the electors, shall become effective on the same date that the annexing district as enlarged becomes effective for all purposes.

5024. The county committee may provide that an election to elect trustees, pursuant to its recommendations under Section 5023, shall be held at the same time as is held the election to effect a change in trustee areas.

5025. In the event an election is called pursuant to Section 5020, the county superintendent of schools having jurisdiction shall, as to each trustee area having more than its allotted number of representatives in the membership of the governing board for the next succeeding school year, determine by lot which of said representatives shall relinquish their offices either immediately upon the election and qualification of the governing board members who are elected as provided in Section 5024 or on the first day of April next succeeding the election establishing trustee areas in the district, whichever is the later.
5026. Members elected to fill vacancies created pursuant to Section 5025 shall serve out the unexpired term of the office that was terminated.

The county committee shall designate by lot for each newly formed trustee area the expiring term of office for which a member shall be elected.

5027. Whenever the boundaries of a county high school district are coterminous with the boundaries of a county, the board shall consist of one member from each supervisorial district in the county elected at large from the district.

5028. In every community college district which was divided into five wards on or before September 7, 1955, one member of the board shall be elected from each ward by the registered voters of the ward.

On or before January 1st of a fiscal year the governing board of the district may rearrange the boundaries of the wards to provide for representation in accordance with population and geographic factors or may abolish the wards.

5029. Notwithstanding Section 5028, when a community college trustee ward boundary line falls upon an election precinct boundary line, and the election precinct boundary line is changed pursuant to Chapter 3 (commencing with Section 12200) of Division 12 of the Elections Code, the governing board of the district shall, at least 120 days prior to any trustee election, change the ward boundary line to conform to precinct boundary lines, where possible.

5030. Except as provided in Sections 5027 and 5028, in any school district or community college district having trustee areas, the county committee on school district organization and the registered voters of a district, pursuant to Sections 5019 and 5020, respectively, may at any time recommend one of the following alternate methods of electing governing board members:

(a) That each member of the governing board be elected by the registered voters of the entire district.

(b) That one or more members residing in each trustee area be elected by the registered voters of that particular trustee area.

(c) That each governing board member be elected by the registered voters of the entire school district or community college district, but reside in the trustee area which he or she represents.

The recommendation shall provide that any affected incumbent member shall serve out his or her term of office and that succeeding board members shall be nominated and elected in accordance with the method recommended by the county committee.

Whenever trustee areas are established in a district, provision shall be made for one of the alternative methods of electing governing board members.

In counties with a population of less than 25,000, the county committee on school district organization or the county board of education, if it has succeeded to the duties of the county committee, may at any time, by resolution, with respect to trustee areas established for any school district, other than a community college
5030.5. Notwithstanding any other provision of law, the members of the governing board in the Sweetwater Union High School District may be elected under a method, as approved pursuant to Section 5019, that would require all of the following:
   (a) That each membership position on the governing board be identified, by number or otherwise.
   (b) That each person seeking election to the governing board be required to declare his or her candidacy for only one of those identified membership positions.
   (c) That each of those identified membership positions on the governing board be filled by the election of registered voters of the entire district.

5030.6. Notwithstanding any other provision of law, the members of the governing board of the Chula Vista Elementary School District may be elected under a method, as approved pursuant to Section 5019, that would require all of the following:
   (a) That each membership position on the governing board be identified, by number or otherwise.
   (b) That each person seeking election to the governing board be required to declare his or her candidacy for only one of those identified membership positions.
   (c) That each of those identified membership positions on the governing board be filled by an election that includes the registered voters of the entire district.

5030.7. Notwithstanding any other provision of law, the members of the governing board of the Santee Elementary School District may be elected under a method, as approved pursuant to Section 5019, that would require all of the following:
   (a) That each membership position on the governing board be identified, by number or otherwise.
   (b) That each person seeking election to the governing board be required to declare his or her candidacy for only one of those identified membership positions.
   (c) That each of those identified membership positions on the governing board be filled by an election that includes the registered voters of the entire district.

5031. Whenever a school district or community college district is divided for governing board membership purposes into wards, supervisorial districts, or trustee areas, the county superintendent of schools shall prepare and keep in his or her office a map showing the boundaries of such subdivisions of all districts under his or her jurisdiction. Whenever a proposal to initiate a change in trustee area boundaries is submitted to a county committee on school district organization pursuant to Section 5019 by resolution of the governing board of a district, and the proposal is approved, the costs of
preparing, developing, and duplicating the maps and legal
descriptions shall be borne by the district.
The county superintendent shall also prepare and keep in his or
her office a record of all actions taken by the county committee on
district organization in connection with trustee area boundaries.

5033. No member of the governing board of any district included
wholly or partially included in a unified school district formed
under the provisions of Chapter 2 (commencing with Section 4200) of
Part 3 of this division shall be a member of the governing board of
the unified school district unless elected thereto.
5090. Vacancies on school district governing boards or community college district boards are caused by any of the events specified in Section 1770 of the Government Code, or by a failure to elect. A vacancy resulting from resignation occurs when the written resignation is filed with the county superintendent of schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become effective on that date. A written resignation, whether specifying a deferred effective date or otherwise, shall, upon being filed with the county superintendent of schools be irrevocable.

5091. (a) Whenever a vacancy occurs, or whenever a resignation has been filed with the county superintendent of schools containing a deferred effective date, the school district or community college district governing board shall, within 60 days of the vacancy or the filing of the deferred resignation, either order an election or make a provisional appointment to fill the vacancy. A governing board member may not defer the effective date of his or her resignation for more than 60 days after he or she files the resignation with the county superintendent of schools.

In the event that a governing board fails to make a provisional appointment or order an election within the prescribed 60-day period as required by this section, the county superintendent of schools shall order an election to fill the vacancy.

(b) When an election is ordered, it shall be held on the next established election date provided pursuant to Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code not less than 130 days after the order of the election.

(c) (1) If a provisional appointment is made within the 60-day period, the registered voters of the district may, within 30 days from the date of the appointment, petition for the conduct of a special election to fill the vacancy. A petition shall be deemed to bear a sufficient number of signatures if signed by at least the number of registered voters of the district equal to 11/2 percent of the number of registered voters of the district at the time of the last regular election for governing board members, or 25 registered voters, whichever is greater. However, in districts with registered voters of less than 2,000 persons, a petition shall be deemed to bear a sufficient number of signatures if signed by at least 5 percent of the number of registered voters of the district at the time of the last regular election for governing board members.

(2) The petition shall be submitted to the county superintendent of schools having jurisdiction who shall have 30 days to verify the signatures. If the petition is determined to be legally sufficient by the county superintendent of schools, the provisional appointment is terminated, and the county superintendent of schools shall order a special election to be conducted no later than the 130th day after the determination. However, if an established election date, as defined in Section 1000 of the Elections Code, occurs between the 130th day and the 150th day following the order of the election, the county superintendent of schools may order the special election to be conducted on the regular election date.

(d) A provisional appointment made pursuant to subdivision (a) confers all powers and duties of a governing board member upon the appointee immediately following his or her appointment.

(e) A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for district governing
board members, whereupon an election shall be held to fill the
vacancy for the remainder of the unexpired term. A person elected at
an election to fill the vacancy shall hold office for the remainder
of the term in which the vacancy occurs or will occur.

(f) (1) Whenever a petition calling for a special election is
circulated, the petition shall meet all of the following
requirements:

(A) The petition shall contain the estimate of the elections
official of the cost of conducting the special election.

(B) The name and residence address of at least one, but not more
than five, of the proponents of the petition shall appear on the
petition, each of which proponents shall be a registered voter of the
school district or community college district, as applicable.

(C) None of the text or other language of the petition shall
appear in less than six-point type.

(D) The petition shall be prepared and circulated in conformity
with Sections 100 and 104 of the Elections Code.

(2) If any of the requirements of this subdivision are not met as
to any petition calling for a special election, the county
superintendent of schools shall not verify the signatures, nor shall
any further action be taken with respect to the petition.

(3) No person shall permit the list of names on petitions
prescribed by this section to be used for any purpose other than
qualification of the petition for the purpose of holding an election
pursuant to this section.

(4) The petition filed with the county superintendent of schools
shall be subject to the restrictions in Section 6253.5 of the
Government Code.

(g) Elections held pursuant to subdivisions (b) and (c) shall be
conducted in as nearly the same manner as practicable as other
governing board member elections.
CALIFORNIA CODES
GOVERNMENT CODE
SECTION 1770-1782

1770. An office becomes vacant on the happening of any of the following events before the expiration of the term:
(a) The death of the incumbent.
(b) An adjudication pursuant to a quo warranto proceeding declaring that the incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his or her office for the remainder of his or her term.
This subdivision shall not apply to offices created by the California Constitution nor to federal or state legislators.
(c) His or her resignation.
(d) His or her removal from office.
(e) His or her ceasing to be an inhabitant of the state, or if the office be local and one for which local residence is required by law, of the district, county, or city for which the officer was chosen or appointed, or within which the duties of his or her office are required to be discharged.
(f) His or her absence from the state without the permission required by law beyond the period allowed by law.
(g) His or her ceasing to discharge the duties of his or her office for the period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law.
(h) His or her conviction of a felony or of any offense involving a violation of his or her official duties. An officer shall be deemed to have been convicted under this subdivision when trial court judgment is entered. For the purposes of this subdivision, "trial court judgment" means a judgment by the trial court either sentencing the officer or otherwise upholding and implementing the plea, verdict, or finding.
(i) His or her refusal or neglect to file his or her required oath or bond within the time prescribed.
(j) The decision of a competent tribunal declaring void his or her election or appointment.
(k) The making of an order vacating his or her office or declaring the office vacant when the officer fails to furnish an additional or supplemental bond.
(l) His or her commitment to a hospital or sanitarium by a court of competent jurisdiction as a drug addict, dipsomaniac, inebriate, or stimulant addict; but in that event the office shall not be deemed vacant until the order of commitment has become final.

1770.1. The disqualification from holding office upon conviction, as provided in Section 1021, or the forfeiture of office upon conviction, as provided in subdivision (h) of Section 1770 and Section 3000, is neither stayed by the initiation of an appeal from the conviction, nor set aside by the successful prosecuting of an appeal from the conviction by the person suffering the conviction.
1770.2. Upon the entry of a plea of guilty, the entry of a plea of nolo contendere, or the rendering of a verdict of a guilty either by a jury or by the court sitting without a jury of a public offense, the conviction of which would invoke the provisions of Section 1021, subdivision (h) of Section 1770, or Section 3000, the person found guilty shall not assume the office for which the person is otherwise qualified or shall be suspended immediately from the office the person then holds. During the time of inability to assume an office or of suspension from office, the person shall not be entitled to receive the emoluments of the office, including, but not limited to, the exercise of the powers of the office, the rights to be seated in the office, and the compensation, including benefits, prescribed for the office.

In the event the trial court sets aside or otherwise nullifies the plea or verdict before the trial court judgment is entered, the inability to assume office or the suspension from holding office shall be lifted, and the person suspended from office shall be restored to office with its emoluments, including those that would have otherwise accrued during the suspension, excluding, however, interest on any monetary payment.

1771. When an officer is removed, declared insane, or convicted of a felony or offense involving a violation of his official duty, or when his election or appointment is declared void, the body or person before whom the proceedings are had shall give notice thereof to the officer empowered to fill the vacancy.

1772. When any office becomes vacant and no mode is provided by law for filling the vacancy, the Governor shall fill the vacancy by granting a commission, to expire at the end of the next session of the Legislature or at the next election by the people.
Board Agenda Item I: Approval of District Bylaw 1030, Student Trustee
Board Meeting: March 5, 2008

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve District Bylaw 1030, Governing Board Powers and Duties; Definitions

Fiscal Impact: None

Background: In accordance with the District's Shared Governance Policy, through the College Coordinating Council, the bylaw was shared with the Classified Senate, the Management Association, the Academic Senate, and the Associated Students.

Additions to the bylaws are shown in bold text, deletions show as strike throughs.

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
1. Student Trustee Qualifications
   a. Candidates for the position may nominate themselves or be nominated by others.
   b. The student must be a legal resident of the State of California.
   c. The student must be enrolled in 9 or more units or credits at Pasadena Area Community College District. Summer intersession enrollment is not required.
   d. The student must have earned, and maintain, a cumulative grade point average of 2.5 or above (on a 4 point scale).
   e. The student must be in good standing at the College, i.e., not on academic, or disciplinary probation.

2. Election of Student Trustee
   a. The Student Trustee shall be chosen by a plurality vote of all members of the student body voting for a Student Trustee candidate in the election. All members of the student body may vote. The election shall be scheduled in the Spring Semester.

3. Student Trustee Terms of Office, Recall, Vacancy
   a. The term of Student Trustee shall be one year commencing July 1 of each year.
   b. Student Trustee shall be subject to recall. Student recall petitions must be signed by at least 10% of credit students enrolled at Pasadena City College. The procedures governing the recall election shall otherwise be as set forth in the constitution and the election bylaws of the Associated Students at Pasadena City College as they relate to the recall of student officers.
   c. If the office is vacant due to ineligibility, resignation, or other reason, the Assistant Dean of Student Activities shall schedule a special election within 25 calendar days after the Board of Trustees declares the vacancy unless a regular Associated Student election falls within the 25 calendar-day period, in which case the Student Trustee election shall be combined with the Associated Student election. If the vacancy should occur during the Summer Internsession, the 25 calendar days shall be counted from the opening date of the Fall Semester.
   d. If the office of Student Trustee is vacated, the position of Acting Student Trustee shall be assumed by a student holding an Associated Student office in the following order of succession, if Student Trustee qualifications are met:
      e. (1) Associated Students President
      f. (2) Associated Students Vice President for Internal Affairs

4. Student Trustee Compensation
   e. As required by the Education Code (72023.5), the Board will, by May 15 of each calendar year, adopt the rules and regulations implementing compensation for the Student Trustee as provided for above. Such rules and regulations shall be effective until May 15 of the following year.

5.4. Board Meetings
   a. The Student Member shall be seated with the members of the Board and shall be entitled to attend all non-closed session Board meetings, including receiving all materials presented to the Board members (except for closed session materials) and shall be entitled to participate in the questioning of witnesses and the discussion of issues.

5. Student Trustee Privileges
   On or before May 15 of each year, the Board of Trustees shall consider whether to afford the student member any of the following privileges:
   a. The Student Trustee shall, before a vote takes place, have the same rights as a governing board member would have to speak to a moved and seconded motion.
   b. During the period of May 4, 2006 and June 30, 2007, The Student Trustee may make and second motions.
   c. The Student Trustee may cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.
   d. Although the Student Trustee may participate fully in discussions and his/her consultative role is encouraged, the Student Trustee may not be included in determining whether a quorum is present or whether the required number of votes have been voted in favor of a matter before the Board.
   e. The Student Trustee shall not attend closed sessions except to the extent that any nonmember of the governing board could attend, such as, but not limited to, when properly called as a witness, or to provide information at the invitation of the governing board.
   f. The Student Trustee shall receive the following compensation:
      (1) The Student Trustee shall be granted a scholarship of $3,000.00 effective June 1. The Scholarship shall be paid at $250.00 per month against the $3,000.00 over a period of twelve months.
      (2) In each month where the student trustee does not attend a meeting he/she is eligible to attend, the $250.00 shall be prorated. Thus, if one meeting is missed out of two, the monthly amount would be one-half of $250.00 ($125.00).

6. Miscellaneous Matters
   a. The Student Member shall not be liable for any acts of the Board.
   b. The Student Member shall not be eligible for health and medical benefits available to members of the governing board.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of University Campus Tours
Spring 2008

Board Meeting Date: March 5, 2008

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 trips:

GROUP: Prospective Transfer Students
NUMBER: Thirty maximum per trip
DATES AND DESTINATIONS:
March 7, 2008 California State Polytechnic University, Pomona
March 14, 2008 California State University, Northridge
April 15, 2008 San Diego State University
April 17, 2008 University of California, Irvine
April 25, 2008 University of California, Los Angeles
To Be Announced California State University, Long Beach
To Be Announced California State University, Los Angeles
To Be Announced Loyola Marymount University
To Be Announced University of California, Riverside
To Be Announced University of California, San Diego
To Be Announced University of Southern California

TIME: Varies between 7:30 a.m. and 7:00 p.m.
EVENT: Campus Tour and Admission Orientation
TRANSPORTATION: District van or mini-bus (if available) or rental van
ADVISOR(S): Minnie Hightower, Intermediate Clerk 1, and/or designated staff person
NOT TO EXCEED: $1,500.00 (Cost of driver and rental vehicle)

FISCAL IMPLICATIONS:
Funds for this purpose are budgeted in the 2007-08 adopted budget in account code 01-5250-2400-0000 (Transfer Center).

BACKGROUND:
Each year the Transfer Center sponsors visits to four-year institutions to provide prospective transfer students with information about the campuses, their programs and services.

Submitted by:

[Signature]  
Director, Outreach, Degree and Transfer Services

Recommended for Approval:

[Signature]  
Vice President, Student/Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES

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

CONSENT ITEM TITLE:
Approval of Student Travel for
Upward Bound Math/Science Program
San Diego, CA April 11 and April 12, 2008

Board Meeting Date: March 5, 2008

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

GROUP: Upward Bound Math/Science Program
NUMBER: 12 (10 students, 2 staff)
DATE: Friday, April 11 and Saturday, April 12, 2008
TIME: 12:00 p.m. to 8:00 p.m.
DESTINATION(S): University of San Diego
San Diego, CA
EVENT: Educational Event – “Expanding Your Horizons” (Women in Science)
Social Activity – Theater
TRANSPORTATION: 1 PCC van
ADVISOR(S): Upward Bound Math/Science Staff
NOT TO EXCEED: $1,901.52

FISCAL IMPLICATIONS: Funds for these activities are budgeted in the 2007-2008 Upward Bound Math/Science Program, 03-5250-5301-0000. Cost categories and amounts are: Transportation, $200.00 ($100.00 x 2 days for van); Registration fees, $200.00 ($20.00 x 10); Meals, $438.00 (lunch, $6.50 x 12 x 1 day = $78.00 and dinners, $15.00 x 12 x 2 days = $360.00); Theater tickets, $120.00 ($10.00 x 12); Parking, $15.00; Hotel, $728.52 (1 night @ $182.52 each room x 4 rooms) and $200.00 for necessary out of pocket expenses for students.

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

The "Expanding Your Horizons" event, sponsored by Women in Science, is held in two locations annually, San Diego and Livermore, California. This activity provides opportunities for female ninth and tenth grade students to meet with women scientists and engineers and participate in hands-on science workshops and activities. All workshop sessions are held on the University of San Diego campus. University tours will be available if time permits. This event was created to demonstrate that with encouragement, mentoring, academic preparation and hard work, girls can grow into leaders with much to contribute in the fields of mathematics, science, engineering and technology.

Submitted by:

Assistant Dean of EOP&S

Recommended for Approval:

Vice President, Student/Learning Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approval of Instructional Trip for Mathematics 8 and 125, March 7-8, 2008

Board Meeting Date: March 5, 2008

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: Math 8 an 125 students
NUMBER: 65 students
DATE: March 7-8, 2008
TIME: Depart: 03/07/08, 9:00 a.m.
Return: 03/08/08, 5:00 p.m.
DESTINATION: Falcon Group Campsite, Cleveland National Forest, California
EVENT: Collect data for use in Math Path 1 and Math Path 2; application of mathematics in nature.
TRANSPORTATION: Bus, district vehicles, private automobiles, cargo van
ADVISOR: Division of Mathematics: Carrie Mortensen, Instructor; Jay Cho, Instructor; Donna Nordstrom, Professor. Division of Natural Sciences: Erika Catanese, Instructor; John Sepikas, Assistant Professor; Wendie Johnston, Professor; Richard Johnston, Instructor; Hassan Kasfy, Instructor; Bryan Wilbur, Instructor; Darcy Mack, Instructor; Khuloud Sweimeh, Instructor; Valerie Foster, Instructor.
NOT TO EXCEED: $2,850.00 (transportation, $2,400.00; campsite expenses and supplies, $450.00)

Students will be camping out and providing their own meals.

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

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

FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 2007-08 Adopted Budget in account code 03-5250-5242-0000 (NSF MaS Grant).

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

Submitted by: [Signature]
Division Dean, Mathematics

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 Music 155, April 5-6, 2008

Board Meeting Date: March 5, 2008

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 155 students
NUMBER: 25 students
DATE: April 5-6, 2008
TIME:
Depart: 4/5/08, 2:00 p.m.
Return: 4/6/08, 5:00 p.m.
DESTINATION: Mission Hills High School, 1 Mission Hills Ct., San Marcos, California
EVENT: Percussion competition
TRANSPORTATION: District vehicles, truck (25-foot enclosed)
ADVISOR: Division of Performing and Communication Arts: Charles Carpenter, Instructor; Kyle Luck, Instructor; student workers Luis Garcia and Victor Hernandez.

NOT TO EXCEED: $4,500.00 (transportation, meals, lodging)

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

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

FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 2007-08 Adopted Budget in account code 01-5250-1554-0000 (Performing and Communication Arts – Music and Dance); 01-5250-1554-2418 (Performing and Communication Arts – Music and Dance - ARCC); 01-5250-1555-0000 (Performing and Communication Arts – Tournament Band) and the Student Services Fund - Music.

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

Submitted by:

[Signature]
Division Dean, Performing and Communication Arts

Recommended for Approval:

[Signature]
Vice President, Instruction

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 NSF MaS Grant Students, April 5-9, 2008

Board Meeting Date: March 5, 2008

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: NSF MaS students
NUMBER: 5 students
DATE: April 5-9, 2008
TIME: Depart: 04/05/08, 6:15 a.m.
Return: 04/09/08, 8:30 p.m.
DESTINATION: American Chemical Society (ASC) National Meeting & Exposition, Ernest N. Morial Convention Center, 900 Convention Center Blvd., New Orleans, LA
EVENT: Attend conference and exposition to explore opportunities in the Chemistry field; presentation of student research
TRANSPORTATION: Air, private automobiles, shuttles
ADVISOR: Division of Natural Sciences: Khuloud Sweimeh, Instructor.
NOT TO EXCEED: $3,570.00 (transportation, lodging, meals, conference registration) for 2 students.

Funding for three (3) students will be provided by outside agencies: The American Chemical Society and the Oakcrest Institute of Science.

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 2007-08 Adopted Budget in account code 03-5250-5242-0000 (NSF MaS Grant).

BACKGROUND: This instructional field trip is requested by the Associate Dean, 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:
Approval of Instructional Trip for Geology 3, April 3-4, 2008

Board Meeting Date: March 5, 2008

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 3 students
NUMBER: 23 students
DATE: April 3-4, 2008
TIME: 3:00 p.m. – 3:00 a.m.
DESTINATION: Mt. Wilson Observatory
EVENT: Work with Mt. Wilson 60 inch telescope
TRANSPORTATION: District vehicle, private automobiles
ADVISOR(S): Natural Sciences: David Douglass, Professor and Division Dean
NOT TO EXCEED: $900.00 (transportation, $100.00; telescope usage fees, $800.00)

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 2007-08 Adopted Budget in account code 01-5250-1502-0000 (for transportation - Natural Sciences: Physical Sciences) and the Student Services Fund – Geology Trips (for telescope usage fees).

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

Submitted by:
[Signature]
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:
Approve/Ratify Contracts

Board Meeting Date: March 5, 2008

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 page.

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

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

Submitted by:

Sherry Lassen
Director, Business Services

Recommended for Approval:

Rinaldo Miretto
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Paullette C. Parfum
Superintendent/President
## REVIEW OF TRANSACTIONS AND CONTRACTS

### PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
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<td>B-97251-8</td>
<td>Biola University</td>
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<td>To provide for student teaching and observation in District ESL classes 3/06/08 until terminated</td>
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<td>B-97252-8</td>
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<td>To provide survey and research services related to the video game industry and its associated California job market 3/06/08 thru 5/30/08</td>
<td>Multimedia Entertainment Initiative Hub Grant 5122-0607</td>
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<td>B-97253-8</td>
<td>Claude D. Ames</td>
<td>5,000.00</td>
<td>To provide grievance arbitration services on an as-needed basis 11/28/07 thru 6/30/08</td>
<td>Collective Bargaining</td>
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Consent Item No. 130-B
March 5, 2008
CONSENT ITEM TITLE:  
Approve Career and Technical Education Activities

Board Meeting Date:  March 5, 2008

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 Career and Technical Education activities listed below:

Approve:

April 27, 2008 – Cosmetology Program Recruitment at PCC, co-sponsored by Career and Technical Education with Pasadena Cosmetologists and Barbers during a fundraiser for sickle cell anemia. Anticipated expenses not-to-exceed $1,655.00 for technical support, materials and supplies for approximately 1,500 participants. Cost Center: 03-5210-5115-0000, Tech Prep

May 2, 2008 – Annual Industry/Education Partnership Breakfast at Altadena Town & Country Club. Anticipated expenses not-to-exceed $15,000.00 for facilities, guest speakers, musicians, materials and refreshments for approximately 300 participants from business, industry, advisory committee members, administrators and staff. Cost Centers: 01-5210-1007-0000, 03-5210-5100-0000, 5101-0000, 5102-0000, 5103-0000, 5104-0000, 5105-0000, 5106-0000, 5107-0000, 5108-0000, 5109-0000, 5110-0000 and 5115-0000, Career & Technical Education

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

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

Submitted by:

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:
Approve Staff Development Activities

Board Meeting Date: March 5, 2008

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 Staff Development activities listed below:

Approve

Date to be determined – “Yiddish Theater: A Love Story,” a film event with Question & Answer Session with the producer and writer at PCC. This film covers topics addressed in courses offered in Film/Media Arts. Anticipated expenses not-to-exceed $1,200.00 for materials, speakers and miscellaneous expenses, including acquisition of the film for the New Media Center film collection, for approximately 150 participants from the campus and community. Cost Center: 01-5210-4005-0000, College Diversity Initiative

April 9 & 10, 2008 – Classified Days at Altadena Town & Country Club. Anticipated expenses not-to-exceed $9,500.00 for speakers, facility, audio-visual equipment, materials and refreshments for approximately 90 participants each day. Cost Centers: 03-5210-4002-0403, Classified Senate (Professional Development) & 01-5210-4002-2411, Classified Senate (ARCC)

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.

Submitted by:

Cherry Fogg
Director, Business Services

Recommended for Approval:

Ricardo Munoz
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Paullette J. Penning
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approve Professional Conference Attendance

Board Meeting Date: March 5, 2008

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 conference attendance outside the United States or with anticipated costs in excess of $1,500.00.

ATTENDEE: Heba Griffiths
LOCATION: Thirtieth Annual Western Association of Educational Opportunity Personal Conference
Kona, Hawaii
DATES: April 4-11, 2008
PURPOSE: Obtain information on program assessment of student learning outcomes for Upward Bound Program.
CHARGES: $2,039.00
COST CENTER: 03-5210-5300-0000
RECOMMENDED BY: Dr. Lisa Sugimoto

ATTENDEE: Khuleud Sweimeh
LOCATION: American Chemical Society National Meeting and Exposition
New Orleans, Louisiana
DATES: April 5-9, 2008
PURPOSE: Obtain information on programs for chemists and chemical engineers and will accompany NSF MaS Grant students attending conference.
CHARGES: $1,950.00
COST CENTER: 03-5210-5242-0000
RECOMMENDED BY: Dr. Jacqueline Jacobs

If necessary, it is also recommended that advance payment be authorized for lodging deposit and registration. Authorization is granted for an advance payment check (no less than $50.00) to be drawn upon the request for the attendee.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the requesting Cost Center budgets as listed above.

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
BACKGROUND: District Policy 5250 reserves to the Board of Trustees approval of any professional conference attendance outside of the United States or with anticipated costs in excess of $1,500.00.

In accordance with District Procedure 5250.10, the requested trip(s) has been recommended by the area Vice President and the College President.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approve Purchasing Transactions

Board Meeting Date: March 5, 2008

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 P08-02406 through P08-02616.

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2007-2003 District Budget in the fund indicated and charged to the cost center.

BACKGROUND: Orders have been issued in accordance with legal requirements and with Purchasing Policies revised by the Board of Trustees on August 6, 2006, Bylaw No. 1600. The purchase orders listed on the attached report include orders that are $500 or more.

Submitted by:
Edgar R. Navas
Director, Purchasing Services

Recommended for Approval:
Luis Muñoz
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Paulette Perfumo
Superintendent/President
## Purchase Orders Over $500

**Consent Item No. 134-B**

**March 5, 2008**

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

> Indicates local branch utilized outside of District as required by Vendor.
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<td>INSURANCE</td>
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<td>61</td>
<td>1,125.00</td>
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<tr>
<td>P08-02533</td>
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<td>01</td>
<td>14,070.00</td>
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<tr>
<td>P08-02535</td>
<td>LAKESHORE LEARNING MATERIALS</td>
<td>SUPPLIES</td>
<td>CEC</td>
<td>03</td>
<td>1,293.61</td>
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<tr>
<td>P08-02538</td>
<td>GRAINGER, INC.: W.W.</td>
<td>LIGHTING</td>
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<tr>
<td>P08-02541</td>
<td>E-Z UP FACTORY OUTLET</td>
<td>SIGNS</td>
<td>HLTH FCC</td>
<td>03</td>
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<tr>
<td>P08-02551</td>
<td>T-SHIRT FACTORY OUTLET</td>
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<td>03</td>
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<tr>
<td>P08-02555</td>
<td>INDUSTRIAL CASTER &amp; WHEEL CO.</td>
<td>JANITORIAL/CUSTODIAL SUP. &amp; EQUIP.</td>
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<tr>
<td>P08-02557</td>
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<td>SERVICES FEES/PROFESSIONAL SVS</td>
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<td>P08-02558</td>
<td>THE KAPLAN COMPANY</td>
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<td>CEC</td>
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<td>P08-02564</td>
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<td>P08-02570</td>
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<td>BIO CELL PHONE SERVICE</td>
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<td>800.00</td>
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<tr>
<td>P08-02591</td>
<td>COMPUTERLAND/SILICON VALLEY</td>
<td>SOFTWARE</td>
<td>VISUAL ARTS</td>
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<td>P08-02592</td>
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<td>COMPUTER EQUIP.</td>
<td>COMP. SVS</td>
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<tr>
<td>P08-02596</td>
<td>VLSYSTEMS, INC.</td>
<td>COMPUTER SUPPLIES</td>
<td>COMP. SVS</td>
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<td>3,413.83</td>
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<td>P08-02597</td>
<td>TRI-DIM FILTER CORPORATION</td>
<td>HEATING/VENTILATION SUP.</td>
<td>FACILITIES</td>
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<td>7,861.11</td>
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<td>P08-02600</td>
<td>PLUMBING WHOLESALE OUTLET</td>
<td>PLUMBING SUP.</td>
<td>FACILITIES</td>
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<td>602.65</td>
</tr>
<tr>
<td>P08-02601</td>
<td>UNITED RENTALS</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
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<td>1,499.26</td>
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<td>P08-02605</td>
<td>KNORR SYSTEMS, INC.</td>
<td>MAINTENANCE EQUIP.</td>
<td>FACILITIES</td>
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<tr>
<td>P08-02606</td>
<td>VONS COMPANIES</td>
<td>BIO/ SUPPLIES</td>
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<td>03</td>
<td>1,700.00</td>
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<tr>
<td>P08-02607</td>
<td>KINKO'S</td>
<td>BIO/ SUPPLIES</td>
<td>CEC</td>
<td>03</td>
<td>800.00</td>
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<tr>
<td>P08-02608</td>
<td>NATL SIGN &amp; MARKETING CORP.</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>FACILITIES</td>
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<td>1,890.00</td>
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<td>P08-02612</td>
<td>CONSOLIDATED ELEC. DIST.(CED)</td>
<td>ELECTRICAL SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
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<td>656.92</td>
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<tr>
<td>P08-02613</td>
<td>MPC-G, LLC</td>
<td>COMPUTER EQUIPMENT</td>
<td>BUSINESS DEPT</td>
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<td>3,583.08</td>
</tr>
<tr>
<td>P08-02614</td>
<td>DIRECT MONITORING SYSTEMS</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>01</td>
<td>2,850.00</td>
</tr>
<tr>
<td>P08-02616</td>
<td>DELTA GRAPHICS</td>
<td>PRINTING</td>
<td>CAREER AND TECH EDU</td>
<td>03</td>
<td>4,335.41</td>
</tr>
</tbody>
</table>

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

> Indicates local branch utilized outside of District as required by Vendor.

Total Fund Amount: 331,504.42
# PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

## CHANGE ORDERS
$500 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>B08-00026</td>
<td>GRAINER, INC</td>
<td>Increase PO per Dept.</td>
<td>FACILITIES</td>
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<td>$1,000.00</td>
</tr>
<tr>
<td>B08-00027</td>
<td>HARRY'S GLASS SHOP, INC</td>
<td>Increase PO per Dept.</td>
<td>FACILITIES</td>
<td>01</td>
<td>$2,000.00</td>
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<tr>
<td>B08-00037</td>
<td>BERG HARDWARE</td>
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<td>$2,000.00</td>
</tr>
<tr>
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<td>Increase PO per Dept.</td>
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<td>B08-00096</td>
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<td>P08-00456</td>
<td>FRY'S ELECTRONICS</td>
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<tr>
<td>P08-01761</td>
<td>BUCKSTAFF COMPANY</td>
<td>Increase PO per Dept.</td>
<td>LIBRARY</td>
<td>01</td>
<td>$1,695.75</td>
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<tr>
<td>P08-01981</td>
<td>AZTEC SECURITY PRODUCTS</td>
<td>Decrease PO per Dept.</td>
<td>COMP SVC</td>
<td>41</td>
<td>$(901.73)</td>
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</table>

$13,994.02
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: March 5, 2008

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 $4,786.23.

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>02-01-08</td>
<td>15838246</td>
<td>$1,807.62</td>
</tr>
<tr>
<td>02-07-08</td>
<td>15865818</td>
<td>1,192.03</td>
</tr>
<tr>
<td>02-13-08</td>
<td>15879378</td>
<td>1,786.58</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$4,786.23</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:

Linda Meriallo
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Paulette Parfum
Superintendent/President
<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/2008</td>
<td>15838246</td>
<td>$1,807.62</td>
</tr>
<tr>
<td></td>
<td>Supplies</td>
<td>$1,491.62</td>
</tr>
<tr>
<td></td>
<td>Postage</td>
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</tr>
<tr>
<td></td>
<td>Bus passes</td>
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<tr>
<td></td>
<td>Parking refunds</td>
<td>$128.00</td>
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<tr>
<td>2/11/2008</td>
<td>15865818</td>
<td>$1,192.03</td>
</tr>
<tr>
<td></td>
<td>Supplies</td>
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<tr>
<td></td>
<td>Parking refunds</td>
<td>$64.00</td>
</tr>
<tr>
<td></td>
<td>Citation refunds</td>
<td>$90.00</td>
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<tr>
<td>2/13/2008</td>
<td>15879378</td>
<td>$1,786.58</td>
</tr>
<tr>
<td></td>
<td>Supplies</td>
<td>$1,184.35</td>
</tr>
<tr>
<td></td>
<td>Books</td>
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<tr>
<td></td>
<td>Software</td>
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<tr>
<td></td>
<td>Postage</td>
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<tr>
<td></td>
<td>Bus passes</td>
<td>$80.00</td>
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<tr>
<td></td>
<td>Parking refunds</td>
<td>$192.00</td>
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</tbody>
</table>

Grand total: $4,786.23
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

Board Meeting Date: March 5, 2008

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 $27,190.82.

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>02-15-08</td>
<td>15891745</td>
<td>$ 27,190.82</td>
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<tr>
<td></td>
<td>Medical</td>
<td>$ 23,793.75</td>
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<tr>
<td></td>
<td>Benefit Payments</td>
<td>3,267.07</td>
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<tr>
<td></td>
<td>Mileage</td>
<td>130.00</td>
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<tr>
<td></td>
<td>$ 27,190.82</td>
<td>============</td>
</tr>
</tbody>
</table>

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

Submitted by:

Director, Fiscal 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:
Authorization to Open an Escrow (Construction Retention) Account

Board Meeting Date: March 5, 2008

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, authorize the opening of an escrow account to accumulate retention as provided in Section 22300 of the Public Contract Code of the State of California.

FISCAL IMPLICATIONS: At the written request of Douglas E. Barnhart, Inc., in accordance with the construction contract, and Public Contract Code Section 22300, and at the expense of the contractor, Pasadena Area Community College will open an escrow account to deposit the ten percent retention from each progress billing from Douglas E. Barnhart, Inc. The ten percent is retained from each progress payment until final completion of the project.

BACKGROUND:

Name of Account: Douglas E. Barnhart, Inc.
Measure P Industrial Technologies Building
and Campus Center Building
Pasadena Area Community College District

Escrow Parties: Pasadena Area Community College District, Owner
Douglas E. Barnhart, Inc., Contractor
Bank of the West, Escrow Agent

Location of Account: Bank of the West
Colorado – Altadena Branch
2500 E. Colorado Blvd.
Pasadena, CA 91107

During the construction period, the Contractor may withdraw interest only without notice to the Owner. Principal may be withdrawn only upon written notice to the Escrow Agent along with the written authorization of the Owner that the Owner consents to the withdrawal of the principal sought by the Contractor.

Submitted by:

[Signature]
Director, Fiscal 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:
Budget Augmentation

Board Meeting Date: March 5, 2008

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 2007-08 Adopted Budget for Cooperative Agency Resources Education (C.A.R.E.) and Disabled Students Programs and Services (D.S.P. & S.).

FISCAL IMPLICATIONS:

<table>
<thead>
<tr>
<th>PAC#</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>03-8621-5306-0000</td>
<td>State Revenue, Categorical, C.A.R.E.</td>
<td>$5,984</td>
</tr>
<tr>
<td>03-8623-5318-0000</td>
<td>State Revenue, Categorical, D.S.P. &amp; S.</td>
<td>$317,606</td>
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<tr>
<td>03-4301-5306-0000</td>
<td>Supplies</td>
<td>$5,984</td>
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<tr>
<td>03-1210-5318-0000</td>
<td>Academic Non-instructional Contract</td>
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<tr>
<td>03-1240-5318-0000</td>
<td>Overload</td>
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<tr>
<td>03-2312-5318-0000</td>
<td>Non-instructional - Hourly</td>
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<tr>
<td>03-3430-5318-0000</td>
<td>Classified Salaries, Overtime, Relief, or Extra Help</td>
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<tr>
<td>03-4302-5318-0000</td>
<td>Employee Benefits</td>
<td>161,500</td>
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<td>03-5150-5318-0000</td>
<td>Software – Single User</td>
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<td>Personal Services</td>
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<td>03-5310-5318-0000</td>
<td>Conferences, Seminars, Workshops &amp; Retreats</td>
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<td>03-5810-5318-0000</td>
<td>Dues &amp; Memberships</td>
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<tr>
<td>03-6410-5318-0000</td>
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<tr>
<td></td>
<td>New Equipment</td>
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<tr>
<td></td>
<td></td>
<td>$317,606</td>
</tr>
</tbody>
</table>

Submitted by: [Signature]
Director, Fiscal Services

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
[Signature]
Superintendent/President
BACKGROUND: This increase is based upon the most recent information available from the Chancellor's office.

<table>
<thead>
<tr>
<th>2007-08 Adopted Budget</th>
<th>Increase</th>
<th>2007-08 Revised Budget</th>
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<tbody>
<tr>
<td>C.A.R.E. $132,104</td>
<td>$5,984</td>
<td>$138,088</td>
</tr>
<tr>
<td>D.S.P. &amp; S. $960,424</td>
<td>$317,606</td>
<td>$1,278,030</td>
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</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Stipends for Classified and Unclassified Personnel

Board Meeting Date: March 5, 2008

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 stipends for the persons listed below for the fiscal year 2007-08.

<table>
<thead>
<tr>
<th>Name</th>
<th>Stipend</th>
<th>Special Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ellis, Jesse</td>
<td>3,000.00</td>
<td>Assistant Basketball Coach</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Physical Education)</td>
</tr>
</tbody>
</table>

Ratify

<table>
<thead>
<tr>
<th>Name</th>
<th>Stipend</th>
<th>Special Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zein, Cherif</td>
<td>16,000.00</td>
<td>Men's &amp; Women's Head Soccer Coach</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8/16/07 – 12/14/07</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Physical Education)</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:

Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Supintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Stipends for Academic Personnel

Board Meeting Date: March 5, 2008

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 2007-08, unless otherwise indicated, or any portion thereof, as stated in the contract. The length of time of the employment and the assignment shall be determined by College need.

<table>
<thead>
<tr>
<th>NAME</th>
<th>STIPEND</th>
<th>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berg, Thomas</td>
<td>4,200.00</td>
<td>Associate Nursing Degree Program (Enrollment Grant)—oversee and manage the resources/inventory in the Nursing Skills Lab, 03-06-08 to 06-13-08</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:
Dean, Human Resources

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

CONSENT ITEM TITLE:
Employment of Hourly Credit Teachers and Substitute Teachers, Winter 2008

Board Meeting Date: March 5, 2008

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 2007-08. 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 current labor agreement.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berg, Thomas</td>
<td>Adjunct Faculty</td>
<td>B</td>
<td>19</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Campanaro, Nicole</td>
<td>Adjunct Faculty</td>
<td>B</td>
<td>4</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Patvakanyan, Yuri</td>
<td>Adjunct Faculty</td>
<td>E</td>
<td>7</td>
<td>Mathematics</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:

Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Employment of Hourly Credit Teachers and Substitute Teachers, 2007-08

Board Meeting Date: March 5, 2008

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the persons on the attached list to be employed as temporary teachers of credit classes in their respective major and/or minor at their respective hourly rates derived from the academic hourly salary schedule for teachers of credit classes approved for 2007-08. 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 current labor agreement.

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need.

Submitted by:
Office of Human Resources

Recommended for Approval:

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Dean, Human Resources

Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angeloni, Elvio</td>
<td>Adjunct Faculty</td>
<td>D</td>
<td>33</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Bolen, Franci</td>
<td>Adjunct Faculty</td>
<td>D</td>
<td>17</td>
<td>Natural Sciences</td>
</tr>
<tr>
<td>Campbell, Molly</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>7</td>
<td>Performing &amp; Communication Arts</td>
</tr>
<tr>
<td>Cano, Andrea</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Languages</td>
</tr>
<tr>
<td>Cody, Robert*</td>
<td>Adjunct Faculty</td>
<td>E</td>
<td>10</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Considine, Daniel</td>
<td>Adjunct Faculty</td>
<td>D</td>
<td>1</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>DaRozza, George</td>
<td>Adjunct Faculty</td>
<td>E</td>
<td>8</td>
<td>Languages</td>
</tr>
<tr>
<td>Galeazzi, Joanna</td>
<td>Adjunct Counselor</td>
<td>B</td>
<td>6</td>
<td>Disabled Student Programs &amp; Services</td>
</tr>
<tr>
<td>Hallinger, Jane**</td>
<td>Adjunct Faculty</td>
<td>C</td>
<td>30</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Harris, Brice</td>
<td>Adjunct Faculty</td>
<td>E</td>
<td>7</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Huxley, Dawn</td>
<td>Adjunct Faculty</td>
<td>B</td>
<td>1</td>
<td>Visual Arts &amp; Media Studies</td>
</tr>
<tr>
<td>Miller, Gregory</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Morris, Sanja</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>7</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Paloutzian, Mark</td>
<td>Adjunct Faculty</td>
<td>D</td>
<td>2</td>
<td>English</td>
</tr>
<tr>
<td>Quinn, Lori</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>7</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Rahh, Amen</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Shibasaki, Eugh</td>
<td>Adj Health Professional</td>
<td>A</td>
<td>1</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Sutton, Sandra</td>
<td>Adjunct Faculty</td>
<td>B</td>
<td>1</td>
<td>Health Sciences</td>
</tr>
</tbody>
</table>

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

CONSENT ITEM TITLE: Employment of Hourly Noncredit Teachers and Substitute Teachers, 2007-08

Board Meeting Date: March 5, 2008

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 noncredit classes in their respective major and/or minor at their respective hourly rates derived from the academic hourly salary schedule for teachers of noncredit classes approved for the College year 2007-08 or any portion thereof as stated in their contracts. The length of time of the employment and the assignment shall be determined by College need.

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fernandez, Juan</td>
<td>Adjunct NC Faculty</td>
<td>NM</td>
<td>1</td>
<td>Community Education Center</td>
</tr>
<tr>
<td>O'Neill, Kathleen</td>
<td>Adjunct NC Faculty</td>
<td>MN</td>
<td>1</td>
<td>Community Education Center</td>
</tr>
<tr>
<td>Minassian, Veronik</td>
<td>Adjunct NC Faculty</td>
<td>N</td>
<td>1</td>
<td>Community Education Center</td>
</tr>
<tr>
<td>Christman, Chris</td>
<td>Adjunct NC Faculty</td>
<td>N</td>
<td>1</td>
<td>Community Education Center</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:

[Signature]
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 Separation of Academic Employees, 2007-2008

Board Meeting Date: March 5, 2008

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the following changes pertaining to academic employees.

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lipton, Kay</td>
<td>E-13</td>
<td>From: 100% - 10 months</td>
<td>02/19/08 – 06/13/08</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td>To: 80% - 10 months</td>
<td></td>
</tr>
<tr>
<td>Performing &amp; Communication Arts</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CHANGE OF STATUS

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probst, Joseph</td>
<td></td>
<td>Retirement</td>
<td>06/14/08</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td>34 years of service</td>
<td></td>
</tr>
<tr>
<td>Performing &amp; Communication Arts</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SEPARATION

FISCAL IMPLICATIONS: None

BACKGROUND: Routine personnel transaction within budget limits.

Submitted by:
Office of Human Resources

Recommended for Approval:
Dean, Human Resources

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

CONSENT ITEM TITLE:  
Notification to Temporary Academic Employees

Board Meeting Date: March 5, 2008

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, authorize the Superintendent-President to send a letter to each of the following academic employees notifying them that the Board of Trustees has determined that they are not to be reemployed in their current temporary assignment beyond the 2007-2008 academic year because that assignment was for one year or less.

It is further recommended that the Superintendent-President be authorized to send a copy of the Consent Item of such Board action to these employees.

<table>
<thead>
<tr>
<th>NAME</th>
<th>DIVISION/PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, Lori</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Clark, Jerry</td>
<td>Natural Sciences</td>
</tr>
<tr>
<td>Fields, Lana</td>
<td>CalWORKs Program</td>
</tr>
<tr>
<td>Hamma, Marra</td>
<td>English</td>
</tr>
<tr>
<td>Keast, Brent</td>
<td>Performing and Communication Arts</td>
</tr>
<tr>
<td>McClendon, Lola</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Nakata, Stephanie</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Naylor, Barbara</td>
<td>Performing and Communication Arts</td>
</tr>
<tr>
<td>Oh, Christine</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Pina, Gabrielle</td>
<td>English</td>
</tr>
<tr>
<td>Quintanar, Evangelina</td>
<td>Title V Program</td>
</tr>
<tr>
<td>Smith, Jacqueline</td>
<td>Engineering and Technology</td>
</tr>
<tr>
<td>Swil, Warren</td>
<td>Visual Arts and Media Studies</td>
</tr>
<tr>
<td>Warrender, MJ</td>
<td>CalWORKs Program</td>
</tr>
<tr>
<td>Wiggins, Lynell</td>
<td>Counseling/Career Services</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: None

BACKGROUND: Routine personnel transactions within budget limits.

Submitted by:
Office of Human Resources

Recommended for Approval:

Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

Board Meeting Date: March 5, 2008

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>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turner, Samantha</td>
<td>36A</td>
<td>50% - 11 mo.</td>
<td>03/06/08</td>
</tr>
<tr>
<td>Intermediate Clerk II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Learning Outcomes Office</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing: Aileen Pierson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special funded position</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SEPARATION

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schaefer, Aaron</td>
<td>Resignation</td>
<td>01/11/08</td>
</tr>
<tr>
<td>Flea Market Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Affairs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: None

BACKGROUND: Routine personnel transactions within budget limits

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve, pursuant to the current agreement with the Pasadena City College Faculty Association/CTA, Article 5.6.2, that the following named employee(s) be assigned salary compensation factors as noted for the spring semester 2008:

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>DIVISION</th>
<th>LOAD RATIO</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arenson, Lauren</td>
<td>Social Sciences</td>
<td>1.054</td>
<td>4906, 6852</td>
</tr>
<tr>
<td>Price, Paul</td>
<td>Social Sciences</td>
<td>1.036</td>
<td>6069</td>
</tr>
<tr>
<td>Shockro, Ellen</td>
<td>Social Sciences</td>
<td>1.018</td>
<td>4964</td>
</tr>
<tr>
<td>Uranga, David</td>
<td>Social Sciences</td>
<td>1.036</td>
<td>5898</td>
</tr>
<tr>
<td>Volckmann, Jean</td>
<td>Social Sciences</td>
<td>1.036</td>
<td>5285</td>
</tr>
<tr>
<td>Foster, William</td>
<td>Visual Arts &amp; Media Studies</td>
<td>1.090</td>
<td>4365, 4416, 5067, 6435</td>
</tr>
<tr>
<td>Futtner, Joseph</td>
<td>Visual Arts &amp; Media Studies</td>
<td>1.072</td>
<td>4091, 4093, 4094, 4492</td>
</tr>
<tr>
<td>Haynes, Sandra</td>
<td>Visual Arts &amp; Media Studies</td>
<td>1.054</td>
<td>4089, 4090</td>
</tr>
<tr>
<td>Sierra, Joseph</td>
<td>Visual Arts &amp; Media Studies</td>
<td>1.036</td>
<td>5282</td>
</tr>
</tbody>
</table>

It is further recommended that the following named instructor(s) be paid an amount equal to the hourly Summer Intersession or overload rate times the number of hours listed each week in ADDITION to the regular compensation for teaching hourly classes during the spring semester 2008:

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>DIVISION</th>
<th>ADDITIONAL HOURS/WEEK</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dabelow, Kathryn</td>
<td>Social Sciences</td>
<td>1</td>
<td>5187</td>
</tr>
<tr>
<td>Forman, Kurt</td>
<td>Social Sciences</td>
<td>2</td>
<td>5049, 7376</td>
</tr>
<tr>
<td>Schander, Mary</td>
<td>Social Sciences</td>
<td>1</td>
<td>4538</td>
</tr>
<tr>
<td>Yamauchi, Kent</td>
<td>Social Sciences</td>
<td>1</td>
<td>6485</td>
</tr>
<tr>
<td>Andres, Annalee</td>
<td>Visual Arts &amp; Media Studies</td>
<td>1</td>
<td>6352</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Monies will be transferred from hourly instructional accounts.

BACKGROUND: In conformance with the current agreement with the Pasadena City College Faculty Association/CTA, Article 5.6.2.
<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>DIVISION</th>
<th>ADDITIONAL HOURS/WEEK</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster, William</td>
<td>Visual Arts &amp; Media Studies</td>
<td>2</td>
<td>6267, 7309</td>
</tr>
<tr>
<td>Hallinger, Jane</td>
<td>Visual Arts &amp; Media Studies</td>
<td>1</td>
<td>6270</td>
</tr>
<tr>
<td>Hunt, Susan</td>
<td>Visual Arts &amp; Media Studies</td>
<td>1</td>
<td>7548</td>
</tr>
<tr>
<td>Sierra, Joseph</td>
<td>Visual Arts &amp; Media Studies</td>
<td>1</td>
<td>4573</td>
</tr>
<tr>
<td>Wright, Timothy</td>
<td>Visual Arts &amp; Media Studies</td>
<td>1</td>
<td>7548</td>
</tr>
</tbody>
</table>